

POLICY FOR TVO PROGRAMMING (from Board discussion 10/25/22)

General programming:

- Programs should be proposed by committee or the Rabbi (not a congregant). If a congregant has an idea for a program, we ask that they find a committee that most closely matches the event and ask that committee to propose the program. If there is no committee that closely matches, consider asking the Visitors Working Group (VWG).
- A representative from a committee should submit a program form to the Board for consideration **at least a week before the Board meeting preceding the event** (see Program Form).
- In general, members should not be paid for presenting programming. Exceptions will be considered (see chart below).
- In general, members should not be charged for programming that falls under the “Tapestry of Offerings”

	<b>Need Board approval?</b>	<b>Need Board approval to pay the presenter?</b>	<b>Can members be charged?</b>
Single programs for members by members, e.g, small sparks	no	No – no pay allowed	no
Multiple programs or classes by members	Committee or Rabbi must present proposal to Board (except VWG)	No – no pay (exceptions considered)	No. May ask for donation from non-members or charge
Single time programs by outside professionals	Committee or Rabbi must present proposal to Board (except VWG)	Yes- should be part of proposal unless the committee has its own budget	No. May ask for donation from non-members or charge
Music/ fundraising events	Committee or Rabbi must present proposal to Board (except VWG)	Yes- should be part of proposal unless the committee has its own budget	yes

Co-sponsored events— Board should be notified when a committee or Rabbi wants TvO to co-sponsor an event. In that case, it is the organizing groups decision if they want to charge or ask for donations from everyone. ***The request to co-sponsor must be received at least a week before the Board meeting preceding the event***

### Visitors Working Group (VWG)

The VWG has been charged with presenting programming for the congregation under the Tapestry of Offerings. As such, they were presented with a budget and can spend that money as they see fit, without the Board approval, keeping within the guidelines of the general policy regarding pay and charging members.