

**NEW YORK YEARLY MEETING
SESSIONS COMMITTEE HANDBOOK**

**SPRING
&
FALL
SESSIONS
HANDBOOK**

*This Handbook is produced by the Spring Fall Sessions Liaison
with the help of the Sessions Committee.*

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*For questions or suggestions, please contact the
Clerk of Sessions Committee via the NYYM office.*

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Sessions Committee Handbook • Spring and Fall Sessions (SFS) Guidelines

New York Yearly Meeting transacts its business — both spiritual and practical — during three multigenerational gatherings, called Sessions; at an annual week-long Sessions and over two weekend-long Sessions. All Friends, Attenders, and Seekers are urged to attend **Summer Sessions** the last full week in July, **Fall Sessions** (typically held two weekends before Thanksgiving), and **Spring Sessions** (typically held the first weekend of April, unless that is Easter Weekend, in which case Spring Sessions is held the second weekend of April).

Responsibility for organizing the Spring and Fall Sessions is rotated among regional meetings, to share the workload, but also to make it possible for members of the Yearly Meeting to attend more easily, when a gathering is being hosted in their area.

NYYM Sessions Committee has a Spring Fall Sessions Liaison who structures the rotation schedule of Spring Fall Sessions hosts, and assists regions as they plan for the gathering they are hosting. SFS Liaison is the liaison between the sub-committee and the host region.

To assist regions in this service to the Yearly Meeting, the following pages explain the organization and expectations for hosting, along with helpful hints for completing the work with joy.

Please be sure to read this entire manual before beginning your work, so as to understand the full picture.

General Work Schedule for Host Regions, Six Phases

There are six “phases” of work for hosting: [1] Two years to eighteen months out, choose a venue and sign a contract; [2] One year out, plan the meals and schedule; [3] Six to eight months out, plan the youth program, settle on the text for the *Spark* issue that will feature the Sessions, including registration forms for adults and youth; [4] Six months out and up to the Sessions, plan the detailed logistics, [5] Host your Session, and [6] Final reports to Sessions Committee. To start, it is a good idea to attend a Spring or Fall Sessions and meet with that Host Task Group to get real time advice!

Financial Considerations for Host Regions

Ideally, hosting a Spring or Fall Sessions is cost-neutral to the host region, and there are as many ways to arrange for the collection of funds and the payment of expenses as there are NYYM regions! Please see the extensive section on finances further on. For now, listed below are the basic categories of expenses and the manner in which they are normally paid;

1. Facilities rental or contribution for space can cost \$2,000 or more. The venue, including any down payment, is paid for in advance out of the Sessions portion of the NYYM Operating Budget by way of a voucher signed by the NYYM Associate Secretary or the clerk of Sessions Committee.
2. Meal costs are determined by the Host Task Group in consultation with the chosen facility and are paid for by those who register for meals. NYYM can advance funds if necessary, by way of voucher.
3. Incidental Expenses (childcare, snacks, and out-of-pocket expenses not included in either the facilities rental or in the cost of meals, i.e. copying, nametags, signage, etc.), are paid for out of the Registration Fees.

Host Task Group Organization

When a NYYM region agrees to host a Spring or Fall Sessions, a core **Host Task Group** (HTG) of three or four Friends is formed, and a two Coordinators are named who will work closely with and be in regular communication with the SFS Liaison. In order to complete Phase One above, the core HTG will receive a set of statistics from the SFS Liaison regarding previous gatherings (daily schedule, number of registrations, overnight guests, meal tickets, committee rooms requested, display space needed, etc.), to assist in reserving the appropriate number of spaces, for the appropriate amount of time. When Phase Two arrives, the HTG expands to include the people who fill the volunteer jobs described below. Ideally, each job should be held by a different person, so that no one is overwhelmed. From the start, two members of the HTG must be named primary contacts to the SFS Liaison to keep that Friend apprised of their progress. Finally, many volunteers will need to be found, organized, and assigned to handle the many activities during the actual event.

General Location Requirements for Sessions:

- For the ease of the HTG, it is best to look for venues near where there are the most Quakers and commercial lodgings in the region. Private schools or colleges, or conference centers are often most accommodating. (*Note that some public facilities have prohibitions against renting to religious organizations, so be sure to be clear in all communications that this is what we are!*)
- All locations must be fully accessible, with elevators clearly marked, and accessible bathrooms. In addition, parking must be adequate, accessible and close to the venue.
- All locations must be easily reached by public transportation. Bus and train stops must be within easy walking distance of the building, or shuttle services must be arranged.
- All locations should offer internet access if at all possible. Especially the plenary space!
- If the location does not provide meal service, a caterer must be found and reserved. Space for lunch and dinner is also essential.
- Ongoing dedicated display space is needed especially for Saturday, and is useful for Sunday as well. A high-traffic hallway is ideal, so that everyone has a chance to view the displays, but a specific room for displays will also work, as long as signs direct people to the room. Usually about 12-15 six-foot tables are needed.

Location Requirements for Friday:

Note: A Friday program is optional and at the discretion of the HTG and the NYYM Clerk.

- Only one plenary room is required, for approximately 100 attendees.
- Space may be needed for Friday dinner.

Location Requirements for Saturday:

- On Saturday, we must have an auditorium or gymnasium large enough to seat at least 150 people for worship and business sessions, with adequate lighting and sound capability for the Clerks' Table.
- Committee Meeting Rooms: Typically there are two committee meeting slots in the schedule. Each time slot needs to have 10-15 classrooms / meeting spaces available (each seating 10-20 people).
- Coordinating Committee Meeting Rooms: The location needs to have four larger rooms for the Coordinating Committees to meet after Saturday dinner (each seating 20-30 people), generally from 7 pm to 8:45 pm.

Location Requirements for Sunday:

- Only one plenary room is required for the morning, for approximately 100 attendees.
- Space is needed for Sunday lunch.

Location Summary for the Children's & Youth Programs:

These programs should occur in the same location(s) as the Session. The venue should have a safe, accessible room for 5 to 15 younger children ages 0-12 — as well as facilities for a Youth Program for 10-20 teenagers. The Youth Program is a residential program whenever possible, so they need a dedicated space from Friday arrival through Sunday departure. Outdoor spaces are critical to both programs (and to the adults too, frankly!). See more on the Children's and Youth Programs later in the document.

Venue Contract:

Once a venue has been identified, a contract for the use of the site is to be signed by the NYYM Associate Secretary or Sessions Committee Clerk. This may require a conference call with the HTG, the NYYM Associate Secretary and Sessions clerk to discuss any questions or concerns with the contract.

- See the Sample Schedule on page 42 to send to venues.

Duties of the Host Task Group (HTG):

- Begin a venue search as quickly as possible, at least two years ahead of time. An appropriate site for the weekend Sessions must be selected and reserved, and a contract probably will need to be signed at least one year in advance. Locations may be different each day, but it is easiest for travelers if one location can be used throughout the Sessions, especially if that location offers one-site residential options. Finding an appropriate venue can take some time. It is better to find and secure a venue years in advance than wait too long and be shut out of everything that is appropriate and accessible. Be sure the Host Task Group arranges a site visit or is already familiar with the intended site before a contract is signed. Many surprises, such as transportation and accessibility issues, can be avoided by a site visit!
- If you plan to use a local meeting for Sunday, be sure get their approval well in advance, and check the schedule for Sunday Meeting for Worship. It may need to be changed so that it can be rescheduled to conclude prior to the Sunday morning Meeting for Business. (Any scheduling issues should be brought immediately to the attention of the NYYM Clerk and the clerk of Sessions.)
- Request a copy of the Insurance Certificate from the YM office if required.
- Make the appropriate arrangements in the event that the Sessions must be cancelled. See Appendices 1 and 2 for more information on holding a **Fallback Session**. Designate a contact person and a phone number for participants to call in advance when a cancellation may be needed. Arrange for a meeting house to host reduced sessions the weekend after the intended session.
- If the chosen site is non-residential:
 1. Locate convenient commercial overnight accommodations, and prepare reservation information and maps. Be sure to include approximate travel times to the Sessions location.
 2. Request that local Friends provide hospitality. Note that offering hospitality is a great way for regional f/Friends to get to know f/Friends from other regions and Meetings, growing those connections that make our Yearly Meeting stronger. Assign overnight guests to hosts and communicate the assignments to both. Possibly arrange a meeting place for them – having a Friday evening gathering is good way to bring hosts and guests together.
- Working with YM Staff, decide how to collect registration fees, meal fees, and contributions.
- Find out from the Yearly Meeting Office the dates to provide information for *Spark*. Communication with the *Spark* editor (the NYYM Communications Director) should be done by one of the HTG Coordinators, who should also assume responsibility for proofreading all materials. See more on *Spark* requirements below.

- The HTG Coordinators or a designated volunteer need to work closely with the NYYM Clerk on the agenda for Meetings for Business in order to create the invitation email, assist with Youth Program planning, and for overall good communications.
- Ensure that TWO invitation emails are sent out to the NYYM list – one for the overall Sessions, and one specific to the Youth Program. Encourage recipients to forward the invitations to their Meetings.
- Assign rooms for committee meetings and put signs on doors. Be mindful of access difficulties.
- Determine audio / visual requirements for all plenary meetings.
- Solicit volunteers, keeping in mind that the members of the Host Task Group cannot do everything AND be available 24 hours a day for three days straight. Find volunteers! Find a volunteer list under “Volunteer Coordinator.”
- Arrange for a Children’s Program coordinator and a Youth Program.
- Assign a cell phone to the Sessions. It is critical that there be a cell phone available at the Registration Table during the meeting, and that phone number is published in *Spark*. Late or lost travelers, people with messages for the YM clerk, etc., must have a number to call, and get or give information.
- Make sure that all local Quaker Meetings are encouraged to attend the Sessions “in their own backyard”!
- Place street signs directing participants to the site, starting a mile or so from the location. Signs are available from the NYYM Office. It is the intention of the SFS Liaison to maintain a set of these signs, and to arrange for their passage from one Host Task Group to the next by having them returned to the NYYM Office. Thus it is essential not only to place the signs, but to pick them up afterwards and arrange for them to be returned to the NYYM Office.
- Arrange for display tables, coat racks, tables and chairs for the Registration Table, Clerks’ Table, and set up for the plenary room and committee rooms. (See Appendix 5.)
- Direct cars to parking lots. (May be done with signage.) It could also be useful to have some volunteers to direct Friends to appropriate parking.
- Provide Greeters at main entries, especially if the Registration Table is not immediately visible.
- Provide a map of the location itself. Be sure to identify the buildings and rooms being used, restroom locations, accessible restroom locations, ramps and elevator locations, dining room, and Children’s / Youth Program locations.
- Care for the needs of visitors, first time attendees, children, and people with accessibility concerns.

During the Session:

- Typically, a member of the Host Task Group or the Coordinator of the region welcomes the participants to the Session. Work with the NYYM Clerk on this agenda item and timing.
- A Host Task Group representative should attend the Sessions Committee meeting to report on the event so far – preliminary participant numbers, how the site seems to be working, etc.
- The Host Task Group Registrar must provide the Spring Fall Sessions Liaison or the Sessions Committee clerk with participant numbers for reporting to the YM on Sunday – total number of participants, number of adults/teens/young children. (*These numbers may not be final, but close...*)
- Collect information on the logistics of the Sessions to report back to SFS Liaison – what worked well at the location, what needed improvement – for next time. A participant evaluation form may be available from previous Sessions or the committee may create its own.

