

PCNC Activity Support Proposal

"I Propose": All PCNC participant(s) are invited to propose an activity. The activity might be an event, program, action, direct action, party, celebration, vigil, campaign, etc. PCNC defines three levels of involvement in activities that promote peace and justice. These are "Endorse" "Support", and "Produce".

"Endorse" means that we take no action but we lend our "heartly approval" of the activity, and authorize our name to be published in publicity for the activity.

"Support" means that we participate actively in specific ways. We will announce the activity in a Bulletin or Alert, on www.ncpeace.org, (all information in a Bulletin or Alert goes onto the web site) and our Contact Line message at 530 470-9797. In addition, we might donate money, accept an invitation to table for PCNC, provide workers, provide PeaceKeepers, etc. Hopefully, a request will be specific enough for the SpokesCouncil to decide quickly, or perhaps folks might volunteer to be part of the planning activity.

A **"Produce"** request is for an activity that an existing Affinity Group of PCNC will produce, or for which an Affinity Group will form to produce.

Process: Provide the information below to a member of the PCNC Communications Committee who will then initiate SpokesCouncil review at the next SpokesCouncil meeting. Your presence at the meeting is welcome. Review may be initiated via email, if time does not allow for a meeting. The SpokesCouncil will determine if the activity is within our "mission", and, if so, will provide authorization for our endorsement.

"Point Person: Each activity supported or produced by PCNC, requires a "Point Person" who will be responsible for completion of the proposal information, submission to Communications Committee, and any ongoing communications with other appropriate Committees. This is true also for activities that PCNC is asked to endorse or sponsor but that may be carried out by another organization with more or less participation by PCNC.

Support required information:

1. Submitter and/or Point/Contact Person
2. Name and Description of Submitting Organization(s)
3. Date Submitted
4. Phones & Email Addresses
5. Name and Description of Activity/Event
6. Purpose or Expected Result
7. Venue including Directions (phone number, if appropriate)
8. Date(s) or Ongoing Schedule and Time(s) and date/time issues
9. Cost to Attendees

Requested Support

1. Financial support: (Interface with Accounting Committee for bookkeeping procedures).
2. Tabling and/or food sale opportunity offered.
3. **Inreach requested** of Communications Committee (PCNC Bulletin or Alert (email to database), Phone Tree (for urgent communications)).
4. **Outreach requested** of Communications Committee (PSAs, flyers or posters to be created and/or distributed, interviews).

For all communications, ensure all appropriate information is included: What, Who, When, Where, Why, Cost, Contact phone number and/or email address for further information.

PCNC Activity Support Proposal

Important! In addition, ensure that all information sent to the media contains specific wording that reflects PCNC's exact association with the production organization, and our involvement with this event or activity. E.g., "no endorsement implied" or "PCNC wholly supports this organization or event". The SpokesCouncil will assist in determining this.

5. PCNC Materials Resources Required (tabling materials, handouts, signs, banners, books), when needed (Interface with Tabling Coordinator (Communications Committee).
6. PCNC People Resources Required and when (host/MC, ticket sellers/takers, PeaceKeepers, cleanup crew, tablers, hospitality, etc.)