

***NEW YORK YEARLY MEETING
SESSIONS COMMITTEE***

**SPRING & FALL
SESSIONS
MANUAL**

**For Regions and
Host Task Groups**

***This manual is produced by the Spring Fall Sessions Coordinator
and 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.***

Spring & Fall Sessions Manual for Regions and Host Task Groups

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Spring & Fall Sessions Manual for Regions and Host Task Groups

New York Yearly Meeting transacts its business — both spiritual and practical — during three 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** (held during the last full week in July), **Fall Sessions** (typically held the first full weekend in November), and **Spring Sessions** (typically held the first full weekend of April, unless that is Easter Weekend, in which case Spring Sessions is held the next weekend of April).

Responsibility for hosting 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 structures the rotation schedule for the host regions of Spring and Fall Sessions.

In response to frustrations expressed by many regions, Sessions Committee has created the position of **“Spring Fall Sessions Coordinator & Liaison”** (SFSCCL) to take over much of the logistical planning on behalf of the host region. The SFSCCL ensures that every aspect of a successful session is addressed at the appropriate time, often taking on the practical logistical planning (venue, contracts, meals, etc.) working with the region, of course.

The following pages explain the organization and expectations for hosting, along with helpful hints for completing the work with joy.

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

General Work Schedule for Host Regions. Six Phases

There are six “phases” of work for hosting, summarized here and detailed below: [1] Receive and approve the invitation to host. [2] Name a Host Task Group (HTG) to work with the SFSCCL. [3] Name the Youth Program coordinator(s). [4] Six to eight months out, plan the Youth Program, settle on the text for the *Spark* issue that will feature the session, including a registration form for adults and youth. [5] Six months out and up to the Sessions, assist the SFSCCL in planning the detailed logistics. [6] Host your Session. 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

Hosting a Spring or Fall Sessions is cost-neutral to the host region. 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), including any down payment, is paid for out of the Sessions Committee portion of the NYYM Operating Budget. Please note, the SFSCCL and NYYM Trustees will negotiate and sign any necessary contracts with the venue(s).
2. Meal costs are determined by the SFSCCL in concert with the Host Task Group and in consultation with the chosen facility. Meals are paid for by those who register for meals. If an HTG chooses to have a potluck meal, NYYM can advance funds for provisions 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.

Invitation and Host Task Group Organization

- The clerk of NYYM Sessions Committee emails an invitation to host to the clerk of the scheduled region. That email includes the dates and anticipated location for the session (i.e., the venue used the last time the region hosted). The email will also include an introduction to the SFSCCL, so that, should the region accept the invitation, they can begin working with the SFSCCL.
- Once an invitation is accepted, the region forms a core **Host Task Group (HTG)** of three or four Friends. Co-clerks are named who will work closely with the SFSCCL.
- About one year out from the session, the HTG names a coordinator or two for the Youth Program.
- Six to eight months out, the SFSCCL will email to the HTG the Spark text from the last time the region hosted. At this point, 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.
- Please note, at this time in the process, the HTG must decide whether or not to hold the optional Friday evening program. Sessions Committee does encourage a Friday evening dinner so that travelers can meet their hospitality hosts, but the nature of the Friday evening activities are completely at the discretion of the HTG.
- Finally, as the assigned session draws near, many volunteers will need to be found and organized, to handle the many activities during the actual event.

Duties of the Host Task Group (HTG)

- Assist the SFSCCL in finding:
 1. Local Friends willing to 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 – again, having a Friday evening dinner is good way to bring hosts and guests together.
 2. Convenient commercial overnight accommodations and maps to same. Be sure to include approximate travel times to the Sessions location.
- Working with the SFSCCL:
 1. Decide how to collect registration fees, meal fees, and contributions.
 2. Update the information for *Spark*. See more on *Spark* requirements below.
 3. While the NYYM Clerk sets the session schedule and agenda for Meetings for Business, the SFSCCL will ensure that the HTG and especially the Youth Program Coordinators are kept informed in order to assist with planning and overall good communications.
 4. 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 the volunteer list and the list of work to be done under “Volunteer Coordinator.”
 5. Arrange for a Children’s Program Coordinator or two and find at least two babysitters.
 6. Make sure that all local Quaker Meetings are encouraged to attend the Sessions “in their own backyard”!

During the Session

- There are many jobs to do during the actual session. See the worksheet on pages and work with the Spring Fall Sessions Coordinator and Liaison to make sure everything is done.

- Typically, a member of the Host Task Group welcomes the participants to the Session. Work with the SFSCCL and 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, any concerns regarding the SFSCCL, etc.
- The Host Task Group Registrar must provide the Sessions Committee clerk or the NYYM Clerk with “final” participant numbers for reporting to the YM on Sunday – total number of participants, including the number of adults and youth. (These numbers may not be final, but close...)

