

BUILDING HOPE SUMMIT COUNTY

Community Calendar Ground Rules

1. Community partners interested in having their events listed on Building Hope's "Community Events Calendar" must submit information about the event via the [Community Events Calendar Google Form](#). This form needs to be submitted by 5pm MST on the 21st of each month in order for the event to be reviewed and approved for the following month's calendar.
 - a. If community partners have multiple distinct events for the following month they would like featured on the Community Calendar, a form must be submitted for EACH event by the 21st deadline.
 - i. E.g. one request form for a workshop, and a request form for a reoccurring support group
 - b. If community partners have a reoccurring event, only one submission PER MONTH needs to be made for that event
 - i. E.g. A support group that meets twice a month only needs to submit ONE request form per month, but a new request form must be submitted each month to ensure our information is up-to-date.
2. Submissions are not guaranteed to be approved for the calendar. Building Hope will review each event submission to ensure it is allowable on the Community Events Calendar.
 - a. While Building Hope knows that the different events and happenings around the county bring a lot of value to our community, we are a mental health organization and thus our Community Events Calendar is meant to feature other mental health-related events happening around the county.
 - b. Examples of events that will be posted include (but are not limited to):
 - i. Mental health support groups
 - ii. Peer support groups
 - iii. Mental health workshops
 - iv. Other events with a mental health component
 - c. Submissions can be made for events that are free or paid
 - d. Events that will be featured on the Community Events Calendar must be OPEN to the community
 - i. Events can target specific demographics (e.g. event for Spanish speaking individuals, individuals struggling with addiction)
 - ii. Events that require specific training, affiliations, or other "prerequisites" will not be posted to the calendar to decrease accidental sign-ups