Standard format for describing Programs and Activities on the UU Church website

Introduction – The PACT **Point Person** asks the activity initiator to provide a short description about the subject program or activity. After finalizing the description, it will be posted on the Church's website. Below is sample language for a fictional ongoing program: a support group. Prepare a description for your program/activity and email it to your assigned Point Person. It will also serve as an aid to program initiators in preparing advertising content for Church news outlets.

(SAMPLE)

Program name – Coping with Memory Decline

Tag line – A support group for caregivers and family

Description – Memory decline as we age is not unexpected, but when it comes on earlier in life, it is a surprise and a challenge for the person suffering from the decline, but also their loved ones, family, friends, and caregivers. This support group is for any of the above individuals. Besides providing emotional support to one another, the intent is to share medical and practical information from local experts to assist all concerned.

Participation – Open to members of the UUCV congregation and their friends in the community with a connection to this subject.

Meeting Location – Via the Internet (Zoom). A link to each meeting will be sent to participants before the meeting. You will need: reliable internet access and speed for smooth audio and visual communication, ideally a computer vs. a smart phone or tablet, your device should have a camera and microphone so you can participate in the program effectively.

Duration of the Program – twice a month for 3 months (initially, but could be extended based on wishes of the participants)

Meeting Days and Times – 2nd and 4th Wednesdays 3:00pm to 4:30pm

Costs to Attend – None, but a voluntary gift of appreciation is welcomed

Presenter – Dr. James Strong, gerontologist, among others

Program Leader – Carol Jones, wife of memory patient

Contact Information – Carol Jones (805) 555-5555; or cjones@gmail.com

Current Status of this Program – Active

INSTRUCTIONS FOR COMPLETING:
1. Copy the headings below and paste them into a new WORD document that you create.
2. Provide the information requested for each heading.
3. Send the completed document as an email attachment to the PACT Point Person assigned to you.

Program name –

Tag line –

Description –

Participation –

Meeting Location –

Duration of the Program –

Days and Times –

Presenter –

Program Leader –

Contact Information –

Current Status –