

TZAFON REGION OF UNITED SYNAGOGUE YOUTH

**2011-2012
Convention Planning
Guide**

Kadima
קדימה

COMPILED BY:

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Tzafon Region USY**



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Dear Youth Directors, Advisors and Youth Commissioners—

The following is a guide that I have compiled to assist in the convention hosting process. The main concept of hosting has remained the same; however, I have taken this opportunity to ensure that sometimes overlooked details are developed into procedure. As conventions change from synagogue to synagogue and USY and Kadima are constantly evolving, these guidelines are a work in progress. I would greatly appreciate your attention particularly in submitting forms to the Regional Office by the specified deadlines to me via email, post, or fax.

Hosting a convention does require quite a bit of planning as well as the support of your entire congregation, but I am here to make this process easier.

Please take time to consult your synagogue calendars carefully to ensure that convention dates are most convenient to your synagogue. Please note the dates for submission, as I intend to adhere to deadlines as strictly as possible so as to make hosting conventions as well-organized as possible. Please remember to distribute convention applications and information as soon as you receive them.

Hosting conventions does require some work, however, it is possibly the most rewarding experience your congregation can have. It provides an opportunity for your congregants to experience KADIMA/USY and USY/KADIMA to experience your congregation. Our youth programs are the future of Conservative Judaism and there is no better way to secure a positive future than supporting KADIMA/USY.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Sandra Goldmeer

Director of Youth Activities

Tzafon Region USY/Kadima

A REMINDER: *Often times when hosting a convention, a synagogue or chapter may have to make extra purchases (e.g., food, supplies, etc.). At these points, please use your synagogue or chapter accounts to make these purchases and submit your receipts to the Regional Office. Please allow approximately 10-14 business days to process reimbursement checks. Please plan on having a budget of approximately \$28 per participant and Staff person for food for a Shabbaton, and \$15/person for an overnight.*

CONVENTION HOSTING CHECK LIST

BEFORE MAY 6, 2011

- Between Chapter Board, Advisor, and Youth Commission come to a consensus of intent to host a Regional Convention for the 2010-2011 programming year.
- Check with the synagogue office for dates the building is available to host a Regional Convention. If possible, pencil in these dates as tentative regional conventions.
- Submit your completed "Request to Host a Convention" form to the regional office so it arrives before **MAY 6, 2010**.

END OF JUNE 2011

- Notify all involved synagogue parties of finalized Regional Convention dates.
- Erase Pencil in dates that are not finalized by this date.

TWO to THREE MONTHS BEFORE YOUR CHAPTER'S REGIONAL CONVENTION

- The Regional Director of Youth Activities and the Regional Board will confirm theme of convention and communicate this to the staff of the host USY chapter.
- At a Youth Commission Meeting to initiate planning for upcoming Regional Convention, assign volunteer duties, and draw up a preliminary menu (See the Menu Planning Guide for ideas). Volunteers should include Housing and Food (co-) Chairs, kitchen help for before and during the event, prep work, shopping, and chaperones.
- Begin to request housing volunteers through announcing this at services, posting it in your synagogue bulletin, emails, etc.
- Complete "Convention Planning Form" and return it to the regional office.
- Chapter Board members contact your Regional counterparts to begin planning for programs at the Regional Convention.

TWO MONTHS BEFORE YOUR CHAPTER'S REGIONAL CONVENTION

- The Regional Director of Youth Activities to supply a draft of the convention schedule to the advisor of the host chapter.
- Youth Commission should finalize menu and adult volunteers should be secured.
- Receive your menu budget approval from the Regional Director of Youth Activities.
- Let Regional office know what the plans are for the Saturday evening program. If you are planning on attending a concert or sporting event, tickets should be booked. Contact the Regional Director for Youth Activities particularly if credit cards are accepted.
- Chapter Board members should stay in touch with Regional counterparts.

A MONTH AND A HALF BEFORE YOUR CHAPTER'S REGIONAL CONVENTION

- Send out "Housing Request Forms" with a due date back to you in two weeks. This will coincide with USY participants received the convention application. Assume you will need to house between 50-70 participants plus about 10 staff.

(DON'T FORGET TO INCLUDE THE REGIONAL OFFICE ON ALL YOUR MAILINGS!)

CONVENTION HOSTING GUIDE

Convention Hosting Check List (page 2)

THREE WEEKS BEFORE YOUR REGIONAL CONVENTION

- Report to the Regional Director of Youth Activities the maximum home hospitality numbers on the "Convention Planning Form Update".
- The Regional Director of Youth Activities will supply a draft of schedule to the advisor of the host chapter.
- Receive preliminary numbers from the Regional USY office for convention attendance.
- Chapter board members finalize program plans with Regional counterparts.
- Study materials sent to the Rabbi of the host chapter for approval.

