

TZAFON REGION OF UNITED SYNAGOGUE YOUTH

2015-2016 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 \$35 per participant and Staff person for food for a Shabbaton, and \$15/person for an overnight.*

Request to Host Convention

Request to Host a Convention for the Program Year 2015-2016

Chapter _____ Synagogue _____

City _____ Advisor _____

Convention (Place a number in the order of preference, and circle preferred date – or make alternate suggestion of date for that convention):

___ **FALL KALLAH Suggested Dates** -- Nov. 6-8 OR Nov 20– 22, 2015

Alternate Date suggestion _____

___ **SPRINTER Suggested Dates** OR Feb 26-28 OR Mar. 4-6 (**Preferred**), 2016

Alternate Date Suggestion _____

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 or email to Goldmeeruscj@gmail.com

CONVENTION HOSTING CHECK LIST

BEFORE May 2, 2015

Between Chapter Board, Advisor, and Youth Commission come to a consensus of intent to host a Regional Convention for the 2015-2016 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 2, 2015**.

END OF JUNE 2015

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.

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. Work with the Regional office on Saturday evening plans. If you are planning on attending an offsite event, tickets should be ordered and possible bussing arrangements made.. Contact the Regional Director for Youth Activities particularly if credit cards are accepted.

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 65– 85 participants plus about 10 staff.

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

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 Youth commission, advisor and president of the host chapter.
Receive preliminary numbers from the Regional USY office for convention attendance.

TWO WEEKS BEFORE YOUR REGIONAL CONVENTION

Chapter board members should confirm with Regional counter parts that all details are worked out for programs.

Host Youth Commission finalize volunteers and assignments.

Make sure to invite all Shul professionals (Rabbi/Cantor/Educator) to join chapter/convention for Shabbat dinner.

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

Within the Week BEFORE YOUR REGIONAL CONVENTION

Receive a final list of USY participants attending convention.

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.

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 Rabbi/Cantor/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, volunteer schedules and emergency contact numbers in the kitchen, and make sure that Chapter advisor and Regional Youth director also have a copy.

Have local USY convention participants present by 2pm. (unless listed differently in mailings/prior information)

Secure off-limit areas.

Organize rooms that will be utilized to secure materials that should not be touched.

Have one Shul professional come to greet the kids as part of the Convention opening session and letting attendees know expectations as guest of the Shul.

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!)

VOLUNTEER FORM FOR HOUSING/HELPING

_____ will be hosting the Fall Kallah Regional Convention for TZAFON USY (United Synagogue Youth) from _____. Programs will be held at _____, but we need support/help from all the families from the Shul, whether they have USY aged children or not.

Youth from 9th-12th grade will be traveling to us for a weekend of song, learning and fun. Throughout the weekend we will need volunteers, especially to help prepare meals as well as provide home hospitality Saturday night for our visitors. Please complete the following form to let us know how you will be able to support our program.

You do NOT need to have a Kadimanik/USYer to help out!
Thank you in advance for all your help that will make this weekend a success.

Name _____ **USYer's Name (if you have one)** _____

Phone Number _____ **Address** _____

Email _____

VOLUNTEERING for HOUSING USYers:

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 Saturday night
- Adult present in the house at all times when the USY participants are there
- Serving only COLD Dairy/Baked goods (except for Coffee/Tea/Cocoa) foods as snacks for the kids – no hot or cooked foods.

Responsibilities DO NOT include:

- Providing Meals, except for a COLD DAIRY (Cereal, Coffee/Hot Chocolate, Muffins, Yogurt) meal Sunday AM.

Maximum Number of USY participants we can host _____

RULE: Minimum 3-4 and maximum is the # of seatbelts in your vehicle(s). USYers may NOT drive themselves or any other USYers.

We can house
 BOYS
 GIRLS
 EITHER

We have pets. **YES** **NO** **If yes, which ones?** _____

We DO **DO NOT** **smoke inside our house**

CONVENTION HOSTING GUIDE

Volunteer Request Form

VOLUNTEERING FOR _____ (Convention Name)

I can:

- Volunteer in the kitchen to prep Convention meals
- Help out during Convention meal times
- Help with general supervision
- I am a Physician and would be willing to help in any ways needed.
- Help in other ways, please describe _____

If you will be able to help with cooking/supervision, please place an X next to the times you are available

- Pre-Convention COOKING **(Decide on dates before sending out document)**
- Pre-Convention COOKING
- Pre-Convention COOKING

NOTE: These are sample times.. They are generally 30-45 minutes prior to and thru 30-45 minutes after a meal. This is for setup/cleanup and during the meal. They might change slightly when final schedule is completed.

