

## UUFF LEADERSHIP DEVELOPMENT FUND

### APPLICATION GUIDELINES

**PURPOSE:** Funds are to be used to encourage leadership among UUFF members. Training at the Dwight Brown Leadership School, or General Assembly are deemed particularly desirable. Monies can be used to defray cost of travel, food, registration, educational materials, outside speakers, consultants, or other appropriate activities.

**ELIGIBILITY:** UUFF members not currently on staff. Preference will be given to those who have not recently been awarded previous funds.

#### **PROCESS:**

1. Fill out the appropriate application form(s) (SPEAKER/CONSULTANT OR TRAINING). If travel expenses are requested, also complete the TRAVEL BUDGET form. Please print or type.
2. Attach a letter of recommendation from your sponsor: a minister, a board member, or a committee chair.
3. Submit: a) the application form, b) the letter of recommendation, and c) a flyer or web description of the event. Put the above material in the UUFF Office mailbox for the LDC at least the Sunday before the next LDC meeting and with sufficient time to meet the discounted registration deadline for the event.
4. Notify Nancy McCartney by Email at [nmccartn@hotmail.com](mailto:nmccartn@hotmail.com) to alert her to check the mailbox. Put LDC APPLICATION in the subject line.
5. The LDC normally meets at 9:30 a.m. on the second Sunday of each month. Please make sure you allow at least a week for the LDC members to read and evaluate your request.
6. Make a copy of this material for you and for your sponsor's files.
7. LDC members will review the material and ask for supplementary information, if necessary.
8. The Board Treasurer will provide funds upon submission of the all receipts within a week of your return. Advance funding can be approved if necessary and noted on the application form.
9. Address questions to the LDC Chair; for 2009: Susan Schroeder at [shs49@cox.net](mailto:shs49@cox.net) or 521-2644.
10. After the event, submit your receipts to the treasurer within a week of your return.
11. You and your sponsor should notify the LDC about your plans to share your learning with the rest of the membership within a week of your return. This report should occur within two months of the event, and may include, but is not limited to, a short presentation to the congregation, a presentation to the Council on Committees, workshops for the congregation, short articles in the Beacon, etc.