Following the Session

- Collect information on the logistics of the Sessions to report back to SFSCCL – what worked well at the location, what needed improvement – for next time.
- Working with the SFSCCL, 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 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.
- The Children’s Program and Youth Program Coordinators should write up summaries on their respective work, including the number of participants and their activities over the weekend.

Information needed by the NYYM Office for Spark

The SFSCCL will consult with the NYYM Communications Director on Spark deadlines and distribute to the HTG the Spark text from the previous time the region hosted a session. That text will then serve as the foundation for the upcoming session.

- Location details of the chosen site(s), including street addresses and a map.
 - a. Detailed directions are best listed online, not taking up room in *Spark*. Just be sure to state in *Spark* where to find them.
 - b. Public transportation information and a list of nearby hotels / motels should also 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.
- Children’s and Youth Program arrangements and information.

Spring & Fall Sessions Manual for Regions and Host Task Groups

Job Descriptions and 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.

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 HTG co-clerks need to keep a complete contact list for all members, volunteers, child care workers, appropriate venue personnel, etc. This information should be included in the final report so that a record is kept of who assisted with every session.

The HTG should meet in person or by conference call as needed, and weekly as the Sessions draws near. The Host co-clerks 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 and SFSC. 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. Then the following positions are filled a year ahead to six months out to complete the detailed planning. See the phases described on page 4.

Children's Program Coordinator (0-12)

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

Committee and Displays Coordinator

- Receive requests for committee space and assign those spaces according to committee size.
 1. 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 reserve space and any wider body of Friends with which NYYM is affiliated, or to which NYYM names representatives, may reserve display space.
 2. 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.
 3. Find out the size of the space that will be needed for each request, full or half table, and then ensure enough tables are available at the venue. Be prepared to put signs on each table, designating the placement of each display.
 4. 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.
 5. Be available at the beginning of Sessions to ensure Friends find their committee / display space.

Hospitality 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 Hospitality Coordinators need to gather the following information from host families:
 1. First and last name, street and email addresses, and cell / home phone numbers for the person to contact. Cell phone numbers are especially useful!
 2. Number of rooms available and which nights, with the kinds of beds in each (twin, double, foldout sofa, crib) and their accessibility (are stairs involved).
 3. Are there any pets? Is smoking acceptable? Is the home accessible to someone in a wheelchair?
 4. 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?
- Set a deadline date after which they should not feel obligated to provide hospitality. This information should be included with the registration form.
- Collate requests and offers and then 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....*)
- 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.
- Have a list of hosts and guests and cell phone numbers, and also provide a copy the Registration Table at the Sessions locations, especially on Friday evening.
- Be sure that local Friends who have offered to host know that if a Friend asks them for hospitality directly, they must let the Hospitality Coordinators know those beds are no longer available.

Registrar

- **First, a note on deadlines: The Registrar can expect a certain percent of registrations to arrive after the set deadline 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!**
- Should be comfortable with their own computer, email, and Microsoft Excel.
- Needs to create the registration form 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.
- 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 the SFSCCL, Hospitality, and Children's & Youth Program Coordinators. Keep in mind the information is CONFIDENTIAL and should not be widely shared.
- 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).
- 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.
- Be present for Friday evening and Saturday morning registration.
- Ensure that the final statistical reports are sent to the SFSCCL.

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.
- Friday evening and Saturday morning staffing 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, especially 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.

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.
- Write up driving directions. DO NOT include this information in *Spark!* For *Spark*, just list places and complete 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.
- 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!)

- **Committee Meeting Requests Coordinator** (*must be named in Spark and online*)
- **Displays Coordinator** (*must be named in Spark and online*)
- **Volunteer Coordinator** (*must be named in Spark and online*)

- Cooks (if a Meeting is providing meals)
- Servers (if a Meeting is providing meals)
- Bottle washers (if a Meeting is providing meals)
- Furniture movers
- Registration Table assistants
- Room set-uppers
- Room cleaner-uppers
- End of day “second winders” for EACH day
- Way-finders (follow me, I’ve got the map....)
 1. The Day Before Volunteers; Place street signs directing participants to the site, starting a mile or so from the location. Signs are available from the SFSCCL. Create a map of the venue itself for the Registration Table. 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.
 2. Shuttle drivers (meeting airplanes, trains and or buses each day)
 3. Parking Assistants; Direct cars to parking lots. (May be done with signage.)
 4. Greeters; Provide Greeters at all main entries, especially if the Registration Table is not immediately visible.
 5. Go-Fers; Care for the immediate needs of all participants, first time attendees, children, and people with accessibility concerns. Folks may need help bringing in display materials for instance.