- Friday night Dinner (5:30-8:30 pm)
- Friday night Oneg (9:30 – 11:00pm)
- Saturday morning breakfast (8:00-9:00 am)
- Saturday lunch (11:30—1:30)
- Saturday dinner (3:30-6:00pm)
- Saturday night event (9:00-10:30pm) or (10:15 – 11:45pm)
- Sunday morning Lunch Prep (10:30am – Noon)

Thank you in advance for all of your assistance. Without your help, this convention would not be in existence. Thanks again!!!

PLEASE RETURN THIS FORM TO:

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? _____

NOTE: With our themed conventions, we often have specific meal requests from the USYers. Please ask the Regional Office about them before making final decisions on menu.

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 \$35/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.

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

Directions to this hospital are:

MEDICAL STAFF

Please list the name of one or two congregants who are Doctors (preferably one pediatrician) who we could call for guidance in case of a non-emergent situation (or one we need help determining)

NAME _____ **Phone number** _____

NAME _____ **Phone number** _____

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 _____

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

CONVENTION HOSTING GUIDE

Sample Menu and Meal Planning Guide

SAMPLE MENU AND MEAL PLANNING GUIDE

FRIDAY SNACK

Potato Chips/Pretzels
Fresh Fruit Veggies
Water/Lemonade/Fruit Punch

FRIDAY DINNER

Grape Juice/**Challah on each table**
Hot appetizers
Chicken of some type
Potatoes or Rice
Salad & Dressings
Vegetables

Vegetarian Meal

Vegetarian Chili
Salad & Dressings
Vegetables

Dessert

Brownies (we generally don't do dessert and wait until ONEG Fri night)

Drinks

Lemonade, Fruit punch/water

ONEG FRIDAY NIGHT

Baked goods & Fruit

Cereal Cold AND Oatmeal

SATURDAY BREAKFAST

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

Cereal Cold AND Oatmeal

Muffins/Donuts/Coffeecake

Yogurt Hard Boiled Eggs

Drinks:

Cocoa/Juice/Milk (2% and skim)

SATURDAY LUNCH**

Tuna Fish salad and/or Egg salad **OR**

Taco Bar **or** Chili & Chicken (with pareve dessert) **Or** Deli (with pareve dessert)

Peanut Butter & Jelly

Carrots/Celery sticks

Breads: **MUST HAVE TWO CHALLOT (min.)**

White/Wheat/Rye/

Dessert: Cookies/Fresh Fruit

Beverages — Lemonade, Iced Tea, Punch

SEUDAH SHLISHIT

Mini Pizza and/or Pasta w/Marinara Sauce **OR**
Veggie Chicken Patties & Veggie Chili **OR**
Baked Ziti **OR**
Falafel Bar **OR**
Taco Bar

CHALLOT (Must Have)

Salad & Dressings

DESSERT (sometimes) — Baked goods/Ice Cream

SATURDAY EVENING PROGRAM

Vegetables & Dip

Dairy appetizers

Chips and dip

Ice Cream (if not at Seudah Shlishit)

Popcorn

Soda

Cookies

Candy

Fruit

Drinks

SNACKS TO BE PACKED (If not doing lunch)

Any leftover Vegetarian/dairy foods

Peanut butter and Jelly

CHEESE STICKS

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 (If serving)

Cold Cups

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 Update Form

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

Please complete the following chart with regard to home hospitality. Please indicate only boys or girls.

Family	# of girls	# of boys	Smoke	Pets	USYer in home?

Schedule

The Saturday evening program will be _____.

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

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

EMERGENCY PROTOCOLS

A binder with emergency releases and information on each attendee is available at all times and is to be taken with the USY group if they are to go offsite as a group.

In addition, a full Medical First aid kit is available at all times (also taken if going offsite) Staff/Volunteers are not to distribute medication, but can offer Tylenol/Advil for the USYers to dose themselves from the bottle.

If there is an incident where a USYer/Kadimanik is injured and needs immediate care, an ambulance will be called. If it is questionable, we will first attempt to determine the severity and may call the medical staff on call to get guidance.

If it is necessary to take a USYer/Kadimanik to the ER, a staff member will accompany them with their paperwork and a plan will be put in place to figure out who will follow to make sure they can get back.

INVOLVING THE SYNAGOGUE IN OUR CONVENTION

Are there any specific programs going on during convention weekend that we can “Plug into” to integrate the USYers better into the congregation? How might we include your Religious school members. What would you like as part of the convention with regard to involving your community?