Immediately following the Session:

- Work with the YM Associate Secretary to ensure that all expenses and incomes are properly accounted.
- Collect and send to Sessions Committee all the statistics regarding registration, housing, committee rooms, etc. Sessions Committee needs to know the number of registrations (people) postmarked by the deadline / the number who registered after deadline / the number who registered at the door. The Spring/Fall Liaison will also need to know the overall total number of adults and youth / the number of people requesting hospitality, by night / the overall number of people served at each meal / the number of room requests for committee meetings; the number of committee meetings held / the number of display requests and tables needed for same.

Information needed by the NYYM office for Spark

Consult with the NYYM Communications Director for Spark deadlines.

- **Read over past SPARK issues online to find the typical information flow.**
- Location details of the chosen site(s), including street addresses and a map. (Detailed directions are best listed online, not taking up room in *Spark*. Just be sure to state in *Spark* where to find them.)
- Telephone (cell) contact number that will be available during Sessions.
- Public transportation information and a list of nearby hotels / motels should be provided online.
- Registration form with the information on how to submit a registration, registration payment, and hospitality requests (to whom and by what deadline, including email and telephone contact).
- Information on who is to receive requests for a committee meeting room and display space, by what deadline, including email and telephone contact.
- Payment details including prices for on-time registration / late registration.
- Children's and Youth Program arrangements and information.'

Spring Fall Sessions Job Descriptions / Responsibilities

The Host Task Group (HTG) should be made up of several volunteers, close to each other geographically if possible, who are willing to begin their work at least a year and up to two years in advance of their region's Sessions. Members of the HTG need to be computer and email savvy, because much of the planning will take place electronically. HTG members should register to attend the Sessions, pay their registration fee, and note which meals they will partake in, but the cost of those meals should be covered for all such volunteers as a small *thank you* for their service. NOTE, the HTG Coordinators may also choose to waive the registration fee for all volunteers, but everyone must still register for a complete list of participants and for meal counts.

Every member of the Host Task Group (HTG) and all volunteers need to share their preferred phone number and email address with the task group. The Host Coordinator needs to keep a complete contact list for all members, volunteers, child care workers, appropriate venue personnel, etc. One person needs to be named as the primary contact to the SFS Liaison (typically one of the Host Coordinators).

The HTG should meet in person or by conference call as needed, and weekly as the Sessions draws near. The Host Coordinators may need to assign new tasks, discuss active items, and check off completed tasks. All actions should be confirmed with an email to the entire HTG. In between meetings/calls, most tasks can be handled via email. Be aware of who is included in the email and what email addresses are being used. There will be enough email for everyone to contend with without being included in posts that do not concern their assignment.

Again, the core HTG begins its work eighteen months to two years out to choose a venue. Then these positions are filled a year ahead to complete the detailed planning. See the phases described on page 4.

The HTG needs to include or “co-opt” people for the following positions:

Audio-Visual Coordinator

- Must work with the venue ahead of time to ensure that a working sound system is available and in place.
- Should attend all plenary sessions to ensure that the sound system is working.
- Should supervise the use of a hearing enhancement system.
- Depending on the sound arrangements for business sessions, arrange for two “mike-runners” during each business session, making sure they receive the **Procedures for Microphone Runners**. Even if stationary microphones on stands are used for the meeting space, one runner with a portable mike may be needed for those with mobility issues.
- If a Friday program is arranged, work with the speakers/performers to ensure they have AV support if needed.
- The AV Coordinator should make sure that there is internet access at all Sessions venues. Many people now go online during business sessions to view advance materials, rather than print them out.

AV information to gather from committee clerks who arrange for a committee meeting time:

Event Date _____ Who _____ What _____ When _____ Where *(Provided by the HTG)*

AUDIO/VISUAL REQUEST

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Outside AV/tech | <input type="checkbox"/> staff for A/V | <input type="checkbox"/> Podium | <input type="checkbox"/> Microphone |
| <input type="checkbox"/> Lavalier | <input type="checkbox"/> Handheld | <input type="checkbox"/> Slide projector | <input type="checkbox"/> Infocus projector |
| <input type="checkbox"/> DVD Player | <input type="checkbox"/> Screen | <input type="checkbox"/> CD player | <input type="checkbox"/> Video//VCR |
| <input type="checkbox"/> Cassette player | <input type="checkbox"/> Extension cord | | |

Children’s Program Coordinator (0-12)

- See the extensive *Children’s & Youth Programs Section* below.

Committee and Displays Coordinator

- Receive requests for committee space via the ONLINE NYYM DISPLAY REQUEST FORM.
- Assign those spaces according to committee size.
- When people request space for a committee meeting, respond with a reminder to be sure that-committee members register to attend!
- Receive requests for display space and assign those spaces according to NYYM guidelines:
 1. Any NYYM committee may be given space if requested, and
 2. Any wider body of Friends with which NYYM is affiliated, or to which NYYM names representatives, may reserve display space.

3. The clerk of Sessions must be apprised of anyone not included in [1] or [2] who requests display space. The clerk will consider these requests and inform the Committee and Displays Coordinator of the appropriateness (or not) of allowing the display.
 4. Find out the size of the space that will be needed, full or half table.
- Work with the NYYM Associate Secretary on any YM items that will need display space, e.g., the NYYM Yearbooks at Fall Sessions, or the Summer Sessions brochures at Spring Sessions. The Associate Secretary will not only need space, but will likely need assistance in bringing items to the venue and removing them.
 - Ensure that enough tables are available for the displays, and place signs on each table, designating the placement of each display.
 - Be available at the beginning of Sessions to ensure Friends find their committee / display space.

Communications Coordinator

- Work with the YM Associate Secretary and Sessions Committee Spring Fall Sessions Liaison on all aspects of communication for the session, including but not limited to venue contracts and updates, Spark text, email announcements, and final reports to Sessions Committee.
- Work with venues to make sure that calendars and schedules are kept up to date.
- Work with all members of the HTG to ensure that announcements are set in a timely manner.
- Work with the YM Staff to ensure that Spark text is received by their deadline.
- Work with the YM Staff to send out invitations to the session, including a specific email invitation for youth, and to send out reminders well before the registration deadline.

Food Coordinator

- **See the extensive finances section below!**
- Set the deadline for meal registration and let the Host Coordinator know so that information can be included in Spark.
- Determine the cost of meals that participants will be paying for: Saturday lunch and dinner, Sunday lunch.
- Participants will pay for their meals as part of their registration (either beforehand or on-site), based on a reasonable price set by the Food Coordinator in conjunction with the HTG. Venues that have a cafeteria and/ or in-house caterer are obviously advantageous (meal spaces do not have to be dedicated to our use, though it is helpful if they can be). Otherwise, a caterer must be found and reserved.
- Arrange for meals, keeping in mind that approximately 25% of the attendees will be vegetarian / vegan / gluten-free. Again, working with a venue's cafeteria crew or in-house caterer or off site caterer is essential.
- A number of meals must be provided for approximately 100-150 people: Saturday lunch, and dinner, and Sunday lunch. Vegetarian and Vegan options must be included. Sunday lunch may be provided by a local meeting. If that is the case, arrangements must be made to reimburse the local meeting for the cost of food provided. This can be done by assigning a cost to Sunday lunch or putting out a basket for voluntary contributions.
- Friday evening snacks, and Saturday and Sunday breakfast snacks need to be provided. Also, a simple snack should be available all day Saturday from 8:00 a.m. to 4:00 p.m., especially for the Children's and Youth Programs.
- If the venue is non-residential, both breakfast snacks could be bagels, coffee and fruit (see separate note on beverages below). The HTG would suggest that participants eat breakfast before arriving. The cost of

this light fare would be covered by the registration fees or a basket put out for contributions for snacks.

- If a Friday evening program is arranged, generally with a host meeting rather than at the Saturday venue, then a Friday dinner should also be provided either by the local meeting who is hosting or by the Host Coordinator. The cost for the dinner should be added to the registration form or arranged with the host meeting.
- Order at least 10% more food than registrations in hand to accommodate last minute attendees.
- Provide an area for serving coffee (regular and decaf), tea (regular and decaf), Quakers drink a lot of coffee and tea, especially green teas. Assume that at least three cups of something hot each day will be consumed by each registrant! Make sure you have plenty of cups, napkins, spoons, sugar, honey, milk, and ½ & ½. (And as an aside, make sure that the hot water is served in a dedicated container / carafe, so that the tea does not taste like coffee! Thank you!)
- Compile names and directions to nearby restaurants as alternative lunch destinations to share online.
- Attend the Session, and generally be available outside of plenary sessions for issues and problems.
- If a meal is to be provided by volunteer cooks (from the host Meeting, for instance on Friday evening or Sunday lunch), it is best to have a small set of recipes that people choose from, with the appropriate mix for carnivore, vegetarian, vegan, and gluten-free requests. Sides, such as bread (including gluten-free bread!), should especially be coordinated to a simple list of about four options, so that participants do not spend an extraordinary amount of time choosing between a veritable plethora of soups, breads, cheeses, salad fixings, salad dressings, beverages, etc. A simple menu of agreed-upon foods is easiest on everyone!
- Also, for volunteer meals, the Food Coordinator needs to work closely with the Volunteers Coordinator and a meeting coordinator to ensure that there are enough cooks, servers, table setters and clearers, and bottle washers! The more volunteers the merrier!

Housing Coordinators

The responsibility of hospitality requires careful attention, usually from more than one person. If the venue is residential, the hospitality load is lighter, but still necessitates care and patience. When recruiting hospitality from local Friends, the Housing Coordinators need to gather the following information from host families:

- First and last name, street and email addresses, and cell / home phone numbers for the person to contact. Cell phone numbers are especially useful!
- Number of rooms available and kinds of beds (twin, double, foldout sofa, crib) in each.
- Whether rooms are available Friday and or/ Saturday nights.
- Are there any pets? Is smoking acceptable? Is the home accessible to someone in a wheelchair?-
- Is the host attending Sessions, so that they can meet their guest there, or travel together, providing transportation? If not, is there public transportation available nearby?

The Housing Coordinators need to:

- Working with the Housing Coordinator(s), the HTG needs to set a deadline date after which they should not feel obligated to provide hospitality. This information should be included with the registration form.
- Guests traveling together should be housed together if possible or close by. The registration form should ask, "I plan to travel with..." for easier housing assignments.
- Share guest names and contact information with hosts — and vice versa — when the registration deadline has come, at least one week in advance, two is best. Email both at the same time. It must be clear that the guest and host are themselves responsible for continued contact, specifically working out how the guest is to get to the host's home. (*Be sure to request that they NOT include you in this or the emails will never stop coming....*)

- Have a list of hosts and guests and cell phone numbers, and provide two copies for a Hospitality Table and at the Registration Table at the Sessions locations, especially on Friday evening. Note, this information is somewhat confidential and should be kept in a folder or notebook.
- Be sure that local Friends know that if a Friend asks them for home hospitality, they must let the Housing Coordinator know that those beds will not be available.

Registrar

- **First, a note on deadlines: The Registrar can expect a certain percent of registrations to arrive after the set deadline (see the statistics provided by the previous host site) and should plan for them as much as possible. For instance, it is always best to “cushion” all deadlines by several days, so that late registrations do not arrive after final food counts must be set.**
- **See the extensive finances section below! Note especially that REGISTRATION FEES are set by Sessions Committee, are listed in the Finances Section, and cannot be changed without Sessions Committee approval.**
- Should be comfortable with their own computer, email, and Microsoft Excel.
- Needs to create the registration forms for Youth and Adults for *Spark*. Note that some have used online registration forms, like Google Docs.
- Work with Yearly Meeting staff to coordinate registration via the NYYM website and send out email reminders to the NYYM – *especially reminders one week before any deadlines.*
- Enter into Excel all registration information, including but not limited to meal requests, dietary restrictions, payment of fees, contributions, and hospitality/housing requests.
- Forward copies of the spreadsheet to the members of the HTG and other organizers as appropriate, but most especially Hospitality, Food, and Children’s & Youth Program Coordinators.
- Create and print nametags for all registrants, making sure that the person’s first name is large and bold, and the nametag includes their Meeting (if applicable).
- Work with the Food Coordinator to decide if meals will be listed on the nametag itself, or if meal tickets will be used instead.
- Provide up-to-date copies of the registration list for everyone at the Registration Table.
- Attend the Friday evening event, and especially Saturday morning Sessions.
- Has the primary responsibility for getting the final reports to the HTG and Sessions Committee.