Youth Program Coordinator (13-17)

1. 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, 0-17. 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 Spring Fall Sessions Coordinator & Liaison 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 or Fall Sessions Youth Program Coordinators, NYYM Youth Committee, and Junior Yearly Meeting Coordinators can be contacted for advice and direction in planning.

The Host Task Group must be prepared to provide three programs:

- Childcare for the youngest children (0-5)
- An extended style of First Day School program for the middle children (6-12)
- A robust 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 Roll Call.

In order to be responsible and safe, every person working with our children must read the **Child Protection Policy (CPP)** document and submit a completed CPP registration form. Also, a **Youth Medical Form** must be completed for each young person. Both of these documents are available online. Parents should bring their child's completed medical form with them, but blank forms should also be available at the Registration Table, to accommodate those who forget or register on the day.

CRITICAL NOTE #1: 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!

CRITICAL NOTE #2: Ultimately, the success of these programs will depend on the number of young friends who actually attend any given session, so ensuring a healthy participation is very important. Planning for the Children's and Youth Programs needs to begin many months in advance of the Sessions. The sooner the Children's and Youth Programs activities can be announced to the YM and the Powell House Youth Directors (to share with their youth community), the better the response you'll receive.

Children's Program Coordinator(s) (Ages 0-12)

- As a reminder, this program should occur in the same location(s) as the session. Work with the SFSCCL to make sure the venue has two safe, accessible rooms for the children, preferably with bathrooms nearby. Safe and accessible outdoor spaces are especially helpful. One room should be reserved for the babies, with soft places to nap, and one room should be reserved for the 6-12 yr-old children for their group activities.
- Provide comprehensive information on the planned activities for *Spark*.
- **For the youngest children:** arrange for at least two or three **paid childcare workers**, who are NOT also Meeting childcare providers (Meetings will still need to provide childcare as usual). 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. They all must submit a Child Protection Policy Registration Form.
 - 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 SFSCCL and HTG of the expected expense.
- Arrange for age-appropriate toys, books, audio/visual materials, snacks, etc. We now ask the parents of the youngest children to be sure to bring snacks, favorite toys, and changes of clothing / diapers / 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. All volunteers must submit a Child Protection Policy Registration Form.
 - 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 Coordinators to establish a similar theme for the session.
 - 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.
- **For all Children:** 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 and kept somewhat securely since they contain confidential information. For this reason also, after the session 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:

1. The Children's Program Coordinator(s) may not actually provide childcare during the session, but must make sure that all logistics and childcare needs are taken care of.
2. Even if not providing care, the Children's Program Coordinator(s) should be on site for the entire session.
3. Parents are responsible for their children (0-12) during meals.
4. Meals are provided without cost for all volunteers, but they must register and note their meals on their registration form, for an accurate attendance and food count.
5. **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(s) (Ages 13-17)

- Plan the program six to eight months in advance so youth are aware of the activities and encouraged to attend.
- 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*. Publicize among high schoolers at the previous YM Session and with the Powell House Youth Directors for sharing with their mailing list.
- As a reminder, the Youth Program should occur in the same location(s) as the session. Work with the SFSCCL to make sure the venue has a room set aside for activities for about 10-20 teenagers. The Youth Program is residential whenever possible, so again, work with the SFSCCL to provide a

dedicated space from Friday arrival through Sunday departure for sleeping. Outdoor spaces are also critical.

- Invite at least four 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 and everyone who works with the youth must submit a Child Protection Policy registration form before their session.
- 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.
- We encourage the Youth Program to join at least one Meeting for Worship with a Concern for Business, especially the first for Roll Call. 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!)
- 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 session, 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 (please be sure they register, for an accurate attendance and food count).
- **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 session is cost-neutral to the region. The core HTG needs to work with the SFSCCL 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 treasurer is also often the registrar since much of the financial information comes from the registrations.

The full and complete costs for Spring and 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 SFSCCL 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.
2. Food costs are also easy to deal with – the SFSCCL works with the HTG to settle on the menu and anticipated cost of coffee/tea/snack 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. The SFSCCL will have the latest registration fee structure.

With a typical participation of about 140 people, the registration fees raise approximately \$4,000. 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. Along with this accounting, please note last minute cancellations are typically not refundable because food counts, etc., are already set. Folks who need to cancel and want a refund should talk directly to the SFSCCL.

Working with the Treasurer, the HTG co-clerks 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 straight-forward 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 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 positive balance is NYYM income. 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 the SFSCCL 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 NYYM income. Collecting cash donations is a good way to pay babysitters or reimburse HTG members who buy snacks, as it greatly simplifies that process. Still good accounting must be kept.