TWO WEEKS BEFORE YOUR REGIONAL CONVENTION

- Chapter board members should confirm with Regional counterparts that all details are worked out for programs.
- Host Youth Commission finalize volunteers and assignments.
- Receive a final list of USY participants attending convention.
- Assign housing and send assignments to the Regional Director of Youth Activities for final approval.
- Alert all home hospitality houses that will be utilized of the approximate number of convention participants they will be hosting.
- Send a mailing to local USY participants reminding them of their responsibilities.
- Send a letter to home hospitality hosts outlining their responsibilities through the weekend.

(DON'T FORGET TO INCLUDE THE REGIONAL OFFICE ON ALL YOUR MAILINGS!)

Within the Week BEFORE YOUR REGIONAL CONVENTION

- Finalize housing assignments.
- Begin food shopping/preparation.
- Submit final room and floor layout plans to building staff.
- Prepare welcome and directional posters.
- Prepare chart with names of volunteers and times they are present. E-mail/Mail to all volunteers.
- The chapter Religious Education Vice President (who has worked with his or her Regional counterpart) should provide a list to the Ritual Director of service participants if the Convention will be davening with the congregation.
- Director of Youth Activities will be in contact with the staff at the hosting synagogue to confirm plans, concerns, etc.

THE DAY OF YOUR REGIONAL CONVENTION

- Prepare to greet USY participants by hanging welcome and directions posters and displaying name tags.
- Post menus in the kitchen.
- Have local USY convention participants present by 2pm.
- Secure off-limit areas.
- Organize rooms that will be utilized to secure materials that should not be touched.

WEEK FOLLOWING YOUR REGIONAL CONVENTION

- Submit all receipts to the Regional office with the "Receipt Submission For Reimbursement Form".
- The Chapter board should send thank you notes to all adult volunteers, a letter to the synagogue bulletin.
(DON'T FORGET TO INCLUDE THE REGIONAL OFFICE ON ALL YOUR MAILINGS!)

Request to Host a Convention for the Program Year 2011-2012

Chapter _____ Synagogue _____

City _____ Advisor _____

Convention (Place a number in the order of preference, and check preferred date):

____ NMI/LTI September 16-18, 2011 _____ **OR** September 23-25, 2011 _____

____ Fall Kallah — Nov 11-13, 2011 _____ **OR** Nov. 18-20, 2011 _____

____ Sprinter (Feb./ Mar.) Feb 10-12, 2012 _____ **OR** March 16-18, 2012 _____

____ Kadima Overnight Dec 3-4, 2011 _____ **OR** December 10-11, 2011 _____

Our congregation can host approximately _____ in home hospitality.

Is there another local USCJ Shul you could partner with for HOUSING? YES NO

Our USY Chapter /Synagogue would like to host a program as noted above. We agree to adhere to all Tzafon Region regulations and policies in the planning and execution of this event. I understand that our chapter accepts responsibility to complete the appropriate Convention Planning Worksheets and submit them to the regional office as outlined in the Convention Planning Handbook. Additionally, we have consulted our synagogue calendar and understand that we will be notified by the end of JUNE by the Director of Youth Activities of final convention assignments.

Chapter President's Signature

Advisor's Signature

Youth Commission Chair's Signature

Rabbi's Signature

Synagogue Administrator's Signature

Please return this form to Tzafon USY c/o Sandra Goldmeer 30 Farmingdale Rd., Latham, NY 12110 by MAY 6, 2011 or email to GOLDMEER@uscj.org.

Housing Request Form

Our synagogue will be hosting the _____ Regional Convention for Tzafon USY (United Synagogue Youth) from _____ through _____. High School participants from upstate New York, southern Vermont, and western Massachusetts will be traveling to our synagogue for a weekend of song, learning, and fun. Through the weekend we will need to provide home hospitality for our visitors. If you are able to host, please complete the following form so that we may appropriately assign USY participants to host homes. We will be in contact with you as the convention date approaches with more details of housing responsibilities. Thank you in advance for all your help and support to make this weekend a success.

Responsibilities of host families include:

- Providing sleeping surfaces (i.e. floor, bed, sofa, or air mattress)
- Pick up and drop off at Temple at designated times
- Showers
- Removing accessible alcohol
- Housing (one or both) nights
- Adult present in the house at all times when the USY participants are

Responsibilities of host families do NOT include:

- Providing meals except POSSIBLY cold Dairy for Breakfast on Sunday AM

Name _____

Telephone number _____

Email _____

Number of USY participants we can host _____ - _____ (Rule: Minimum 2 and maximum the number of seatbelts in your vehicle(s). USY participants may not drive themselves)

Please Circle One: Male Female

We live within walking distance (less than 1 mile) of our Synagogue: YES No

This distance is walkable. YES NO

We have _____ as pets.