At or Near the Registration Table:

- The Registration Table must be staffed throughout the entire Sessions, though not entirely by the Registrar! Coverage must start well before each day’s session begins, and should continue for fifteen minutes or so after each day’s session ends, to make sure people leave.
- Registration Table volunteers should be well versed in the schedule and meeting locations.
- Early morning staffing on both full days should be 4-5 people, including the Registrar. Two people will suffice at all other times.
- At least one person (preferably the HTG Treasurer) must be assigned to handle “live” registrations on the first day, to collect fees and document registrant information. This person must be prepared to tell people that meals, housing, and or childcare / programming *will* or *will not* be provided.
- Nametags with meal tickets (if used) in an envelope or clipped together.
- Pens, pencils, markers, tape, and writing paper for notes. Cash box and change.
- Ride board with needs and place for volunteer drivers to sign up.

- Easel for messages, announcements.
- Blank medical forms for children under 18.
- Posted signs to assist registrants: A to G, H to M, N to Z, and Not Pre-Registered.
- The all-important cell phone!

Transportation Coordinator

- Provide the name and code of the closest airport(s) where pickups will be provided.
- Provide the information on train stop(s) where pickups will be provided.
- Draw up driving directions, and train or bus schedules. DO NOT include this information in *Spark*! For *Spark*, just list places and street addresses. Direct people to detailed directions online.
- Collect names of drivers and coordinate pickups, BUT make it clear that ultimately, people are responsible for their own travel. Make sure email addresses and cell phone numbers are shared!
- Provide a ‘Ride Board’ near the Registration Table to arrange for transportation to train or bus stations and airports. Monitor the Board to help people connect with each other.
- Provide a copy of train schedules for return trips (at Registration Table).
- If the site is spread out, consider a shuttle service between buildings, in case of bad weather.

Treasurer

- **See the extensive *Finances Section* below!**

Volunteer Coordinator

- Solicit volunteers and create a database of named volunteers, and their chosen assignments.
- Email instructions to the volunteers to let them know who they will be working with, at what times, in what locations.
- Be prepared to trouble-shoot!

Volunteer List (not complete!)

Parking Assistant; Greeters; Registration Table Assistants; Furniture Movers; Room Setter-Uppers; Way-Finders (follow me, I’ve got the map....); Shuttle Drivers (meeting trains and or buses each day); End of day “Second Winders” for EACH day; Room Cleaner-Uppers; Cooks (if a Meeting is providing meals); Servers (if a Meeting is providing meals); Bottle washers (if a Meeting is providing meals)

Youth Program Coordinator

- See the extensive *Children’s & Youth Programs Section* below.

Children's & Youth Programs Section

New York Yearly Meeting makes a special effort to be inclusive in all its Sessions. This includes providing spiritually grounded, quality youth programming for all ages, 0-18.

There is not currently a NYYM committee in charge of youth programming at Spring and Fall Sessions, but there is much assistance to be found – specifically the Young Adult Field Secretary and the Powell House Youth Directors are ongoing resources for these programs (Appendix 8 is their document “Fall & Spring Sessions Youth Program Coordinators, Planning”). Also, the previous Spring Fall Sessions Youth Program Coordinators, NYYM Youth Committee, and Junior Yearly Meeting Committee, can be contacted for advice and direction in planning.

The Host Task Group will be running three programs:

- Childcare for the youngest children (0-5),
- An extended style of First Day School program for the middle children (6-12),
- Youth Program for the 13-18 teenagers.

In order for the beloved community to be created, we ask that these programs occur in the same locations as the Sessions, so that the youth are present for Sessions events and meals. Most especially, everyone should attend the first Meeting for Worship with a Concern for Business, so as to be part of the NYYM Roll Call.

In order to be safe, a medical form must be completed for each young person. That form is available online (the original is under the care of the Spring Fall Sessions Liaison), and while parents are encouraged (via the registration form) to bring a completed medical form with them, blank forms should be available at the Registration Table, to accommodate those who forget or register on the day.

While each program and coordinator role is described below, please understand that all decisions regarding the Children's and Youth Programs are up to the Children's and Youth Programs Coordinators, who obviously know their region and opportunities best. Still we offer the following ADVICES AND SUGGESTIONS culled from previous programs, in an effort to give the coordinators a feel for what has worked in the past and therefore, may work again!

Ultimately, the success of these programs will depend on the number of young friends who attend, so ensuring a healthy participation is critical. Planning for the Children's and Youth Programs needs to begin many months in advance of the Sessions. See the Sample Communications section for focused emails to the various youth groups in the NYYM!

Children's Program Coordinator (Ages 0-12)

- As a reminder, from page 7; **Location Summary for the Children's & Youth Programs:** These programs should occur in the same location(s) as the Session. The venue should have a safe, accessible room for the younger children — for between 5 and 15 children ages 0-12 — Outdoor spaces are critical to both programs.
- Ensure that all children are cared for over the weekend.
- Provide comprehensive information on the planned activities for *Spark* and the focused email to NYYM.
- **For the youngest children:** arrange for three or four **paid childcare workers**. Teenagers and young adults are fine, but do not expect parents to watch their own children outside of mealtimes. At least one caregiver must be over 18.

- ◆ Be sure to know and plan on the best child-to-care-provider ratio, with no fewer than two care-providers on hand at all times.
- ◆ Determine wages for childcare workers. Apprise the HTG of the expected expense.
- ◆ Arrange for age-appropriate toys, books, audio/visual materials, snacks, etc.
- **For the middle children:** arrange for three or four volunteer First Day School teachers. Again, teenagers and young adults are fine, but please do not expect parents to watch their own children outside of mealtimes.
 - ◆ Ask the teachers to work together on choosing a Sessions-long curriculum, keeping in mind that young people may come and go during the weekend. You may want to work with the Youth Program leaders to establish a similar theme for the Sessions.
 - ◆ Arrange for age-appropriate toys, books, audio/visual materials, snacks, etc.
- All Children's Program facilitators need to visit the venue(s) well before the event, so as to be familiar with the facilities.
- The Children's Program Coordinator is responsible for making sure that a medical form is received and on file for each participant. Forms are collected at the Registration Table. After the Sessions is over, these forms must be shredded!
- Work with the NYYM Clerk to ensure that all children are present for the Roll Call.
- Report back to the HTG on the successes and difficulties of the weekend.

NOTES:

- The Children's Program Coordinator may not actually provide childcare during the Sessions, but must make sure that all logistics and childcare needs are taken care of.
- Even if not providing care, the Children's Program Coordinator should be on site for the entire Sessions.
- Parents are responsible for their children (0-12) during meals.
- Meals are provided without cost for all childcare workers, but they must register and note their meals on their registration form, for accurate attendance and food counts. (Note, the HTG Coordinators may also waive the registration fee.)
- **Parents who do NOT pre-register their children** are responsible for arranging for the care of their children. Those children may be included in the planned childcare / program if there is room and a safe child/adult ratio is maintained, but this cannot be assumed by parents. Be prepared to advise walk-ins of this restriction.

Youth Program Coordinator (Ages 13-18)

- Plan the program six to eight months in advance.
- Engage youth in the planning, if possible — ask local youth to attend a planning session or two, to gain their insight into interesting program possibilities.
- Provide comprehensive information on the planned activities for *Spark* and and focused email text, so youth are aware of the activities and encouraged to attend. Publicize among high schoolers at the previous YM Session.
- As a reminder, from page 7: **Location Summary for the Children's & Youth Programs:** These programs should occur in the same location(s) as the Session. The venue should facilities for a Youth Program for 10-20 teenagers. The Youth Program is residential whenever possible, so they need a dedicated space from Friday arrival through Sunday departure. Outdoor spaces are critical.

- Invite at least three adults to assist in the Youth Program. Consider being one of the facilitators! Remember that you will need trustworthy adults to be with the youth overnight.
- Working with the other facilitators/resource people/youth, research appropriate activities and plan a schedule to create a meaningful Youth Program; perhaps a soup kitchen or other opportunity exists for community service. Be sure include time to discuss Quaker process and the work being considered on the NYYM agenda. Again, keep in mind that the program should be on-location with the Sessions.
- We encourage the Youth Program to join at least one Meeting for Worship with a Concern for Business. Contact the YM Clerk to see if there is an agenda item that might be of particular interest to the youth. In addition, teens are welcome to join committee meetings. Contact the Coordinating Committee clerks to find out what their committees may be doing of interest. (See the Sample Communications Section.)
- Again, the Youth Program is typically a residential program, so the Youth Program facilitators will be with the young Friends from the moment they arrive on Friday until they leave on Sunday, including meals and overnight. Be sure to plan for breaks when appropriate. Also, care must be taken to ensure that the youth are safe and no one is ever in what might be considered a compromising position. Finally, one person needs to be willing and able to provide appropriate discipline and ensure right order within the group, much as the NYYM Clerk does for the YM.
- All Youth Program facilitators need to visit the venue(s) well before the event, so as to be familiar with the facilities.
- The Youth Program should be as openly scheduled as possible, so that immediate needs of the participants can be addressed – i.e., if the weather turns out to be fabulous and the youth all want to go outside and play tag for awhile, the Youth Program facilitators need to be able to work with that! Within reason of course. For instance, if a community service project has been arranged, that cannot be cancelled due to sunshine. But if the schedule calls for a discussion of the service project, that could happen outside!
- As soon as registrations for the Youth Program come in, contact the participant and their parent(s) to let them know the details of what is being planned.
- Make sure that a medical form is received and on file for each participant. Medical forms will be available at the Registration table. (After the Sessions is over, these forms must be shredded!)
- Work with the NYYM Clerk to ensure that all youth are present for the Roll Call.
- At some point during the Youth Program, ask the participants if they are comfortable with sharing contact information in order to keep in touch after the program ends. Do NOT share any personal information without the express permission of the youth and their parents.
- Report back to the HTG on the successes and difficulties of the weekend.

NOTES:

- The Youth Program Coordinator may not necessarily participate in the Program during the Sessions, but must make sure that all logistics and Youth Program needs are taken care of, and must be on site for the entire Sessions.
- Meals are provided without cost for all Youth Program facilitators but they must register and note their meals on their registration form, for accurate attendance and food counts. (Note, the HTG Coordinators may also waive the registration fee.)
- **Parents who do NOT pre-register their youth** are responsible for arranging for the care of their children. Those children may be included in the Youth Program if there is room, but this cannot be assumed by parents. Be prepared to advise walk-ins of this restriction.

Finances Section

As previously noted, hosting a Sessions is ideally cost-neutral to the site. The core HTG needs to work with the SFS Liaison, the clerk of Sessions, and the NYYM Associate Secretary as early as possible to settle on the most advantageous process for collecting fees and paying the expenses. No matter what process is chosen, the HTG must include a **TREASURER** to track all expenses and income, including donations and contributions to the Equalization Fund (EQ) — more on the EQ below.