Equalization Fund (EQ)

All registration forms for NYYM Sessions ask for contributions to the Equalization Fund (EQ), which is a NYYM treasurer-managed fund under the care of Sessions Committee and General Services Coordinating 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 SFSC and the NYYM 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,

General Fundraising at a Spring / Fall Sessions

Anyone who is raising money for a Quaker-related cause (e.g., AFSC, AVP, BQEF, BQL, FCNL, Friends Peace Teams, Quaker Schools, a new meetinghouse) may include appeals at their display space — such as invitations to send or pledge money. If another type of fundraising activity is requested, like selling cards, photographs, books, or crafts for a Quaker mission or outreach, please contact the clerk of the Sessions Committee to discuss the NYYM fundraising guidelines.

Appendices

1. Worksheet for Planning a Spring or Fall Sessions (SFS)
2. Sample Schedule for Spring / Fall Sessions
3. Sample Registration Form
4. A Framework for Quaker Youth Programming
5. Sample Communications

Appendix 1.

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>TWO YEARS OUT</u>	
	Create the core Host Task Group (HTG) and name co-clerks, who will be the primary contacts for the Spring Fall Sessions Coordinator & Liaison and the YM Office
<u>ONE YEAR OUT</u>	
	Work with the SFSCCL and NYYM Clerk on a tentative schedule for the Session
	Decide, as the host, if there will be a Friday evening program, and if so, where
	Name the Youth Program Coordinator(s)
<u>EIGHT MONTHS OUT</u>	
	Name the rest of the Host Task Group
	Everyone on the HTG begins their work
	Begin planning the Youth Program in earnest
	Provide the NYYM with information for the appropriate issue of <i>Spark</i>
<u>FOUR MONTHS OUT</u>	
	Solicit volunteers to help with set-up, registration, greeting, and clean-up
	Solicit hosts for local hospitality
	Ensure there are 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
<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 SFSCCL
	<p><u>STATISTICS MUST COVER:</u></p> <p>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 / names of all members of HTG and all volunteers</p>
	Submit final and complete financial accounting to Sessions Committee
	Children's and Youth Program Coordinators especially must write up a report of that happened over the weekend and how many children attended. The HTG in general should write a report of their experience with the session. Reports are submitted to the SFSCCL

Appendix 2.

Sample Schedules for Spring and Fall Sessions

Most Important: The SFSCCL will 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 SCHEDULE

6:00-6:30p, Registration

(Friends can set up their display tables during this time if they'd like)

6:30-7:30p, Potluck Dinner (provided by HTG volunteers and host Meeting)

(Optional, at the discretion of the Host Task Group)

7:30-9:00p, Optional Program arranged by Host *(local presenter / entertainment*

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

THERE ARE TWO TYPICAL SATURDAY SCHEDULES FOR THE YM CLERK TO CONSIDER

SATURDAY, SCHEDULE 1 with afternoon Meeting for Business

8:00-9:00a, Registration, display set-up, and continental breakfast

8:00a-9:00p, Youth Program thru-out the day

9:00-9:45a, Meeting for Worship

10:00a-12:00p, Children's Program

10:00a-12:00p, Meeting for Worship with a Concern for Business

12:15-1:15p, Buffet Lunch

1:30-6:00p, Children's Program

1:30-3:30p, Meeting for Worship with a Concern for Business

3:45-4:45p, Committee Meetings [Section 1]

5:00-6:00p, Committee Meetings [Section 2]

6:00-7:00p, Buffet Dinner

7:00-9:00p, Coordinating Committee Meetings

(Coordinating Committees are welcome to begin meeting over dinner.)

SATURDAY, SCHEDULE 2 without afternoon Meeting for Business

8:00 – 9:00a	Registration and continental breakfast
8:00a – 9:00p	Youth Program thru-out the day
9:00 – 9:45a	Meeting for Worship
10:00 – 12:00p	Children’s Program
10:00 – 12:00p	Meeting for Worship with a Concern for Business
12:15 – 1:15p	Lunch
1:30 – 5:00p	Children’s Program
1:30 – 3:00p	Committee Meetings [Section 1]
3:15 – 4:45p	Committee Meetings [Section 2]
5:00 – 6:00p	Dinner
6:15 – 9:00p	Coordinating Committee Meetings

(Coordinating Committees are welcome to begin meeting over dinner.)

SUNDAY SCHEDULE

- 7:30-8:30a, Registration and continental breakfast
- 8:30a-12:00p, Children’s and Youth Programs
- 8:30-9:30a, Meeting for Worship
- 9:45a-12:00p, Meeting for Worship with a Concern for Business
- 12:00-1:00p, Lunch (Box lunches are preferable so Friends can stay or grab-n-go)
- 1:00-2:00p, Clean up, and pack up displays!

