

Guidelines for Inclusion in Community10591 Calendar and Volunteer Directory

Geographic Focus

Events occurring in Sleepy Hollow and Tarrytown can be included in the calendar. Groups who provide regular services in Sleepy Hollow and Tarrytown can be included in the directory.

Religious entities

Events open to anyone in the community (e.g., bazaars, festivals) can be included in the calendar. Religious services will not be included. Programs that provide a community service (e.g., thrift store, food pantry) and are open to anyone who volunteers from the community can be included in the directory. The program itself will be listed by name.

Political/Lobbying Entities

The calendar and directory will follow 501c3 guidelines: groups that directly or indirectly participate in, or intervene in, any political campaign on behalf of (or in opposition to) any candidate for elective public office cannot be included in the directory or the calendar.

Informal Groups

Groups that do not have 501c3 status can be included in both the calendar and the directory as long as the invitation to volunteer or attend an event is open to everyone, the group is not a business/for-profit entity, and the group follows the requirement listed under "Political/Lobbying Entities."

"Closed"/Membership Organizations

Groups that require membership can be included in both the calendar and the directory as long as the invitation to volunteer or attend an event is open to everyone, the group is not a business/for-profit entity, and the group follows the requirement listed under "Political/Lobbying Entities."

Businesses

The calendar and directory are intended to share information on village and non-profit opportunities and events. Village events are sometimes sponsored by for-profit businesses. As long as those events are open to the community and one of the villages promotes them, they can be included.

Entities with Multiple Programs Per Day or Week

To avoid overcrowding the calendar, a single organization that has a heavy, ongoing program schedule may not be able to be included in the calendar (e.g., TUFSD sports schedule). The assumption is that the community will go to that organization's own website for the complete schedule. Special community events sponsored by these organizations may be appropriate for inclusion in the calendar.

Directory Update Timing

The directory will be updated at the start of each calendar year. We will encourage organizations to join the C2 mailing list so they can receive the invitation to list their organization in the directory.