The full and complete costs for Spring/Fall Sessions must be documented; including, if possible, costs absorbed by individuals or the host Meeting, and in-kind donations. This will make future planning more accurate. The Treasurer is responsible for maintaining all this information, which must be reported to the SFS Liaison after the event.

All monies collected are NYYM income, and all costs are NYYM expenses.

1. The venue is often the most expensive item to pay for and therefore is paid for directly from the Sessions Committee budget once the contract and venue costs have been settled. As previously stated, the core HTG works with the NYYM Associate Secretary and the clerk of Sessions to cover any down payment for the venue, and any subsequent invoices.
2. Food costs are also easy to deal with – the HTG and Food Coordinator settle on the menu and anticipated cost of coffee/tea/snacks, and set reasonable prices for meals that cover all these food costs. The prices are then included in the registration form, and as people register, they choose their meals and pay for them in addition to the registration fee. So the money collected for meals should cover all the event's food costs.

Registration fees are collected to cover the costs of the venue and other expenses such as childcare, copying, nametags, signage, etc. The registration fees are set by Sessions Committee and cannot be changed without their approval. As of January 2014, the following registration fees were approved:

\$20 per person for everyone 18 and older

\$30 per person for everyone 18 and older, for late registrations (*See Equalization Fund)

\$10 per person 17 and under, whether registered on time or late

(Note: Refunds are **not** generally provided to no-shows.)

With a typical participation of about 140 people, the registration fees raise approximately \$2,500. Of specific importance: registration fees are received in several ways – online via PayPal, checks, and cash at the door. Care must be taken to decide how to handle all these forms of payment in a way that is practical and properly accounted.

Working with the Treasurer, the HTG Coordinators may choose to waive registration fees for the Host Task Group members and volunteer workers. (Meals for all volunteers are provided without cost.) However, everyone must register, including for meals, in order to keep an accurate count of participants and meals.

Collecting the money from registrants can be handled in many ways, but perhaps the simplest and most straightforward is to have the NYYM office receive all registrations and registration monies, and then have the host site invoice the YM for all expenses after the session ends. However, if a host site prefers / needs to have money on hand, up front, they can choose to receive all registrations and monies, and submit a full accounting to YM after their session ends. Either way, again, the HTG Treasurer is responsible for tracking all expenses and incomes. It will be important for the HTG Treasurer to work closely with the YM Associate Secretary around all financial matters.

After all the monies have been collected and bills have been paid, any remaining balance is added to the YM Operating Budget via the Registration Fees line item. If the monies collected are not sufficient to pay the bills, the host may request reimbursement from Sessions Committee. The complete expense and income report should be submitted to Sessions Committee within thirty days of the event.

Donations to the Host Site During Sessions

It is acceptable to put out a basket at the Registration Table or at meals served by volunteers, requesting donations towards Sessions expenses. The Treasurer needs to collect and document all donations, as they are considered NYYM income.

Equalization Fund (EQ)

All registration forms for NYYM Sessions (Spring, Summer, and Fall) ask for contributions to the Equalization Fund (EQ), which is a NYYM treasurer-managed fund under the care of Sessions Committee. Registration forms also ask whether registrants request assistance from the EQ.

All contributions and requests must be communicated as soon as possible to the NYYM Associate Secretary (a weekly summary email is fine). The Associate Secretary then authorizes EQ assistance requests. Contact the clerk of Sessions if, for some reason, the Associate Secretary is not available.

* Regarding late registrations, Friends who register late or *on the day of* have the option of requesting EQ assistance to pay their late fee. Again, contact the NYYM Associate Secretary or clerk of Sessions for approval of all EQ requests.

After the Sessions ends, the HTG Treasurer submits a summary report to the Associate Secretary who will prepare the paperwork for the final accounting.

Requesting an Advance for a Spring / Fall Sessions Expense

Some expenses for a Spring Fall Sessions must be paid for before the session occurs — i.e., food purchases for breakfast and snacks, Children's and Youth Program materials, etc. In these cases, there is the option of asking the NYYM Office for an advance, rather than waiting for reimbursement. Here is a sample request to email to the NYYM Associate Secretary:

To: Helen Garay Toppins, Associate Secretary
From: Coordinator of Fall Sessions Host Task Group
Date:
Subject: Request for Advance Funds for Fall Sessions Refreshments

The Host Task Group anticipates spending \$300 for food for Fall Sessions on Saturday, November 16, 2013. Our budget is \$150.00 for breakfast service and \$150.00 for afternoon snacks.

Please issue a check for the amount of \$300, payable to name _____ and mail to address _____.

We will collect itemized receipts for all purchases, and will submit those after Fall Sessions. Any unspent money will be returned. If there is an additional amount due, we will inform the Sessions Committee of New York Yearly Meeting at that time.

Thank you,

Fundraising Policy for NYYM Sessions

Sessions Committee

Approved by Sessions Committee, April 2016

First, please note the following information from NYYM Financial Services Committee:

“All committees, groups or persons undertaking fundraising or spending within the Yearly Meeting, to the extent consistent with the directions and limits of any gifts or trust instruments, will coordinate their fundraising and spending activities with the Financial Services Committee so as to jointly further the implementation of the Leadings and Priorities.”

As we gather in faith to conduct the business of New York Yearly Meeting (NYYM), it is with care and consideration that any fundraising is undertaken during our sessions, Spring, Summer and Fall. Anyone connected to a Quaker-related cause (e.g. AFSC, AVP, BQEF, ARCH, FCNL, Friends Peace Teams, NYYM Annual Appeals, and Quaker schools, meetinghouses and conference centers) is welcome to request display space to inform participants of their work and needs. Display space requests are sometimes received for non-Quaker-related causes and those will be decided on a case-by-case basis by the Sessions Committee Clerk and the session's Displays Coordinator.

All displays at YM sessions may include passive appeals such as envelopes that contain invitations to send or pledge money. Seeking cash donations at display spaces is strongly discouraged, especially if the display space is not under constant supervision by a human presence. When supervised, display spaces may include active fundraising. Be sure to include in your displays request any need for internet access in order to facilitate your active fundraising. Note that “fundraising” is not to be confused with actively selling items, which is discouraged at Spring and Fall Sessions, but encouraged at Summer Sessions.

The Development Committee and Sessions Committee will work together to balance the need of Development Committee to do fundraising, the need for yearly meeting sessions to remain spiritually grounded, and the need to implement the Leadings and Priorities.

There is a Display Space Request Form online, but each YM session may have its own, different process for requesting space. Please find this information in the announcements for each YM session.

Appendices

1. Fallback Sessions Explanation
2. Procedure for Arranging a Fallback Sessions
3. Worksheet for Planning a Spring or Fall Sessions (SFS)
4. Sample Schedule for Spring / Fall Sessions
5. Sample Registration Form
6. Room Set-Up
 - 6a. Set Up for Meeting for Business
 - 6b. Set Up for Meeting for Worship
 - 6c. Set Up for Committee Meetings
7. Procedures for Microphone Runners
8. A Framework for Quaker Youth Programming
9. Sample Communications

Appendix 1. Fallback Sessions Explanation

A fallback date and venue for all NYYM Spring and Fall Sessions is always pre-arranged in the event of the unexpected cancellation of the regular Sessions for weather-related or other reasons. The dates for the Fallback Sessions are the weekend after the regularly scheduled Sessions, unless there is a recognized conflict, in which case it would be the following weekend. The regular and fallback dates are noted in advance on the Sessions planning calendar.

The venue would normally be a local meetinghouse of sufficient size for small plenary business sessions, probably no more than 50 people.

A **Fallback Sessions** is a session held only for the purpose of completing required business. It is likely that the only Friends attending a Fallback Session would be those few who need to be present to conduct that business, plus those few others who may be able to attend, because they live locally. Therefore, the host region/meeting would not be expected to make arrangements for transportation, housing, or meals for a Fallback Session. Friends who attend would take care of those needs on their own.

Fallback Sessions would run from approximately noon Saturday to early Sunday afternoon. This arrangement would give those who need to travel the time to make the trip there on Saturday morning and return home on Sunday afternoon. Only plenary business sessions would be planned, no committee meetings or other events.

In order to be prepared for the possibility of a Fallback Session, the HTG will arrange for the use of a meetinghouse the weekend after their intended Session. The meetinghouse should be accessible and have room for up to fifty participants. In the event of a Fallback Session, the host Meeting would only be responsible to open and close the meetinghouse, provide the name of a contact person, and hopefully provide water and other beverages for attendees, for which the Meeting would be reimbursed. Attendees would worship with the host meeting at their regular worship time, so as not to disrupt the life of the Meeting.

Appendix 2. Procedure for Arranging a Fallback Sessions

- In the event that anticipated weather conditions, or other factor(s), make the holding of a Spring or Fall Sessions unlikely as determined by of the Clerk of the Yearly Meeting, the Clerk will contact the General Secretary and the Associate Secretary to consult on the possibility of cancellation, at such time as is deemed appropriate to the Clerk, preferably at least five to seven days in advance of the scheduled Sessions. The Clerk may or may not also choose to consult with a local person in the region where the meeting is scheduled for local conditions information.
- When there is a sense of these three individuals – or two, if a third cannot be reached – that the meeting should be rescheduled, the individuals involved will immediately contact the following individuals by telephone, choosing how they will divide up the task:
 - ❖ The Clerk of Sessions,
 - ❖ Members of the Liaison Committee,
 - ❖ The Spring Fall Sessions Liaison.
 - The Spring Fall Sessions Liaison will immediately telephone the Host Coordinators for that meeting, as well as the contact for the alternate meetinghouse location.
 - If the Spring Fall Sessions Liaison cannot be reached, the Clerk of Sessions will be asked to make those calls.
- The Yearly Meeting office staff will be responsible for placing a notice on the Yearly Meeting website and Facebook page, and to send a post to the entire Yearly Meeting email contact list, as soon as possible, advising of both the cancellation and the alternate location, date, and times, and other pertinent details of the Fallback Session, including but not limited to [1] the fact that there will be no committee meeting times or locations provided at the alternate site, [2] the time of the local Meeting for Worship, and [3] that all transportation, food, and housing will be entirely the responsibility of those who choose – and are able – to attend.

The Yearly Meeting staff will also make an effort to communicate with those whom they are aware do not use email, either by phoning or asking appropriate others to phone them.

In case it is necessary to cancel at the last minute, the procedure will be the same. In addition, each Host Task Group Coordinator will be asked to designate a contact person for volunteers to call if there is doubt about whether the meeting will be held. That person's contact information will be published with the registration materials. Note: It is a good idea if the cell phone number provided for the Sessions is the same number used for the Fallback Session.

If an alternate Fallback Session needs to be cancelled, the same procedures will apply.

Appendix 3.

Worksheet for Planning a Spring or Fall Sessions (SFS)

Note that this is not a comprehensive list of the many things to do, but only covers the highlights, as an aid to the timing of the work.

<i><u>Done</u></i>	<i><u>Organizational Item</u></i>
<u>TWO YEARS OUT</u>	
	Create the core Host Task Group (HTG) and name the HTG Coordinators, one of whom will be primary contact for the SFS Liaison and the YM Office
	Working with statistics from previous SFS, find and reserve a venue
	Sign a contract for the venue, including any down payments, working with the NYYM Associate Secretary
	Get a copy of the NYYM Insurance Certificate if necessary via the NYYM Associate Secretary
<u>ONE YEAR OUT</u>	
	Work with the NYYM Clerk on a tentative schedule for the Session. If the Sunday Session will be in a meetinghouse, arrange the worship schedule in case the Meeting must change their normal time
	Decide, as the host, if there will be a Friday evening program, and if so, where
<u>EIGHT MONTHS OUT</u>	
	Name the rest of the Host Task Group and everyone on the HTG begins their work
	Begin planning the Youth Program
	Provide the NYYM with information for the appropriate issue of <i>Spark</i>
	Provide the text for email invitations to NYYM in general and youth specifically
<u>FOUR MONTHS OUT</u>	
	Solicit volunteers to help with set-up, registration, greeting, and clean-up
	Solicit hosts for local hospitality
	Ensure the appropriate number of childcare workers and Youth Program facilitators for the young people

Worksheet for Planning a Spring or Fall Sessions (SFS)

Note that this is not a comprehensive list of the many things to do, but only covers the highlights, as an aid to the timing of the work.

