

Troth Event Policy

Purpose

The purpose of this policy is to outline the guidelines and procedures for hosting events organized or sponsored by The Troth. This policy aims to ensure that all events reflect the values of inclusivity, respect, and community engagement that The Troth upholds.

Scope

This policy applies to all events organized by The Troth, including workshops, community gatherings, seminars, and online events.

Policy Guidelines

Event Planning

1.1 Approval Process: All events (not including Steward Program events) must be approved by the Events Committee of The Troth. A formal proposal must be submitted at least 90 days prior to the event date.

For Moot meetups in relation to the Steward program approval needs to go through the High Steward with the same 90 day timeline or as part of an organized outreach campaign.

1.2 Objectives: Clearly outline the purpose and objectives of the event, including target audience and expected outcomes.

Inclusivity and Accessibility

2.1 Event Space: Events should be designed to be inclusive and accessible to all community members, regardless of race, gender, age, ability, orientation, gender identity, or background. Physical locations should be chosen with travel for Troth members in mind as high travel expenses can be exclusionary by nature.

2.2 Accommodations: Organizers must ensure that appropriate accommodations are made for individuals with disabilities, including venue accessibility and alternative formats for materials (Large print hand outs, hearing assistance, etc).

2.3 Food: Food preparation needs to be flexible enough to accommodate dietary restrictions when/if they present themselves. All food needs to be clearly labeled with a full ingredient list.

2.4 Alcohol: If alcohol is used for any Ritual purposes a non alcoholic option needs to be proactively available and treated in the same manner as alcoholic options. For example- When blessing an offering for a blot, alcoholic and non alcoholic options should be mixed together in order to not create an exclusionary environment for members in recovery.

2.5 Families and childcare: Children and individuals with children are vital parts of the Troth community. Events and programming must be either family friendly, or specifically labeled with age restrictions so that parents can be adequately warned that topics being discussed may not be child appropriate.

Content Guidelines

3.1 Respectful Dialogue: All presentations, discussions, and materials must promote respectful dialogue and avoid hate speech or discriminatory language.

3.2 Content Review: Any promotional materials or content presented at events must align with The Troth's values. Having a Troth representative (board member or designated event representative) attend presentations in order to step in and moderate and report any issues back to event leadership is recommended.

Logistics

4.1 Venue Selection: Choose venues that are accessible, safe, and suitable for the event type. Ensure compliance with local regulations and safety standards.

4.2 Health and Safety: Adhere to all relevant health and safety guidelines, required by the venue as well as Federal, State, and Local governments. Pay special attention to food safety.

4.3 Insurance: Ensure that Troth insurance coverage is in place as an Asset Protection effort towards the Troth and the event organizers. Verify that all insurance coverage in place meets the venue and local government requirements.

4.4 Drugs and Alcohol: Be sure that all event planning adheres to site specific and local ordinances around the use of alcohol and drugs. If alcohol is being served, the event needs to have a system approved by the Events Committee of designating attendees that are under the legal age limit.

4.5 Childcare: Any childcare offerings at events need to be administered and operated by individuals that have been background checked and meet local legal requirements for childcare. If childcare is not being offered at an event, advertising for the event should state so.

No Troth function or ceremony will call for or permit a single adult, not a parent or authorized caregiver as designated by the parent, to be unsupervised with one or more children, unless duly authorized by said parent or caregiver.

Financial Considerations

5.1 Budgeting: Organizers must prepare a detailed budget for the event, including all potential costs and revenue sources and have that budget approved by the Events Committee and the Treasurer.

5.2 Funding: Troth events need to be cost neutral to the Troth's financial budget. The Troth can front load event expenses but all monies must be recouped through registration fees, raffles, or donations.

5.3 Steward Program events : Events in association with and organized through the Steward program are covered through appropriations set aside through the Troth's yearly budgeting process. Budgets and spending limits need to be preapproved by the High Steward prior to any monies being spent.

Promotion and Communication

6.1 Marketing: Promote events through The Troth's official channels to reach the target audience effectively. Contact a Board Member for help with posting when needed.

6.2 Description of event: Event descriptions need to include these informational pieces at a MINIMUM

Event date and time

Event Location

Schedule of events

Childcare options

Menu and food contact person (if applicable)

Description of accommodations (Hotel name, where to make reservations, etc.)

Links to registration method

6.3 Registration: Utilize an event registration system to manage attendance and gather participant information. Currently the Troth uses EventBrite. The Events committee can help set this up.

Evaluation

7.1 Feedback: After the event, organizers must collect feedback from participants to assess the event's success and areas for improvement. Use of online forms is preferred in order to report back to the Event's committee efficiently.

7.2 Reporting: A summary report, including attendance figures, feedback, and financial outcomes, must be submitted to the Events Committee within 30 days of the event.

Compliance

All individuals and groups involved in organizing events under The Troth's name are expected to comply with this policy. Non-compliance may result in the cancellation of the event and potential restrictions on future event planning.

Amendments

This policy may be amended as necessary to adapt to changing circumstances or feedback from the community. All changes must be approved by the Events Committee.