Appendix 3. Sample Registration Form

**THIS IS AN OLD REGISTRATION FORM FOR SAMPLE PURPOSES ONLY.
 REGISTRATION FEES AND MEAL PRICES ARE NO LONGER VALID!
 PLEASE NOTE THAT REGISTRATION IS OFTEN ACCOMPLISHED ONLINE NOW!**

Registration for Spring Sessions, April 1-3, 2011 • Oakwood Friends School, Poughkeepsie, NY

Registration deadline March 21, 2011

Please return one form for each household. The registration form may be mailed or filled out electronically and e-mailed to registrar.

Name(s) _____ Meeting _____
 Address _____ City _____ State ____ Zip _____
 Home phone _____ Work / Cell phone _____ E-mail address _____

Hospitality

I/we would like to stay at Oakwood Friday night _____ Saturday night _____
 (\$10.00 per person per night - bring your own pillows, linens and towels)
 I/we would like home hospitality for: Friday night _____ Saturday night _____
 Would like to room with _____
 Am traveling with _____ and prefer to be housed nearby.
 Can bring a sleeping bag if needed _____
 Will make my own arrangements _____
 Special needs: Smoker ____ Stairs a problem ____ Allergies ____
 Vegetarian ____ Vegan ____ Other Dietary Restrictions _____

Registration and Meal Planning

(For the purposes of registering for meals, those who are 12 years of age and older pay the full price of the meal)

# of people	Meal (Please tell us # to plan for)	Cost	Amount enclosed
_____	Saturday Hot Breakfast	\$5.00	\$ _____
_____	Children 3-11	\$2.50	\$ _____
_____	Saturday Lunch	\$7.00	\$ _____
_____	Children 3-11	\$3.50	\$ _____
_____	Saturday Dinner	\$10.00	\$ _____
_____	Children 3-11	\$5.00	\$ _____
_____	Sunday Hot Breakfast	\$5.00	\$ _____
_____	Children 3-11	\$2.50	\$ _____
_____	Sunday Lunch	\$7.00	\$ _____
_____	Children 3-11	\$3.50	\$ _____
Food Sub-Total			\$ _____

Room charge if staying on Oakwood campus (\$10/night x # of Nights)	\$ _____
NYYM registration fee: Adults \$15, Children \$5 until 3/21/11	\$ _____
\$5 late fee per person after March 21	\$ _____
Donation to the NYYM Equalization Fund (for Summer Sessions)	\$ _____
Total Enclosed	\$ _____

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).

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 Poughkeepsie train station _____
 Date & time _____

Please return this form by e-mail or mail no later than March 21 to:

REGISTRAR NAME AND CONTACT INFORMATION

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

Appendix 4.

Fall & Spring Sessions Youth Program Coordinators

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 5. Sample Communications

Initial announcements should be sent to the NYYM Communications Director for publication on the NYYM email list. Work with the NYYM Clerk and the SFSC 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, and Powell House Youth Program Directors (to forward to their email contacts). Again, request that the announcement be forwarded to other appropriate email lists and included in Meeting newsletters.

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

Subject: Invitation to Attend NYYM Fall Sessions 2018 from NYYM Clerk and Sessions Clerk

Dear Friends,

Welcome to Fall Sessions 2018!

Our community gathering this year will be different in many ways and the same in other ways. By timing coincidence, we have a completely new set of servant leaders: new clerk, new assistant clerk, and all new coordinating committee clerks, all supported by our dedicated staff and highly organized Sessions Committee and local host task group. Our yearly meeting structure is different now but is based on what it had been. We are in process of review and discernment how best to go forward. We are looking for new ideas from you to make our structure more open, easier to understand, and more welcoming to all. Our Faith and Practice from 1998 reminds us of the longstanding truth that *We look with tender hearts, especially during meetings for worship with a concern for business, for one another's spiritual vision.* Truths of the Spirit may come from any of us. This is old news but a valuable reminder.

As always at all fall sessions, we have a new budget to consider, but this year it has new ideas and new approaches to consider, a result of careful work of the Trustees Board and Financial Services Committee. We will need your discernment!

We will hear a report on new concepts of Quaker membership that will challenge old ideas and reflect concerns also being discerned by other yearly meetings. This report reflects the leading edge of possible change. Our Society's openness to continuing revelation has always been an admired quality. This openness is why we can now wear "normal" clothing and speak with language that others can understand. Does thee know what I am talking about?

We will hear a first reading on changes to our Faith and Practice concerning clearness committees.

And we will have a report on our holy experiment coming this year in Pay as Led for Summer Sessions 2019, including a complete change in registration process and timing, necessary to meet current standard contract practices. (Change is usually not easy!)