<u>Done</u>	<u>Organizational Item</u>
<u>ONCE THE REGISTRATION DEADLINE IS REACHED</u>	
	Match hospitality requests to hosts
	Double check numbers of youth registered; ensure adequate coverage
	Finalize meal numbers with the venue site
	If a meal is being provided by a Meeting, confirm numbers with them also
	<u>Arrange for committee and display requests.</u>
<u>THE DAY BEFORE OR THE DAY OF</u>	
	Set out the NYYM signs on main roads to the Friday and Saturday venues
	Put up signs within buildings for committee meeting rooms, childcare, Youth Program, Meeting for Business, this way to the restrooms, etc.
	Deliver breakfast snacks and supplies for coffee / tea service
	Arrange the registration space, display tables, and meeting spaces
<u>THE DAYS OF</u>	
	There is much to do during the days of a Sessions. Be sure to get your rest, eat well, and support each other!
<u>WITHIN THE MONTH AFTER</u>	
	Collect all statistics and submit to the SFS Liaison
	<u>STATISTICS MUST COVER:</u> Registration, housing, committee rooms, etc. NUMBERS: # of registrations (people) postmarked by deadline / # after deadline / # at the door / total # adults / total # children / # overnight on Friday / # overnight on Saturday / # served Saturday lunch / # Saturday supper / # Sunday lunch / # rooms for committee meetings in morning / # in afternoon / # of display requests
	If an evaluation is distributed, collect responses and submit to SFS Liaison
	Submit final and complete financial accounting to the SFS Liaison

Appendix 4.

Sample Schedule for Spring Fall Sessions

Most Important: The Host Task Group must consult with the Clerk of NYYM, primarily, and the clerk of Sessions Committee if necessary, on the actual Sessions schedule.

The schedule must be settled in time to be included with the information for the appropriate *Spark* issue. Please note most especially that on Sunday, Meeting for Worship must be held first, to ground the work of the Meeting for Worship with a Concern for Business. If a local meetinghouse is being used as the Sunday venue, that Meeting must be informed well ahead of time as this may mean a change in their normal worship schedule.

Friday (Optional, at the discretion of the Host)

6:00-7:00 p.m.; Potluck Dinner (provided by HTG volunteers and host Meeting)

7:00-8:00 p.m.; Meeting for Worship

8:00-9:00 p.m.; Optional Program arranged by Host (*local presenter / entertainment*

OR fellowship and singing—also a good time for hospitality hosts to meet their guests)

Saturday

8:00-8:30 a.m.; Registration, display set-ups and morning coffee

8:30-9:15; Meeting for Worship

9:30-11:15; Meeting for Worship with a Concern for Business

11:30-12:30 p.m.; Lunch

12:45-2:00; Meeting for Worship with a Concern for Business

2:15-3:45; Committee Meetings - 1

3:50-5:15; Committee Meetings - 2

5:30-6:30; Dinner

6:45-8:45; Coordinating Committee meetings

Sunday

8:00-8:30 a.m.; Registration and breakfast snacks

8:30-9:30; Meeting for Worship

9:45-12:15 p.m.; Meeting for Worship with a Concern for Business

12:30-1:30; Lunch

1:30-3:30; Committee Meetings (optional)

(Especially important if the first committee meeting slot on Saturday needs to be used for an extended Meeting for Business.)

Appendix 5. Sample Registration Form

**ENTER THE CORRECT DATES, PLACES, CONTACT PERSON, ETC.
PLEASE NOTE THAT REGISTRATION IS OFTEN ACCOMPLISHED ONLINE NOW!**

Adult Registration Form for NYYM Spring & Fall Sessions
YEAR SPRING/FALL SESSIONS

MONTH, DAYS, YEAR
NAME OF HOST REGION
SESSIONS LOCATION(S)

REGISTRATION DEADLINE - MONTH, DATE, YEAR

Please return this form by email to office@nyym.org or send by postal mail to Helen Garay Toppins, NYYM, 15 Rutherford Place, New York, NY 10003. Make checks payable to New York Yearly Meeting. You may also pay electronically on our website: visit <https://secure.acceptiva.com/?cst=bab75c>, enter the payment amount and enter "XXXXX Sessions 201X Registration" in the field labeled "This payment is for:"

FULL NAME	
Complete Address	
Phone & Cell Phone	
Email Address	
Meeting	
Special Needs	

MEALS	Vegetarian	Gluten Free
I will eat the following meals:	Saturday Lunch	\$12.00
	Saturday Dinner	\$18.00
	Sunday Lunch	\$12.00
Total:		

HOSPITALITY (YES/NO)			
I would like home hospitality	Friday night		Saturday night
Can bring sleeping bag		Willing to share space with other attendees	
I would like to room with:			
Stairs are a problem	Allergies		If Yes, please explain:
Comments:			

REGISTRATION FEES	Amount Enclosed
Adult Registration Fee – \$30 per adult	
Late Registration Fee – \$40.00 per adult after MM/DD/YY	
Total Meal Costs	
Contribution to YM Equalization Fund	
Assistance Requested from YM Equalization Fund	
Total	

TRANSPORTATION (Please note time, place, etc.):	
Please meet me as follows	
Plane arrival	
Bus arrival	
Train arrival	
Departure Day, Time, Location	

PAYMENT

- I enclose with this registration a check made out to NYYM,
and I will “snail” mail both to the person named below.
- I have registered electronically and will mail a check directly to the person named below.
- I have registered electronically and will mail a check directly to the NYYM Office.
- I have registered electronically and will pay via PayPal (please add \$3 to cover the PayPal fees).

SAMPLE CHILDREN'S AND YOUTH PROGRAM REGISTRATIONS:

Children (0-12)

Child's name _____ Age _____

Child's name _____ Age _____

Child's name _____ Age _____

Childcare times needed (Yes/No):

Fri. evening _____ Sat Morning _____ Sat afternoon _____ Sat evening _____ Sunday _____

Youth Program (13-18)

Child's name _____ Age _____

Child's name _____ Age _____

Child's name _____ Age _____

Please Note #1: A completed and signed medical form is required for all children and youth. Participation in the programs cannot be guaranteed without this form! Find the form at [PROVIDE URL]

Please Note #2: Childcare / youth programming will be arranged only if requested in advance.

Please Note #3: Parents will be responsible for any children and youth not registered by March 21.

Transportation

Will arrive by car _____

Need to be met at train station _____

Date & time _____

Please return this form by e-mail or mail no later than DATE to:

REGISTRAR NAME AND CONTACT INFORMATION

IF MAILING, please make out checks to NYYM and mail them WITH your registration form.

Appendix 6. Room Set-Up

6a. Set Up for Business Sessions

The AV Coordinator is the responsible individual, and **MUST BE** on-hand during all plenary sessions to adjust the lights and tweak the audio. S/he should know whom to ask to adjust the AC / heat if necessary. Work with the YM Clerk on the set-up.

It is best if Plenary and Business Sessions can be held in an auditorium, which will typically have good acoustics and a sound system.

On the stage:

- Podium with microphone, set to the left or right of the Clerks' Table, and slightly behind, so that the Clerk's view of the room is not obstructed. The Clerks' Table should accommodate 4 individuals.
- Chairs along the back of the stage area (10-12) for speakers/presenters.

For the Clerks' Table:

- Two six-foot tables (end-to-end) with a full skirt on the front and sides.
- Four chairs.
- Adequate lighting for reading papers at the table.
- Two working microphones with stands.
- Three-prong outlet for Recording Clerk's computer.
- Two pitchers of water and cups (some clerks may bring their own mugs/glasses).

For the Body:

- Eight chairs to be placed in front of the stage, facing the body, four on each side of the clerks' table, for those Friends who are holding the Meeting.
- Two wireless microphones.
- Two mike runners.
- If plenary sessions are in a gymnasium, there needs to be auditorium-style seating for at least 100 people, and up to 150-200 possible.

6b. Set-Up for Meeting for Worship

It is best if Meeting for Worship can be held in an auditorium, which will typically have better acoustics and a sound system. Along with seating for 100-150 people, there should be a "facing bench" of 10-12 chairs for Friends who will hold the Meeting.

6c. Set-Up for Committee Meeting Spaces

Rooms used for committee meetings should include 10-20 chairs, and at least one six-foot table in the center. Coordinating Committee meeting rooms should have seating for up to 30, and four six-foot tables arranged in a large rectangle. All rooms should have electrical outlets easy to find and use.

Appendix 7. Procedures for Microphone Runners

The AV Coordinator is responsible for arranging for microphone runners, if needed, in consultation with the NYYM Clerk and the venue's IT staff. Even if stationary microphones on stands are used in the meeting space for f/Friends to speak, one carrier may be needed to accommodate people with mobility issues. If runners are needed, there are usually two per session, with each person carrying a mike for one side of the room.

Below are the duties of a Microphone Runner. Please provide a copy to each volunteer after first talking over the information with them. During Meeting for Worship with a Concern for Business, the runner **MUST** watch the NYYM Clerk and wait for the Clerk to recognize a speaker before taking a microphone to anyone (this includes the space of worship after the reading of a Memorial Minute). During Open Worship, the runners should be aware of the room and each other, and bring a microphone to anyone led to speak out of the Silence.

Procedures for Microphone Runners

Thank you for agreeing to run microphones during Sessions. Below are some directions to help things go smoothly. It isn't a complicated job, but there are some subtle details.

- The first and most important responsibility is upholding the sense of worship.
- Plan to get to the room where the session will be held about ten minutes before your shift begins. The microphones should be set and ready to go, but if there is a problem, talk to the AV Coordinator
- There are usually two microphones and two runners with each person running a mike to half of the room. You will sit at the front of the room below the stage, facing the NYYM Clerk. Your job is to take the microphone to Friends when the Clerk recognizes them, **not before**. Watch the Clerk, sometimes they will nod or point rather than recognizing someone by name.
- During Open Worship at the beginning or end of a session, sit facing the Meeting. Friends will stand when they feel led to speak. Some will wait for the microphone. You should take the mike to these Friends without recognition by the Clerk. If a Friend starts to speak without the mike, it may not be necessary to take the mike to them as this may interrupt the flow of Spirit. Bear in mind that the Assistive Listening Devices require the use of the microphone. Use your own judgment.
- Runners should be as inconspicuous as possible in order to retain the sense of worship and not detract from the person speaking. SIT DOWN behind or near the person as they speak, and sit or crouch if you are near the front of the room. Walk quietly and respectfully.
- Keep the microphone at "standby" when not in use, turning it on before you hand it to a Friend and turning it back to standby again when you take it back. Quietly remind the Friend to state their name and Meeting.
- Finally, if you feel called to speak to an issue, try to communicate this to your co-runner or back-up person through eye contact. Then give yourself time to sit with the leading to speak without worrying about the microphones. It might be good to go sit in the audience rather than remaining by the stage. Stand to be recognized as you normally would, and come back to the front when you are ready.

Thank you once again for agreeing to help!

Appendix 8.

