

# Staff Participation and Event Fees Policy

## **Purpose:**

To clarify expectations regarding staff participation in Foothills Unitarian events, including when payment of event fees or ticket costs is required.

## **General Principle**

Staff are never required to pay to participate in Foothills events when their presence is part of their role as staff. Because staff are expected to “show up as staff,” even when not assigned an official duty, their participation is considered a work responsibility rather than a personal choice.

## **Ticketed Events**

- **Staff Attendance:** Staff do **not** need to purchase tickets for themselves for Foothills-sponsored events (e.g., fundraisers, concerts, programs) where their presence is expected or they are supporting the event in a staff capacity.
- **Guests and Spouses:** Partners, spouses, or guests of staff who attend events should purchase their own tickets.
- **Optional Purchases:** Staff may choose to purchase a ticket as an expression of support for the event. However, this is a **personal and voluntary decision**, not an expectation or requirement.

If a staff member purchased a ticket under the assumption that it was required, they may request a refund.

## **Participation in Limited or Resource-Intensive Events**

Staff participation in Foothills events that have limited capacity (such as retreats, small groups, or ticketed programs) requires prior approval from their supervisor. Because staff covenantally agree to bring both their professional and personal selves to their work, they do not determine independently when they attend as a participant versus as staff.

Supervisors will evaluate:

- Whether staff participation serves a programmatic or community purpose,

- The potential impact on available space, resources, or participant experience, and
- Any financial or operational implications.

Approval should be obtained before registration to ensure appropriate alignment with organizational priorities.

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## Communication and Clarity

Event organizers and staff leads are responsible for clarifying expectations that are in any way an exception to policy for staff attendance and costs well in advance of events to prevent confusion.

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