

UUCS External Communications Authorization Procedure

26 August 2012

Authorization Procedure

UUCS members and friends may propose articles, event announcements, press releases, or other outreach information to be published to the wider community. Because these will be perceived as official information about UUCS, the proposals must be reviewed and authorized by the Communications Team Chair and one of the Ministers. These reviewers need to assess the content for relevance, accuracy, intent, tone and adherence to UUA and UUCS principles, vision and mission.

The author will send the proposal to these reviewers, preferably by email in a file format compatible with Microsoft Word (doc version), submission to the publication.

The reviewers will confer and give the author 1) the go-ahead, 2) a request to rephrase certain parts (and perhaps to resubmit), 3) a rewrite which shows clearly what changes* they have agreed on, or 4) an explanation of why the proposal is unsuitable.

*(using the track changes feature or striking through certain words and adding words in different colors)

The author will send copies of the final article to the ministerial staff, Communications chair, newsletter editors and UUCS Office.