

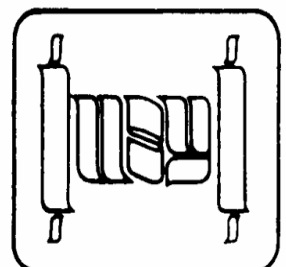
TZAFON REGION OF UNITED SYNAGOGUE YOUTH

2007-2008 Convention Planning Guide



COMPILED BY:

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CONVENTION PLANNING GUIDE

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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 either via email to me, post, or fax.

Hosting a convention requires quite a bit of planning as well as support of your entire congregation. Often times when hosting a convention, a synagogue or chapter may have to make extra purchases (e.g., food, DJ for a dance, etc.), 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 \$22-\$25 per participant for food.

As you can see, we are starting the Convention Hosting process much earlier so that chapters can adequately consult their synagogue calendars to ensure that convention dates are most convenient to the hosting synagogues. Please note the dates for submission, I intend to adhere to deadlines much more strictly 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 is a great deal of work; however, it is possibly the most rewarding experience your congregation can have. It provides an opportunity for your congregants to experience USY and USY 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 USY.

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

Sincerely,

Batia Epelbaum
Director of Youth Activities
Empire Region and Tzafon USY

Convention Hosting Check List

BEFORE FEBRUARY 28, 2007

- Between Chapter Board, Advisor, and Youth Commission come to a consensus of intent to host a Regional Convention for the 2006-2007 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 February 28, 2007.

END OF APRIL 2007

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

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.
- Chapter President confirm convention, food, housing, and Saturday night event chairs.

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.
- If a dance for Saturday night is planned, arrangements should be made to hire a disc jockey. 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.

Convention Hosting Check List (page 2)

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 100-150 participants plus 10-15 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 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 letter to home hospitality hosts outlining their responsibilities through the weekend. **(Don't forget to include the Regional office on all your mailings!)**
- Send a mailing to local USY participants reminding them of their responsibilities.

ONE 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. 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 2007-2008

Chapter _____ Synagogue _____

City _____ Advisor _____

Convention (Place a number in the order of preference):

____ NMI/LTI (Oct.) Preferred Date 1: _____ Preferred Date 2: _____

____ Fall Kallah (Nov.) Preferred Date 1: _____ Preferred Date 2: _____

____ Sprinter (Feb./ Mar.) Preferred Date 1: _____ Preferred Date 2: _____

____ SATO Weekend Martin Luther King Birthday Weekend

____ Kadima Day Preferred Date 1: _____ Preferred Date 2: _____

Our congregation can host approximately _____ in home hospitality.

Our USY Chapter 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 March 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, 113 New Krumkill Road, Albany, NY 12208 by February 28, 2007 or email to Epelbaum@uscj.org.

Housing Request Form

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

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 here:

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 prepare for packed lunches? _____

Is there anything we should consider while planning the meal budget for the regional convention hosted by your synagogue?

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 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: _____

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)
Cereal
Muffins/Donuts/Coffeecake
Drinks:
Coffee/Tea/Cocoa/Juice/Milk (2% and skim)

SATURDAY LUNCH*

Tuna Fish salad
Egg salad
Peanut Butter & Jelly
Pasta Salad
Salad & Dressings
Carrots/Celery sticks
Breads: White/Wheat/Rye
Dessert
Cookies/Fresh Fruit
Beverages

SEUDAH SHLISHIT*

Mini Pizza
Pasta
Marinara Sauce
Garlic Bread
Cut up Italian Bread - plain
Parmesan Cheese
Salad & Dressings
Dessert
Ice Cream
Toppings
Sprinkles
Fresh Fruit

SATURDAY EVENING PROGRAM

Pizza
Chicken Wings
Egg Rolls
Vegetables or chips and dip
Dessert
Cookies
Fruit
Drinks

SUNDAY BREAKFAST

Bagels
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 foods, except from Friday night dinner:
Vegetarian/dairy foods
Peanut butter and Jelly
Cream Cheese
Boxed drinks
Desserts
Chips
Fruit

*You will need two challot at each Shabbat meal.

Sample Menu and Meal Planning Guide (page 2)

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**

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 can cover a table with aluminum foil and carefully melt the bottoms of Shabbat candles so that they will stick to the foil. It is helpful to remind those lighting candles to start with the back rows of candles.

Miscellaneous supplies to have on hand

include matches (for Shabbat and Havdalah candles)
 paper towels (for washing stations and general cleanup)
 facial tissues

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?
