



all souls

UNITARIAN UNIVERSALIST  
CHURCH • KANSAS CITY

## Guidelines for Submitting a Proposal for Board Action

Please cover each of these areas when composing your proposal.

1. **Proposal** - Outline as clearly as possible the proposal you would like the Board of Trustees to consider.
2. **Rationale** – What is the rationale for this proposal? Why do it? How will it benefit the church?
3. **Budget Impact** – If applicable, what is the financial impact of this proposal? What will it cost and what are the identified sources of revenue?
4. **Communication** – What committees or groups are affected by this proposal and what are their responses? Please indicate to whom you have talked and relate their responses.

---

**Attach this sheet to your proposal and submit it to your committee or group's Board liaison at least 10 days in advance of the next Board meeting for placement on the agenda.**

Proposal submitted by: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

(committee name)