Former US President Lyndon Johnson once said that *A person's judgement is no better than her information* [gender adjusted]. Please review the advance documents that will soon be available and come informed so that together we can work to advance our beloved community. Standing together, we can strengthen our important influence on the world. As Parker Palmer said in 2015, *We must not let our declining numbers diminish our sense of the spiritual gifts we have to share with a world in great need.* —Jeffrey Aaron, Clerk, NYYM

New York Yearly Meeting
2018 Fall Sessions
Friday-Sunday, November 9-11
Holiday Inn, 70 State Street, Rochester, NY
Hosted by Farmington-Scipio Regional Meeting (FSRM)

Please note that a few details have changed between the time Spark went to press and this moment, and more changes may follow. The latest and most correct information can be found online.

YOU ARE INVITED! The 2018 NYYM Fall Sessions is being hosted by Farmington-Scipio Regional Meeting (FSRM). We invite and encourage as many Friends as possible to come and share the worship and the fellowship of the gathered yearly meeting. Please join us!

The FSRM Host Task Group (Melanie-Claire Mallison, Bronwyn Mohlke, and Dawn Pozzi) has been hard at work creating a cohesive program for all participants starting with the worshipful business of our yearly meeting, but also centering around the Commemoration of the 224th Anniversary of the Canandaigua Treaty, celebrated every November 11. Find out more about the Commemoration and our historic connection online!

Venue & Hospitality

Fall Sessions will be held entirely in the Holiday Inn Rochester, 70 State Street, Rochester, NY 14614. We have a small block of rooms reserved as part of our conference reservation. If you want one of our guest rooms (\$125 a night), make a reservation online OR call the Toll Free Reservation number 1-800-315-2621. Ask for a room in the "Religious Society of Friends" block code RSF. We are also soliciting hospitality options from local Friends for Friday and/or Saturday nights on a first-to-ask, first-assigned basis. Email our Hospitality Coordinator, Bronwyn Mohlke.

Youth Program

A vibrant program for all our teens (ages 13-17) will begin with the Friday evening multigenerational presentation "Quakers, Indigenous Peoples and the Land," and end with a road trip to Canandaigua. The Youth Program will examine and engage with Local and Indigenous Knowledge Systems, Native crafts, and a Native-centric movie or two! Children's Program Children between the ages of 0 and 12 will be provided with a baby sitter and/or a Friendly Adult Presence during meeting and committee times. Please plan to bring your child's favorite snacks, a few toys, and a change of clothing/diapers. If appropriate, the participants of the Children's Program will also get on the bus to Canandaigua on Sunday morning. Deciding this option will require a one-on-one face-to-face discussion with each child and parent.

Registration is Due Monday, October 22

You may register in one of two ways. You can register online and then choose either to pay online or mail a check; or you can fill out the paper registration form on the back page of the latest Spark and mail it, along with your check made out to NYYM, to Bronwyn Mohlke, 52 Gray Road, Ithaca, NY 14850.

Sustainability

We ask participants to consider their environmental impact when attending any NYYM gathering. Consider carpooling, bringing a travel mug or bottle, carrying a warm sweater, and using digital copies of reports instead of print-outs.

Volunteer!

We have many opportunities for participants to volunteer. Please contact Melanie-Claire Mallison.

We look forward to welcoming you to Fall Sessions! Please forward any NYYM Fall Sessions email announcements to your meeting's email list to encourage everyone to participate. Keep in mind that those who feel led to attend may require meeting assistance, both financial and physical. —
Melanie-Claire Mallison, Clerk of Sessions Committee

Sessions and Registration Reminder (Email to NYYM e-list)

Typically when the advance reports are ready, we send out a reminder to register AND now, read the advance reports.

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 overnighiter will need to bring a sleeping bag, pillow, and camp mat if desired. They will be sleeping on carpeted floors. In addition, overnighiters are asked to bring some healthy snacks to share. 7th-12th graders who are not in the residential program will meet the overnighiters 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.

The location of the youth program will be Werner Hall rooms 205 and 206.

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 of FALL SESSIONS INFORMATION for SPARK and ONLINE

New York Yearly Meeting 2018 Fall Sessions
Hosted by Farmington-Scipio Regional Meeting (FSRM)
Friday-Sunday, November 9-11
Holiday Inn, State Street, Rochester

YOU ARE INVITED!

The 2018 NYYM Fall Sessions is being hosted by Farmington-Scipio Regional Meeting (FSRM). We invite and encourage as many Friends as possible to come and share the worship and the fellowship of the gathered Yearly Meeting. The FSRM Host Task Group has been hard at work creating a cohesive program for all participants centering especially around the Commemoration of the 224th Anniversary of the Canandaigua Treaty, celebrated every November 11th. We encourage all participants — especially our young Friends — to attend the commemoration events on Sunday. We'll have more information online on how that will fit within our schedule as plans progress.