We DO DO NOT smoke inside our house.

Please include any additional notes you would like in regard to Convention housing on back of form:

Examples: medical professionals, wheelchair accessible, interested in housing staff

Convention Planning Form

Please submit this form to the Regional Office three months before your convention

Schedule

If you think there is a special program or person at your shul or in your city that we may be able to utilize? Please tell us a little about him/her here:

The Saturday evening program will be_____.

If tickets are to be purchased, they will cost approximately \$_____ per person.

Is there a specific place or programs that you would recommend for doing as a Social Action/ Tikkun Olam project? Please tell us a little about it:

Is there anything we should consider while planning a schedule for a regional convention hosted by your synagogue?

MEALS

If you need help answering these questions, do not hesitate to call the Regional Office. What do you plan to serve for Friday night dinner?

What do you plan to serve for Shabbat breakfast (no bread)?

What do you plan to serve for Shabbat lunch?

What do you plan to serve for Suedah Shlishit?

What refreshments will be served at the Saturday evening activity?

What do you plan to serve for Sunday breakfast?_____

What do you plan to make for packed lunches?_____

Is there anything we should consider while planning the meal/convention budget for the regional convention hosted by your synagogue? (Custodial, Dishwasher) — please note... you will likely have about \$25/USYer and STAFF TOTAL for the budget.

Will you be using a caterer or volunteers to help prepare meals?

SYNAGOGUE LOGISTICS

Please attach a floor plan of your synagogue with the rooms that will be used as girls’ changing rooms, boys’ changing rooms, staff changing rooms, eating spaces, study spaces, chofesh (free time) space, sleeping spaces and any spaces off limits to the convention clearly labeled. If this is not possible, please be in touch with the Regional Director of Youth Activities to ensure appropriate planning.

List items that need to be secured in rooms that will be utilized:

In the case of a medical emergency during the convention, we suggest that the Emergency Room at _____ be used.

Directions to this hospital are:

Additionally, _____ is a medical doctor and a congregant whose phone number is _____ and may be called in the case of a non- emergency.

Does your synagogue have a Religious School or adult programming that will require the use of some synagogue space over the course of the convention weekend that we should consider during our planning of the schedule? If so what and when? _____

Is there anything not already mentioned that we should consider regarding the operation of your synagogue during the planning process? _____

CONVENTION HOSTING GUIDE

Convention Planning Form (page3)

SERVICES

It is customary for USY convention participants to lead services throughout the weekend.

Will we be davening with your congregation Friday night? _____

Will we be davening with your congregation Saturday morning? _____

Will we be davening with your congregation Saturday afternoon? _____

Will we be davening with your congregation Saturday evening? _____

Will we be davening with your congregation Sunday morning? _____

If we will be davening with your congregation, are there particular minhagim of your synagogue that we should take into account? (E.g., certain aliyot are reserved for smachot)

If we will not be davening with your congregation, do you have an additional Torah that we can use?

Ritual Director, rabbi or chazzan to be in touch with about service: _____

Telephone number or email _____

Does your synagogue have benchers that we will be able to use? _____

If so, how many? _____

Does your synagogue have Siddurim that we will be able to use? _____

If so, how many? _____

Does your synagogue have Chumashim that we will be able to use? _____

If so, how many? _____

Is there anything else we should consider about services while planning a convention at your synagogue?

SAMPLE MENU AND MEAL PLANNING GUIDE

FRIDAY SNACK

Juice
Potato Chips/Pretzels
Cookies/Baked Goods
Fresh Fruit
Coffee/Tea/Hot Chocolate

FRIDAY DINNER

Meat Meal
Grape Juice/Wine (Use 1-3 oz. cups)

Challah on each table

Soup (Vegetarian & Chicken)
Chicken Cutlets/Pieces
Potatoes
Salad & Dressings
Vegetables

Vegetarian Meal

Vegetarian Chili
Salad & Dressings
Vegetables

Dessert

Brownies

Drinks

Coffee/Tea/Soda

SATURDAY BREAKFAST

(must **NOT** include bread/bagels)

Cereal
Muffins/Donuts/Coffeecake

Drinks:

Coffee/Tea/Cocoa/Juice/Milk (2% and skim)

SATURDAY LUNCH**

Tuna Fish salad and/or Egg salad
Peanut Butter & Jelly
Pasta Salad
Salad & Dressings
Carrots/Celery sticks
Breads: **MUST HAVE TWO CHALLOT (min.)**
White/Wheat/Rye/
Dessert: Cookies/Fresh Fruit

