



Formulation Date: August 13, 2010

Central Church of Christ (C.C.C.) Sign Up Sheets Policy

I. Policy

The purpose of the “sign-up” sheets at C.C.C. is to provide information to the church concerning those who are willing to participate in special events, classes, surveys and other events as needed. Sign-up sheets are most often used to determine who and/or how many people are going to attend a function, but may also be used as a survey.

To help ensure traffic is not impeded and that the sign up desk is easy to find and use it will normally be at the North end of the foyer.

In order to avoid confusion among members and a widely divergent interpretation of the policy, certain restrictions have been made about sign-up sheets.

II. Responsibilities

The Communications Committee shall be responsible for approving and revising this policy, as appropriate.

III. Organization/Administration

The Communications Committee has established the following rules regarding the use of the church’s property for sign-up sheets.

- a. The church cannot participate in a petition that’s major purpose is to espouse a particular political viewpoint or political candidate.
- b. Unless a special request is granted by the Communications Committee, sign-up sheets are to only be placed at the sign-up table or desk located in North end of the foyer.
- c. C.C.C. reserves the right to refuse to post any sign-up sheets.
- d. Sign-up sheets may not be displayed on bulletin boards and/or display grids. Nothing may be taped, stapled, glued, pinned or otherwise attached to walls,

windows, doors, or other unapproved surfaces without the express permission of the Communications Committee.

IV. Procedure

- a. All sign-up sheets will be presented to the Church office (M-F 9-5) in a format ready for placing at the sign-up center. (i.e., neatly typed or printed, appropriate size, nothing on the back). Sign-up sheets posted or left on tables without authorization will be removed and discarded. Only designated personnel may post or remove sign-up sheets.
- b. Special requests for a sign-up sheet location other than the sign-up desk must be submitted to the office at least seven (7) days prior to the date it needs to be posted.