A Framework for Creating a Youth Program

Suggestions by the Powell House Youth Directors

YOUTH PROGRAM COORDINATORS' ROLE:

Arrange for and pull together all the various pieces of the youth program to create a nurturing space for youth and volunteers, beginning Friday evening through Sunday lunch. Ideally, the program takes place in the same location as the adult program (though the overnights are often in a meetinghouse), so the youth can join in roll call, meetings for business, committee meetings, and meals.

PIECES TO PLAN:

Location

For residential piece on Friday & Saturday nights

- Need Bathrooms
- Need a space where kids can safely leave their stuff if their sleeping area is being used by the larger group (either kids or adults) during the day
- We've found that one or two large rooms for sleeping works better than several smaller rooms
- Helps to have some kitchen facilities for snack preparation
- Good to have sufficient outdoor space and/or indoor space for some large group games

During the day on Saturday and Sunday

- Good to have a base room just for the Youth Program – for leaving stuff in and for returning to throughout the day. Need to make sure the registration people know where the base rooms are. A current up-to-date schedule of activities and locations should be posted on the base room door so that parents and new arrivals can find the group if they're not in the room.
- Outdoor place for games, centrally located helps so that the group is easy to find and so that others may join in.
- Talk to all participants and identify the physical boundaries that they should stay within, and then give them some freedom of movement.

Transportation

How will you get kids back and forth from the residential site to the Sessions site?

- What time will the group need to leave each morning to get to the Sessions site?
- What time will the group return in the evening?
- Do you want vehicles leaving at staggered times?
- How will kids get around the location(s) on Saturday and Sunday?
 1. To meals?
 2. To roll call, committee meetings and other programming
 3. Back to the base room

Meals/Snacks

Meals:

- Usually the kids will eat Friday dinner, Saturday lunch and dinner, and Sunday lunch with the rest of the Friends gathered for sessions. For breakfasts for the overnight youth, we would recommend eating before heading to the Sessions location. Preparing and eating simple meals together is a great bonding experience (and often quite messy).

Snacks:

- Should be available in the evenings (*fruits, chips, bagels or breads are better than a lot of sweet stuff. Although cookie baking has been a favorite Saturday evening activity in the past*)
- Should be available at base camp during the day on Saturday.

Program Content

Beforehand: Coordinators' role is to identify who will be delivering the program content and communicating to them the goals of the program. You may also be responsible for determining what the intent of the program is and what that means in terms of goals. Many teens and middle schoolers are curious and interested in good works that adults and other youth are doing. The nice thing about youth programming at sessions is that you have a number of very spiritually and socially active people who are already planning on being present - so it's nice to tap into that pool. Check with NYYM clerk well ahead of time to find out if there are agenda items that may be of interest to the youth.

During: Role is to check in periodically with group and adjust as necessary. Remember – the program needs to meet the needs of the youth who are present, both individual needs and group needs. If it isn't working, don't be afraid to change it. Don't be afraid to include the youth in the process.

Friday Night, Goal: Begin to knit the youth community together and establish a common understanding of the intention of their time together.

- Hopefully there will be a potluck meal followed by a multigenerational program that you can plug into for Friday Evening.
- Overnight youth should have a session following the evening program to go over expectations and to begin/continue the community building for the weekend.
- Establish ahead of time lights out protocol and share it now with the youth. We find that getting everyone in sleeping bags in one large room and then telling or reading a story (even for the teens) works really well as closure for the day.

Saturday Day, Goal: Continue to knit the youth community together and... (The rest will depend on what the intent for the program is).

- Spring and Fall Sessions bring together a number of very active Friends and therefore offer a somewhat rare opportunity to really give our young people a sense of who we are and what we do as a faith community.
- Please be sure to join the morning Meeting for Worship with a Concern for Business, at least for the welcome and roll call. It is important that the youth know they are part of the whole community. Talk to the NYYM Clerk to make sure you know what time to attend.
- It has worked well in the past to have a combination of:
 1. specially prepared, interactive presentations by different Friends
 2. attendance at committee meetings (who've been alerted ahead of time that kids may show up) and/or plenary sessions
 3. free play time (outside, high energy if possible)
 4. sessions where the youth come together and check in as a group
 5. keep your local resources in mind – a community service activity is often very well received.

Saturday Evening and Night, Goal: Enjoy/celebrate the community you have created together, maybe process the day some, allow for some stillness, relaxation & a chance to go deep together. This is often a good time to watch a movie that relates to the Youth Program theme – or is simply fun and light-hearted.

Sunday, Goal: Celebrate and evaluate what you've created together. Overtly worship together and with the entire Yearly Meeting. Again, check with the YM Clerk to see if there is any business coming forward that will interest the youth.

Program Volunteer Staff

Coordinator identifies, coordinates and arranges training for volunteers.

Adult Presences (APs): These are the folks who make an overnight program possible and a day program stronger. Stamina, patience, humor, and a belief that young people are interesting human beings are all important. So is a willingness to calmly (respectfully) enforce basic guidelines. The adult presences facilitate the community building process. They help the youth with decisions affecting the whole group. And those decisions are small decisions: what game to play, what to eat, where to sit, where to sleep, when to pitch in and help. The small decisions make a huge difference. To help in this process of forming community the APs need to be fully present and both flexible and firm as situations warrant. They need to constantly monitor the group: “Is this [action, word, plan, game] building community or undermining community?” And then encourage the actions that build community and prohibit those actions that undermine it.

Drivers: These are folks who get kids back and forth from the residential site to the Sessions site and/or transport the group to service learning projects or other off-site activities. They will need to know pick up and drop off times, where to meet for pick-ups and who will be riding with them.

Host Building Liaison: The host meeting for the overnight program should designate an adult who lives nearby and is familiar with the Meetinghouse who can be called on to handle minor maintenance issues that may arise. It would be good if the host building liaison is present on Saturday morning to facilitate any needed building clean up and to make sure the burners and water are turned off and windows are closed when the group leaves, so that the volunteers getting the kids up, out, and transported would not have to worry about the building.

Pre-Session Training for Volunteers: Go over expectations and guidelines for volunteers and youth. Provide volunteers an opportunity to share what they are excited about and what concerns they have as they look forward to the program. Go over what could go wrong and how to handle it. Practice firm but gentle re-direction.

Rules/Expectations

Coordinator will need to adapt to the specifics of the locations, ensure that you have a completed medical form for every youth participant (no matter how short their attendance), consult with Sessions Committee on any legal or insurance ground rules and also make sure they complement the intention and goals that have been established for this gathering. Keep the medical forms as confidential as possible and always with the youth. (Reference Appendix with standard rules, medical release forms, etc...)

Communication

Letting people know what’s being planned is crucial to get participation.

- Advertise in SPARK (the YM newsletter) and Info Share that a youth program will be happening concurrently at Sessions. Make sure there is information about it on the NYYM web site as well. Information can be general at first and then updated to be more specific once you have a better sense of the theme and details of the program.
- Two months before the event, a flyer should be sent to the MM RE clerks, the Youth Program Directors at Powell House and the YM Young Adult Field Secretary so that they can get the information out to young people they know.
- Be sure to send out an email invitation specific to the Youth Program and encourage folks to forward it to their MMs. Send it also to the MM RE clerks, the Youth Program Directors at Powell House and the YM Young Adult Field Secretary for the same purpose. A reminder to all a week before the registration deadline is critical!

Letting people know what to expect and what is expected of them makes life easier for all the participants (youth, volunteers, presenters, etc...)

- Two weeks before the event, a letter or email should go out to each registered youth participant letting them know that you're excited that they are participating and what to bring, what to expect and what the behavioral guidelines are. A request for the medical release form must be included (there is a link to it online). We find that paper letters are more likely to get read and forms filled out.
- Helping parents understand what the overnight program might entail for their children is beneficial.

We particularly like the words Abby Burford offered after her stint as an AP:

“There is some peril to this overnight program... Teenagers who don't ordinarily practice cheerful resilience, i.e., who easily succumb to the temptation to despair, or who are in the habit of taking a defensive stance, will not be able to cope with the uncertainty and novelty of an overnight program. Consider that an overnight program will place them with adults they don't know, in a building they don't know, and with some peers they don't know.

Fall/Spring Sessions is different from Summer Sessions. Summer Sessions has a measure of predictability; it's always at Silver Bay, with the same food service, and the same rooms, which come with beds, sheets and towels. At Fall/Spring Sessions, your teenager will sleep on the floor, and be required to adapt quickly to new situations.

The adult volunteers at Fall/Spring Sessions strive for continuity by adhering to Powell House rules and encouraging Powell House games, but, in many other details, this overnight program is unpredictable. For teenagers who do practice cheerful resilience, however, such unpredictability, in loving community with their Friendly peers, makes for a rich and unforgettable adventure!”

Fluidity and Spaciousness

Sessions youth programming is perhaps the most organic thing that we do as a yearly meeting body. You may not know who you have coming until they arrive. Many of the kids may be new to you and to each other. Kids will come and go throughout the program.

Spending time beforehand thinking about two key components to this organic nature may help.

Fluidity: The composition of your group will change throughout the weekend. Some kids will arrive Friday night, some will leave Saturday afternoon, some will arrive Saturday morning or Saturday afternoon, some who weren't planning on sleeping over Saturday will have become such a part of the group that they will want to stay.

- How will you include new arrivals in the intention-setting work that the group does on Friday?
- How will new arrivals find the group?
- How will the group say good-bye to those leaving mid-way?
- How will you respond to youth who want to stay over, but didn't pre-register?

Spaciousness: Our experience with middle-schoolers and teens is that many of them are much busier and often more stressed than we realize. PLAY and RELAXATION are important to schedule into whatever program you design. Weekends are kids' time to refuel (physically, emotionally and spiritually) for the school week. So it's important to be ready to drop things from the plan if need be to give space for that refueling.

Themes are helpful for planning as long as they are held lightly and the focus remains on the needs of the youth that are gathered. Sessions presents all of us an opportunity to get to know our "Body" better, to form the connections that strengthen our community of faith and hopefully sustain us as we go about Love's work. Often times the best connections are those made spontaneously at the ice cream counter or watching storm clouds roll in. Leaving space for those moments to happen is good. A successful Yearly Meeting Session for youth and for adults is one in which people part saying to those they've just recently met "When and where will I see you again."

Wrap Up and Passing the Baton

This may be the hardest piece to actually get around to doing but it's important for ongoing success with youth programming. But first, the easiest part is to ensure that all the medical forms are shredded! They contain confidential information and must not be kept or simply recycled. Shred!

Documentation

- How many youth did you have and what were their ages?
- What did your final agenda look like (what did you actually end up doing) and what worked really well? Plus, thoughts on why.
- What did you try that didn't seem to work and any thoughts on why?
- Transportation glitches or successes.
- Meal glitches or successes.
- Exemplary presenters.
- What you enjoyed most about the experience.
- Anything else you feel that it is important to share.

Submit

- Pass the information that you've documented onto the Spring Fall Sessions Liaison. That person will ensure that the appropriate people/committees receive the report.

**“Don't ask what the world needs.
Ask what makes you come alive, and then go and do that.
Because what the world needs is people who have come alive.”**

Howard Thurman

Appendix 9. NYYM Spring & Fall Sessions Medical Information Form

THE MOST CURRENT FORM IS ONLINE! THIS IS JUST INFORMATION!

NYYM SESSIONS MEDICAL INFORMATION for YOUTH

Please fill out one form per child. Thank you.

Children CANNOT participate in NYYM or JYM programming without a current medical form on file.

