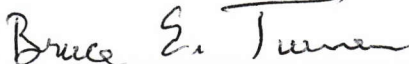
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UUCLV Congregational E-Mail

Policy Statement

This policy and implementing procedures apply to all UUCLV members who want to send out a Congregation email.

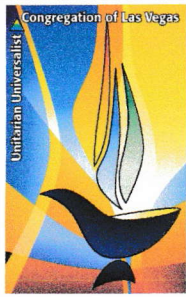
The UUCLV email is provided for members to request a congregational email be sent with information of importance to our congregation, i.e. one-time special event or activity. The Board of Trustees has established the following guidelines to define the process.

Responsible Parties: The Office Administrator is authorized to send the email to the congregation once it has been approved by the Minister or the President of the Board of Trustees.

Definitions: There must be an important reason for a special congregational email to be sent out. This is not to be used to circumvent the *Weekly Announcements* or *Sunrise* monthly newsletter. These communication vehicles should be considered first.

Summary:

This policy describes the management and use of the UUCLV congregational email. It will remain in effect until revision is required, accomplished and approved by the Board of Trustees.

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Revision History

11/13/02—Rev. 0.

4/16/12—Rev. 1. Changed title from ‘UUCLV E-mail Network’ to ‘UUCLV Congregational E-Mail’, minor changes to language.

3/27/2020 Renumbering