We'll begin with dinner on Friday evening and a multigenerational presentation, "**Quakers, Indigenous Peoples and the Land**" by Mattie Schmitt and Mike Farrell of the Rochester Friends Meeting. Please join us!

We ask that you forward any NYYM Fall Sessions email announcements to your Meeting's email list to encourage everyone to participate. Keep in mind that those who feel led to attend may require Meeting assistance, both financial and physical.

PLEASE NOTE, we are asking for a "Suggested Registration Fee" in an effort to make our Yearly Meeting sessions even more affordable. Those who can pay more than the suggested amount are encouraged to do so, via the Equalization Fund donation line, to help offset costs for others who might find it a hardship to pay a fixed fee. Please do not let money stand between you and attending Fall Sessions! Pay what you can for registration and meals, and request Equalization Funds for what you cannot pay. All who feel led to attend will find welcome among us.

2018 NYYM Fall Sessions Venue & Hospitality

Fall Sessions will be held entirely in the Holiday Inn Rochester, 70 State Street, Rochester NY 14614, www.HolidayInn.com/rochesterdtn. We have a small block of rooms reserved as part of our conference reservation. If you want one of our guest rooms (\$125 a night), contact the hotel at 585-546-3450 and ask for a room in the "Religious Society of Friends" room block. We are also soliciting hospitality options from local Friends for Friday and/or Saturday nights on a first-to-ask, first-assigned basis. Finally, assistance with finding a motel or other accommodation can be requested. Our Hospitality Coordinator is Bronwyn Mohlke. Her contact information is below.

2018 NYYM Fall Sessions Youth Program with Rebekah Tanner

For all teens, ages 13-17

Youth Program Description for Saturday: Words Matter

A day long experience of examining and engaging with Local and Indigenous Knowledge Systems. What we say, and the words we select to say it, matter. The more clarity demonstrated in our choice of words, the better we will be able to represent our ideas to others and the better they will be able to understand us. When persons of differing perspectives interact together, it is especially important to be sure what has been said by one is what is understood by the other. Because this has so often failed to occur in the shared history of Euro-Americans and Native Americans, the consequences have far too frequently been tragic and traumatic. High stakes decisions and nation-to-nation treaties have failed to meet with success, because of such misunderstandings. By actively engaging through dialog, activities and media presentations we will consider what Local and Indigenous Knowledge Systems might have to offer Quaker youth as they face their own personal, educational, and other high stakes decisions and how best to articulate their thoughts about those decisions to others.

On **FRIDAY**, the teens will join the evening presentation by Mattie Schmitt and Mike Farrell and on **SUNDAY**, the teens will take a bus to Canandaigua in the morning to participate in the events surrounding the Commemoration of

the 224th Anniversary of the Canandaigua Treaty. We'll have more details on those events online!

Biographical Statement: Rebekah Tanner, ratstar@foxgull.com

Sad things happen. For many years, decades, I carried the weight of mourning and loss. Then, as I allowed myself to be welcomed into a community composed of many, sometimes overlapping, communities, I realized I had found the source of my joy. It is in the small beauties that so obviously reveal themselves when, minute by minute, I mindfully observe all that surrounds me, with eyes of optimism. In my art making, care giving, information and resource sharing, faith practice, and all of the many aspects that make up my life, I attempt to capture and create those small beauties. Whenever possible (and appropriate), I also like to throw in touches of color and humor.

Background Statement: Raised in NY State, Rebekah is of mixed race-ethnicity including ancestors who were Eastern European (Ukraine), Wyandotte (also known as Huron / Wendat / Wandat / Wyandot), and Anglo-Scots immigrants of the colonial period; and whose religions were Jewish, Protestant and Native Traditional (The Good Mind). She is not an enrolled member of any of the four nations that make up the modern Wendat Confederacy as her Native American ancestors refused to be removed from Ohio under President Jackson's "west of the Mississippi" policies during the 1840s. They remained in Franklin County, Ohio — undocumented and "hidden in plain sight," some later moving to central Illinois. Rebekah has two grown foster children, is well educated, a convinced Quaker since 1980, married, and a recently retired "information professional."

Children's Program

Children between the ages of -0- and 12 will be provided with a baby sitter and or a Friendly Adult Presence during meeting and committee times. Parents are responsible for their children during meals. Please note your needs on the registration form, which must be received by October 22nd to be included in the Children's Program arrangements. For the younger children, please plan to bring your child's favorite snacks, a few toys, and a change of clothing / diapers. If appropriate, the participants of the Children's Program will also get on the bus to Canandaigua on Sunday morning. Deciding this option will require a one-on-one face-to-face discussion with each child and parent.