THIS FORM IS CONFIDENTIAL FOR YOUTH PROGRAM USE ONLY

CHILD'S NAME:			
Child's Age:		Child's grade this fall:	
Parent 1 / Legal Guardian's full name			
Cell phone #:			
Address while at session:			
Parent 2 / Legal Guardian's full name:			
Cell phone #:			
Address while at session:			
If no parent will be present, the following person is SPONSOR and is responsible for my child:			
Name:		Cell phone:	
Address while at session:			
If not listed above, other adults authorized to remove child from program:			
		Cell phone #:	
		Cell phone #:	
Name and phone number of family physician / insurance information:			
Physician:		Phone:	
Insurance carrier:		Policy #:	
VERY IMPORTANT: Please list all allergies, medications, physical limitations, emergency medical information, recent surgeries or injuries, or other things we should know about your child. List any medications that are self-administered, e.g. EpiPen, etc.			
I give my permission for my child to be given necessary treatment:			
At Session		At hospital	Neither
Signature of Parent/ Legal Guardian:			Date:

(This document is not valid with the signature of a sponsor. It must be signed by a parent/guardian.)

THIS COMPLETED AND SIGNED FORM IS TO BE PRESENTED AT TIME OF REGISTRATION

Appendix 10. Sample Communications

Initial announcements should be sent to the Associate Secretary for publication on the NYYM email list. Work with the NYYM Clerk and the NYYM Communications Director on composing and distributing these emails.

An announcement focusing specifically on the Children's and Youth Programs should be created and sent to the NYYM Office, NYYM Religious Education contacts, Powell House Youth Program Directors (to forward to their email contacts), the Young Adult Field Secretary (for forwarding on to the young adult email list), and the Children and Youth Field Secretary. Again, request that the announcement be forwarded to other appropriate email lists and included in Meeting newsletters.

SFS Space Rental Sample Communication

Dear Mary White,

I'm writing to ask if the College of New Rochelle rents space to outside organizations for large gatherings. New York Yearly Meeting of the Religious Society of Friends (Quakers) gathers each spring and fall at a school or similar institution to conduct business and socialize. We are looking for a place to hold our fall sessions on Saturday, November 14, 2015. We need a large space - an auditorium or a gym - with seating for about 150 people, and 15 to 20 classrooms for committee meetings, each seating about 20 people. We meet from 8:00 am to 9:00 pm, so we will need to provide for meals - if the school's food service were available, that would be ideal, but it is not essential if it is possible to bring in catered food.

If this sounds feasible, please let me know. I can be reached by phone at 914-328-7943, or by email. I have a detailed list of our needs that I will share with you if our use of your facility seems possible.

Thank you for your attention!

Sincerely,

Mary Eagleson, for the Host Task Group

SFS Host Task Group "Request to Join" Sample Communication

Dear Friends --

I am sending this email and because you are a contact person for the your meeting. Northeastern Regional Meeting will be hosting Fall Sessions the first weekend in November at Doane Stuart School in Troy, thanks to the early work of Nathaniel Corwin. We need someone from each Meeting on the planning committee and I expect we will be able to do most if not all of our work by conference call. If you are not to be your Meeting's representative, please identify someone else and send me their contact information as soon as possible.

There are jobs of various sizes, some that you'd never need to leave your house to do, that far away folks could usefully volunteer for. We will need a treasurer, someone to arrange for food, a registrar, housing coordinators, children and youth program coordinator, transportation coordinator and volunteer coordinator. In addition, we will need to have many volunteers on the Saturday to help with setup and keep things running smoothly. If there are Friends in your meeting who might be willing to be one of the coordinators, please have them be in touch with me to find out what would be involved.

Please respond by Saturday, September 15, so that the Host Task Group can have help in working on the planning. I would like to schedule a conference call for the first week in October.

Many thanks for your cooperation. Call or email me with any questions,
Anita Paul, Host Coordinator

A Request For Information from Coordinating Committee Clerks

(Emailed to all CC clerks four months before event – their contact information is in the NYYM Yearbook)

Good Friends,

Abby Burford and I, Nathalie Bailey, are contacting you with a request concerning the fall sessions Youth Program. We are co-coordinating the youth program committee for fall sessions 2013. We are contacting you because we need your assistance with an activity for the youth who come to fall sessions.

At the suggestion of Mike Clark and Chris Deroller, Directors of the PoHo Youth Program, we would like to organize visits by young friends to committee meetings (those committees that can have visitors). Mike recommended that very short statements from each committee that will be meeting at fall sessions be put together that might intrigue young friends and help them discern what committee they would most like to visit. Three or four sentences would be enough.

We are writing to you as clerks or assistant clerks of Coordinating Committees to see if you could facilitate the creation of this list of committees' short summaries of what they would be working on at fall sessions. To summarize, the help we are looking for is the following:

1. The creation of a brief summary of what their committee will be working on at fall sessions in three or four sentences.
2. Submission of the summary to Nathalie Bailey and/or Abby Burford by October 1.
3. We will print up these summaries and also ask Steve to put them on the fall sessions website.
4. The name of a contact person on each committee who we can follow up with if necessary and who might be able to de-brief young friends on what was happening in the committee meeting they attended. We are thinking of having a youth table at dinner where this very brief de-briefing could take place.

The youth program at fall sessions has a theme and that is Vision. You could contribute to the vision young friends have of Quaker Yearly Meeting and their future participation in it by facilitating our receipt of these brief summaries. We are mindful of all you do and deeply appreciate your consideration of our request.

Sincerely,

Initial Invitation Email (Email to NYYM e-list)

Subject: Invitation to Attend NYYM Fall Sessions

Dear friends and Friends:

We hope you have received your September issue of *Spark*, with its focus on patriotism -- and the information on our Fall Sessions. Today, we write to invite you to attend!

NYYM Fall Sessions is our next opportunity to gather as a Yearly Meeting, to hear, discern, and give direction to our work in our communities and in the world, and sit together as George Fox said -- to know one another. The weekend will include worship, plenary sessions, committee meetings, and exciting programs for our youth. The complete information is in your *Spark* or online at <http://www.nyym.org>.

Please join us!

Jeffrey L. Hitchcock, Clerk of NYYM (clerk@nyym.org)
Roseann Press, Clerk of Sessions (rpress123@gmail.com)

(Please feel free to forward this notice on to your regional/meeting email lists, and include this information in your Meeting's newsletter, thank you!)

Due Date Reminder (Email to NYYM e-list)

Subject: Reminder! The Due Date for Fall Sessions Registration is on month/day/year.

Dear Friends:

Just a reminder that our NYYM Fall Sessions is coming right up. Please see <http://www.nyym.org> for complete details and the registration form. Note - a late fee will be assessed once the due date has passed!

(Please forward this notice to your regional/meeting email lists, and include this information in your Meeting's newsletter, thank you!)

Request for On-Site Assistance, Email at Least One Month Before Event

(Email to host region and request other regional clerks to email to their lists too)

Dear Friends,

You are probably aware that the 2014 Spring Sessions of New York Yearly Meeting will be held in Rochester next month on April 4-6. We hope that you will all take the opportunity to worship with the rest of the Yearly Meeting as we gather here. If you are planning on coming, or even seriously thinking about coming, please let us know -- the registration form is here: [url] and the extended information is here: [url]. Please understand that we cannot provide child care or youth programming to children/youth who have not pre-registered by March 21.

We, as the host Region, also have opportunities for Friends to volunteer. Please consider spending a few hours of your time (or more!) to help us host the Yearly Meeting Sessions.

We need Friends who can help with:

Registration -- Friday evening, all day Saturday -- consider a 1-2 hour shift. We particularly need Friends to help in the morning on Saturday

Child care: we need adult presences to help with the youngest children and the grades 1-6 children. The program is set, but we may need more adults to be present. Consider offering a morning, an afternoon or an evening for our youngest attenders.

Hospitality -- we are already asking Rochester and Farmington Friends, but if you live within 45 minutes of the meeting house, consider providing beds for Friends from beyond the area.

Easels -- Our host site prohibits tape on the walls and we will need easels to help direct Friends. If you have one you can let us use, let Dawn know and she will let you know if we need it.

If you are interested in volunteering, please contact Dawn Pozzi at apozzi@rochester.rr.com and we will be in touch.

We are looking forward to this gathering of Friends and hope that many of you will join us in Rochester. And please, volunteer, our committee is small and faithful, but simply cannot be everywhere.

Bridget Bower (Perry City)
Coordinator, FSRM Spring Sessions 2014 Host Task Group

Reminder Email for Children and Youth Programs

Send specifically to the NYYM email list, and to NYYM Religious Education contacts, Powell House Youth Program Directors (to forward to their email contacts), and the Young Adult Field Secretary (for forwarding on to the young adult email list).

Subject Line: Youth Programs for Spring Sessions

We have a great program planned for our youth, and would love to see more youth from NYYM gather together! Please go to the NYYM Website to find a link to register. Questions may be sent to nyym.ss.2014@gmail.com

From the Spring Sessions Host Task Group,
Bridget Bower, Deb First, Bronwyn Mohlke, and Rima Segal

SATURDAY PROGRAM:

Child care: Children aged 0-5 will have a range of age-appropriate activities and Godly Play under the direction of Marcie Matthews on Saturday April 5th during all Sessions and Sunday April 6th from 9:00 am – 12:00 noon. Please note your needs on the registration form. The form must be received by March 25th to reserve childcare arrangements.

Children in grades 1–6: Sarah Fitts-Romig will lead an experiential program centered on Civil Rights that includes games, community building, creative activities, and may include a field trip as weather permits.

Grades 7–12: A residential program, held at the Rochester Friends Meetinghouse, will be available for those in grades 7–12, on both Friday and Saturday nights by preregistration only and is limited to seventeen spaces. The residential program will use the Powell House guidelines. The full-day program, built on the testimonies of integrity and peace, centers on AVP led by Stuart Bartram and Nick Rozard, and will include the full range of activities. After Saturday dinner, the teens will return to the Meetinghouse for an evening of discussions, film, and games. Youth who have registered for the residential overnight will remain at the Meetinghouse. Those not registered for the residential program will need to be picked up by their parents by 8:45 pm. Parents are responsible for their preteen children during meals and in the evenings after sessions. Please note your needs on the registration form. The form must be received by March 25th to reserve childcare arrangements. Please note that a filled-in and signed Medical Information Form, which includes emergency contact information, is required for each child and teen.

SUNDAY PROGRAM:

All youth will be at the Meetinghouse on Sunday, April 6, in First Day School and other activities.

For more information about the youth program, you may contact Deb First: deborahfirst@mac.com.

Final Information & Reminders about the Fall Sessions 2013 Children's and Youth Programs

(Email to all family members who have registered Children and Youth)

Families whose children will be participating in the youth program at Fall Sessions, should be aware of the following:

1) There will be a residential program for young friends from Grades 7-12 at Chatham-Summit Monthly Meeting (CSMM) Friday and Saturday nights, November 15 and 16. There will be a multigenerational evening event at CSMM meetinghouse on Friday, starting with a simple supper from 6-7:30, followed by a getting-to-know-you program led by Mike Clark and Chris DeRoller, directors of the youth program at Powell House. The 7th-12th graders are invited to sleep over in the Chatham-Summit meetinghouse Friday and Saturday nights. Two chaperones will stay over with young friends and oversee their activities both Friday and Saturday nights. Lights out will be at 10 p.m. Breakfast will be at 8am. At 8:30 the young people will be transported to Caldwell College in vehicles and brought back to CSMM after eating dinner at Caldwell College. Each overnigher will need to bring a sleeping bag, pillow, and camp mat if desired. They will be sleeping on carpeted floors. In addition, overnighers are asked to bring some healthy snacks to share. 7th-12th graders who are not in the residential program will meet the overnighers at Caldwell College by 9:15 on Saturday morning. These friends are permitted, with parent's approval, to eat together in the cafeteria at Caldwell College at lunch and dinnertime.