Beverages — Lemonade, Iced Tea, Punch

**** Can be Deli/Meat meal w/Pareve dessert**

SEUDAH SHLISHIT

Mini Pizza and/or Pasta w/Marinara Sauce

CHALLOT (Must Have)

Garlic Bread
Cut up Italian Bread - plain
Parmesan Cheese
Salad & Dressings

Dessert

Ice Cream
Toppings
Sprinkles
Fresh Fruit

SATURDAY EVENING PROGRAM

Pizza
Egg Rolls
Vegetables or chips and dip
Dessert
Ice Cream (if not at Seudah Shlishit)
Popcorn
Soda
Cookies
Fruit
Drinks

SUNDAY BREAKFAST

Bagels
Scrambled Eggs/Pancakes/Waffles
Cream Cheese
Margarine
Frosted Flakes, Cheerios, Rice Krispies, etc.
Coffee/Tea/Hot Chocolate/Orange Juice/Milk
Fresh Fruit
Sugar/Artificial Sweetener

LUNCHES TO BE PACKED

Any leftover Vegetarian/dairy foods
Peanut butter and Jelly
Cream Cheese
Boxed drinks
Desserts
Chips
Fruit

***You will ALWAYS need a minimum of two challot at each Shabbat meal.
(Except Sat. A.M. Breakfast where there should be NO bread)**

For all meals you will need on dining tables:

Ice Water

Salt and Pepper Shakers

Forks, spoons, knives, napkins, cold cup at each place setting

If you will be purchasing disposable goods use this formula to estimate how much to purchase: (**# of USYers + # of Volunteers + # of Guests**) X (**# of Meals**)
= Quantity of Plates, Forks, Spoons, Knives, Napkins, Cups

NOTE: Prior to PURCHASING any Disposable goods, please contact the Regional office to see if we have quantities to supply to help keep costs down.

Parents to serve

For all meals you will need on buffet table:

Dinner plates

Salad/Cereal Bowls

Serving Utensils

Hot Cups

Coffee/Tea

Sugar/Artificial Sweetener [Parve] Creamer

A COUPLE THINGS TO REMEMBER

You will need to set up washing stations before each meal. You will need pitchers of water, a large bowl or tub to pour into, paper towels and a waste basket at each station.

Before sunset on Friday night, you will need to set up a special table for lighting Shabbat candles. You will need to purchase Tea lights and/or Shabbat Candles (approximately 100). You can cover a table with aluminum foil and carefully melt the bottoms of Shabbat candles so that they will stick to the foil., or just place the tealights on top of the foil. It is helpful to remind those lighting candles to start with the back rows of candles.

Miscellaneous supplies to have on hand

Matches (for Shabbat and Havdalah candles)

Paper towels (for washing stations and general cleanup)

Facial tissues

SNACKS upon arrival (Cookies/Chips/Pitchers of water)

TEA LIGHTS (for Candle Lighting on Friday Afternoon) — About 100 on cookie sheets lined w/Tin Foil....

NOTE: Due to environmental concerns, it would be best if you did not purchase copious numbers of disposable water bottles. We will be encouraging kids to bring labeled water bottles and asking synagogues to provide water pitchers and ice. Paper cups will be helpful too.

CONVENTION PLANNING GUIDE

Convention Planning Update Form (page 2)

MEALS

What do you plan to serve for Friday night dinner? _____

What do you plan to serve for Shabbat breakfast (no bread)? _____

What do you plan to serve for Shabbat lunch? _____

What do you plan to serve for Suedah Shlishit? _____

What refreshments will be served at the Saturday evening activity?

What do you plan to serve for Sunday breakfast? _____

What do you plan to prepare for packed lunches? _____

Is there anything that has changed that may affect the menu budget since you completed the Convention Planning Form?

SYNAGOGUE LOGISTICS

Is there anything that has changed that may affect the use of synagogue space for the convention since you completed the Convention Planning Form?

SERVICES

It is customary for USY convention participants to lead services throughout the weekend.

Will we be davening with your congregation Friday night? _____

Will we be davening with your congregation Saturday morning? _____

Will we be davening with your congregation Saturday afternoon? _____

Will we be davening with your congregation Saturday evening? _____

Will we be davening with your congregation Sunday morning? _____

If we will be davening with your congregation, are there particular minhagim of your synagogue that we should take into account? (E.g., certain aliyot are reserved for smichot)

If we will not be davening with your congregation, do you have an additional Torah that we can use? _____

Ritual Director, rabbi or chazzan to be in touch with about service: _____

Telephone number or email: _____

Is there anything that has changed that may affect services since you completed the Convention Planning Form?