We always welcome Friendly Adult Presences (FAPs)! We especially need overnight FAPs and Sunday Going to Canandaigua FAPs. All volunteers who would like to work with children and youth must complete a **CHILD PROTECTION REGISTRATION FORM** online. Contact the Youth Program Coordinator and Melanie-Claire Mallison to FAP!

Medical Form

A medical form must be completed for all children and youth attending sessions in addition to the registration form. The medical form is available on the NYYM website (<http://nyym.org/committee/sessions-committee>, NYYM-Youth-Medical-Form-2018August.pdf).

Registration; Due Monday, October 22nd

You may register in one of two ways. Either fill out the paper registration form on the back page of this Spark and mail it to Bronwyn Mohlke along with your check made out to NYYM OR you can register and pay online at <http://nyym.org/session/fall-sessions-2018>. **The registration deadline is Monday, October 22nd.**

Committee Meeting Space and Display Space

Requests for committee meeting space and display space should be directed to Melanie-Claire Mallison, MsMellie@gmail.com.

Sustainability

We ask participants to consider their environmental impact when attending any NYYM gathering. Carpool with other attendees from your area, for instance, using the most fuel-efficient vehicle of the group. Bring a travel mug and water bottle with you—some even bring their own utensils and plates! Bring a warm sweater, so that we don't have to turn up the heat in the entire building for the comfort of two or three people. Instead of printing out the advance documents, save them to your computer or tech device and read them electronically. If you do print them out, be sure to share! Return your nametag holder when you last leave the venue, so they can be used again. Whatever ways you can think of to lower your carbon footprint, to reduce and reuse, will be greatly appreciated.

Volunteer!

We have many opportunities for participants to volunteer. Please consider spending a few hours of your time (or more!) to help us host the Yearly Meeting Sessions. We primarily need folks to open their homes to our participants. Many of our attendees cannot afford to stay at the hotel and so they depend on our generosity in sharing our living spaces. Bronwyn Mohlke is coordinating host offers and hospitality requests, so please email her as soon as possible to help out. She has a form for you to fill out to facilitate matching requests to hosts. bjqmohlke@gmail.com If you are interested in any of the other volunteering opportunities (greeters, registration table, microphone runners, clean up, etc.) please contact Melanie-Claire, at MsMellie@gmail.com – she has a volunteer google doc to share.

We look forward to welcoming you to Fall Sessions!

2018 NYYM Fall Sessions Schedule

Friday, November 9th

6:00-6:30p, Registration

(Friends can set up their display tables during this time if they'd like)

6:30-7:30p, Buffet Dinner

7:30-9:00p, **Quakers, Indigenous Peoples and the Land**

Quakers served as witnesses to the Canandaigua Treaty of 1794, polishing the chain of friendship between the Iroquois and Quakers that dates back to 1682. After briefly outlining how greed for land in Pennsylvania and New York strained this friendship in previous centuries, Mattie Schmitt and Mike Farrell of the Rochester Friends Meeting will lead a discussion of how Quakers can be friends and allies of indigenous peoples in the 21st century. Co-sponsored by Rochester Friends Meeting.

Saturday, November 10th

8:00-9:00a, Registration, display set-up, and continental breakfast

8:00a - 9:00p, Youth Program thru-out the day

9:00-9:45a, Meeting for Worship

10:00a - 12:00p, Children's Program

10:00a - 12:00p, Meeting for Worship with a Concern for Business

12:15-1:15p, Buffet Lunch

1:30-5:00p, Children's Program joins Youth Program for Arts & Crafts

1:30-3:00p, Committee Meetings [Section 1]

3:15-4:45p, Committee Meetings [Section 2]

5:00-6:00p, Buffet Dinner

6:15-9:00p, Coordinating Committee Meetings

(Coordinating Committees are welcome to begin meeting over dinner.

Please let Melanie-Claire know if you would like to take advantage of this option.)

6:15p, Youth Program – Movie Night! (In Youth Suite)

Sunday, November 11th

7:30-8:30a, Registration and continental breakfast

8:30a, Children's and Youth Program participants leave for Canandaigua*

8:30-9:30a, Meeting for Worship

9:45a - 12:00p, Meeting for Worship with a Concern for Business

12:00-1:00p, Lunch (Box lunches. Friends are welcome to stay or grab-n-go)

** Youth Program parents are asked to meet their child(ren) in Canandaigua.*

But all transportation details are open to discussion as youth register!

1:00-2:00p, Clean up, pack up displays, head for Canandaigua!

Appendix 6. TEMPLATE #1, FINANCIAL REPORT

SESSION DATES

SESSION PLACE

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:

REMAINDER IN THE EQ. FUND:

Appendix 7. TEMPLATE #2, 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