2) Children in grades 1-6 are encouraged to come to both the Friday evening program and the youth program at Caldwell College that will begin for them at 8:30 on Saturday morning. The parents of these children are asked to bring some healthy snacks for the children to share mid-morning and mid-afternoon. Parents of elementary-aged children should be picked up by their parents in room 205 of Werner Hall before lunch, which is at 11:30, and dinner, at 5:30.

3) Childcare will be provided for infants through kindergarten all day on Saturday at Caldwell College. For these children, parents are requested to bring with them to Caldwell College some quiet toys and/or other activities that can be shared and also some healthy snacks to share. Parents will pick these children up before lunch, which is at 11:30, and dinner, at 5:30.

It is important that parents submit a medical release form for all children in the youth program. That form can be downloaded from the NYYM website. Please send this form before November 2nd to Registrar Alice Colombe at

15 Hansen Ave., New City, NY 10956. After November 2nd, the deadline for registering, send it to the co-coordinator of the youth program, Nathalie Bailey, at 48 Cottage St., South Orange, NJ 07079, and email Registrar Alice Colombe (aa.lleenn@verizon.net) that you have submitted it to Nathalie. Bring the completed form with you to Caldwell College if you have not pre-registered.

Please note that while children are permitted to have electronic devices with them, such as cell phones; the rule will be that they will not use them if requested not to.

All Fall Sessions attenders are invited to attend certain parts of the youth program that will take place in Werner Hall, room 206, if they are not involved in other meetings. The Seeing Eye presentation is open to all and will begin at 10 a.m., and the African Great Lakes Initiative Library Building Program presentation by Kirsten Mandala is an open meeting and will begin at approximately 4:30 p.m.

On Sunday at Chatham-Summit Meeting, there will be First Day classes for elementary aged young f/Friends, from 11-12:15. Before First Day classes, elementary aged children may be present with younger children in childcare, offered from 8:15-12:15.

SAMPLE SPRING SESSIONS INFORMATION for SPARK and ONLINE

Welcome!

Farmington-Scipio Regional Meeting welcomes everyone to Spring Sessions, to do the business of the Yearly Meeting and to expand the life and witness of our Society. This is an opportunity to bring our meetings' concerns to the attention of the Yearly Meeting and to report back the decisions of the sessions. We encourage as many Friends as possible to come and share the worship and the fellowship of the gathered Yearly Meeting.

Locations:

Friday evening and Sunday morning:

Rochester Meeting house (84 Scio Street, Rochester NY)

Saturday all day and evening:

Colgate Rochester Crozer Divinity School 1100 South Goodman Street, Rochester, NY 14620

Friday evening:

Jennifer Perry and Willie Bontrager of Farmington Friends will lead us in an intergenerational evening on Friday from 7:30 – 9:00 pm at Rochester Meeting House following a light supper. All youth and adults are encouraged to attend. We encourage Friends to meet their hosts at the Meeting House or to get directions for travel before arriving. The Host Task Group asks that those requesting hospitality, pick-up, youth program or childcare return their registration forms no later than March 21.

Meals and Snacks.

Friday evening, there will be a light supper of soup and bread at the Meeting House for which donations would be much appreciated. Friends should have breakfast before arriving at Sessions Saturday and Sunday. Saturday lunch and dinner will be at Colgate Rochester Crozer Divinity School and will cost \$15.50 for lunch and \$20.50 for dinner. We encourage Friends to eat meals at the Divinity School, to have fellowship together, and to help cover the costs of renting the space. Financial assistance is available. Lunch on Sunday will be provided by Rochester Friends for \$7.50 per adult and \$4.00 per child.

Hospitality:

Hospitality is available with local Friends for Friday and/or Saturday nights by request on a first-to-ask, first-assigned basis. A list of motels will be sent to anyone requesting this information on the registration form. Those using a motel will need their own transportation.

Registration:

The registration deadline is March 21, 2014. You may register by mail or online. Registrations may be mailed to Bronwyn Mohlke at 52 Gray Road, Ithaca, NY 14850. If paying by check, checks should be made payable to NYYM and sent to Bronwyn. Since we have deadlines for meals at CRCDS and for the youth program, please let Bronwyn know you are coming via email [nyym.ss.2014@gmail.com] or phone (607-220-3219) if you are mailing your registration close to the deadline.

To register online, you may go to the Yearly Meeting Website www.nyym.org and follow the directions for filling out the registration form. You may pay your registration fees electronically using the Yearly Meeting's PayPal, which you can access using the "[Make a Financial Contribution](#)" button on the Yearly Meeting's website home page. If paying by PayPal, please add \$3.00 *to your total registration amount* to cover NYYM's PayPal expense.

Meeting Space and Display Space: Requests for committee meeting space and display space should be directed to Bronwyn Mohlke (see contact information in the paragraph above). Space is limited and committees may need to share rooms.

Youth Program.

All youth are invited, **with** their adults, to an Intergenerational evening with Jen Perry and Willie Bontrager from Farmington Friends on Friday April 4th from 7:30 -9:00 pm at the Rochester Friends Meetinghouse.

Child care: Children aged 0-5 will have a range of age-appropriate activities and Godly Play under the direction of Marcie Matthews on Saturday April 5th during all Sessions and Sunday April 6th from 9:00 am – 12:00 noon. Please note your needs on the registration form. The form must be received by March 21st to reserve childcare arrangements.

Children in grades 1-6 Sarah Fitts-Romig will lead an experiential program centered on Civil Rights that includes games, community building, creative activities and may include a field trip as weather permits.

Grades 7-12.

A residential program, held at the Rochester Friends Meetinghouse will be available for those in grades 7 – 12, on both Friday and Saturday nights by pre-registration only and is limited to seventeen spaces. The residential program will utilize the Powell House guidelines. The full day program, built on the testimonies of integrity and peace, centers in AVP led by Stuart Bartram and Nick Rozard and will include the full range of activities. After Saturday dinner, the teens will return to the Meetinghouse for an evening of discussions, film, games. Youth who have registered for the residential overnight will remain at the Meetinghouse. Those not registered for the residential program will need to be picked up by their parents at 9:00 pm.

Parents are responsible for their pre-teen children during meals and in the evenings after sessions.

Please note your needs on the registration form. The form must be received by March 21st to reserve childcare arrangements. Please note that a filled-in and signed Medical Information Form which includes emergency contact information, is required for each child and teen.

For more information about the youth program, you may contact Deb First: deborahfirst@mac.com

Transportation.

For directions to the Meetinghouse, see the Rochester Friends Meeting website at www.rochesterquakers.org – the address is 84 Scio Street, Rochester NY (Friday evening and Sunday)

For directions to Colgate Rochester Crozer Divinity School, see their website: <http://www.crcds.edu/directions/>
The address is 1100 South Goodman Street, Rochester, NY 14620 (Saturday)

Friends will be available to pick up travelling Friends from the bus or train stations or from the airport. Please indicate these needs on your registration form.

If you have any questions about Spring Sessions, you are welcome to contact the Host Task Group.

Bridget Bower, Deb First, Bronwyn Mohlke, Rima Segal

(607) 220-3219 / nyym.ss.2014@gmail.com / 52 Gray Road, Ithaca, NY 14850

TEMPLATE #1, Sample Schedule for a NYYM Sessions – with details to send to venues

For both days, we typically have about 160-170 participants. All day Saturday, we need two rooms dedicated to our Children and Youth Programs. Those usually have about a dozen kids each, and the kids join us for meals. We also need about fifteen 6-foot tables for displays. These tables need to be in place all day.

Saturday

7:00 a.m., Set up of registration area, putting up signs for reserved rooms and directions, set up of display area, etc.
We typically use a hallway near the plenary session area and need three 6-foot tables for registration.

8:00-8:30 a.m.; Registration, display set-up, and morning coffee
See above

8:30-9:15; Meeting for Worship

9:30-11:15; Meeting for Worship with a Concern for Business

These two events happen in the same space – an auditorium is ideal, one that seats up to 160 people. We'll need two 6-foot tables and about a dozen chairs up front, along with a sound system and ideally, four hand-held mikes on bases.

11:30-12:30 p.m.; Lunch

We have a healthy mix of carnivores, vegetarians, vegans, plus gluten-free, nut-free, etc. The best lunches, to be honest, are some kind of coupon to use at a local cafeteria so everyone can get what they want!

12:45-2:00; Meeting for Worship with a Concern for Business
See above, 9:30 a.m.

2:15-3:45; Committee Meetings – 1st Group

3:50-5:15; Committee Meetings – 2nd Group

For our committee meetings, we typically need 10-12 breakout rooms or spaces that each seat 10-12 people. No sound system is needed in any room.

5:30-6:30; Dinner
Same as lunch!

6:45-9:30p; Coordinating Committee Meetings

For the CC meetings, we need four rooms, each large enough to seat 15-20 people. Again, no sound system is needed in either room.

Sunday

8:00-8:30 a.m.; Registration and morning coffee

8:30-9:30; Meeting for Worship

9:45-12:15 p.m.; Meeting for Worship with a Concern for Business

Again, these two events happen in the same space – see yesterday's schedule.

12:30-1:30; Lunch

Lunch is often optional on Sunday because folks just want to get home. Depending on what we arrange for the Saturday meals, we may just let folks find lunch on their own.

TEMPLATE #2, FINANCIAL REPORT

SESSION DATES
SESSION PLACES

SUMMARY OF PARTICIPANTS

TOTAL #
of adults
of teenagers in Youth Program
of youth too young for Youth Program

SESSION EXPENSES

ADVANCE DEPOSIT FOR VENUE(s)

FOOD (*all meals or divided up by day*)

Beverages
Breakfasts
Lunches
Dinners

FOOD TOTAL:

YOUTH

Activities
Materials

YOUTH TOTAL:

GENERAL SUPPLIES (Nametags, etc.)

TOTAL EXPENSES:

SESSION INCOME (*not including Equalization Fund*)

REGISTRATION FEES:
FOOD (with registration):
FOOD (on-site cash donations):

TOTAL INCOME:

TOTAL INCOME:

TOTAL EXPENSES:

Difference:

(If there is money left over, the Host Task Group sends a check for that amount to the NYYM associate secretary. If there is money due to the host site, that request is sent to the clerk of the Sessions Committee. In both cases, be sure to include this report.)

EQUALIZATION FUND:

Contributions to the Equalization Fund:
Requests from the Equalization Fund:

TEMPLATE #3, STATISTICS

TOTAL NUMBER REGISTERED by DEADLINE
TOTAL NUMBER REGISTERED at EVENT

TOTAL NUMBER ATTENDED
(If different from the two numbers above, please explain.)

TOTAL NUMBER OF ADULTS ATTENDED
TOTAL NUMBER OF YOUTH ATTENDED
 Youth Program Participants
 Younger Participants

TOTAL NUMBER of COMMITTEES
TOTAL NUMBER of ROOMS NEEDED for COMMITTEES
TOTAL NUMBER of DISPLAYS

TOTAL NUMBER OVERNIGHT, Friday
TOTAL NUMBER OVERNIGHT, Saturday
TOTAL NUMBER of HOSTS providing HOSPITALITY

TOTAL OF YOUTH in RESIDENTIAL OVERNIGHT

MEALS / TOTALS PER MEAL

FRIDAY DINNER

SATURDAY BREAKFAST
SATURDAY LUNCH
SATURDAY DINNER

SUNDAY BREAKFAST
SUNDAY LUNCH