

INITIAL PLANNING FOR FRIENDS UNDER NINETEEN

The F.U.N. planning group is responsible for:

- Young Friends age 0 – Junior High
- Choosing a theme for the F.U.N. session (may choose to go along with the Adult Program theme or if this is not workable, may then choose a separate theme more appropriate for F.U.N.)
- Letting the Religious Education Committee know if help is needed with a theme or curriculum ideas. The committee has been willing to assist in choosing a theme or “fleshing-out” a theme already chosen. The RE committee often meets right before the Fall and Spring Continuing Committees, the FUN Planning Group needs to inform them that help is needed before these meetings occur.
- Updating the following (if necessary) and sending to Administrative Coordinator by March 6:
 1. Items on the Evaluation Form related to the FUN program.
 2. Guidelines/Information for Parents which are on registration form.
 3. Information for families and new attenders, including F.U.N. program information, which are included on the registration form.
- Deciding on age grouping and if this grouping will be flexible or fixed. If flexible, who makes the decision and on what basis? Often changing the groupings is based on early registration data. The Administrative Coordinator will provide a list of who is registered in what group at the close of early registration.
- Forming a teacher’s support group—about 2-3 people who are available at a set time each day of classes to listen to teacher’s concerns, ideas and just let teachers unwind and share experiences.

VOLUNTEERS NEEDED:

Overall Coordinator _____

Wee Friends/Babysitting _____

Teachers (at least 2 per class is the recommendation of the teachers)

3-5 _____

6-8 _____

9-11 _____

Middle School/12-14 _____

Service Project _____

Craft Tent _____

Snacks _____

Recreation _____

Overall FUN Coordinator Responsibilities

(Also see separate coordinator responsibilities sections)

Fall, Winter, Spring:

- Recruits volunteers, including a teacher (or planner) and 1 or 2 assistants for each of the following general groups: 3-5 years old (preschool), 6-8 years old (K-3rd grade), 9-11 years old (3rd -5th grades), 12-14 (Middle School)
- Sends out notices for planning group meetings, including agenda. Send notices to constituent meetings and individuals who expressed a willingness to help.
- Sends out relevant information to teachers..
- Reports to the Fall and Spring Continuing Committee meeting on FUN planning. (Fall CC usually meets the last Saturday in October and Spring CC usually meets the first Saturday of March)
- Assures that all components of FUN are being carried out in a timely manner by periodic phoning and/or correspondence with teachers, recreation coordinator, etc.
- Be aware of who is coordinating High School program, because FUN Coordinator is the “point person” even though the High School program is separate.
- Sends a short description of the programs planned for each age group (collected from the teachers, if you choose to do this) to Administrative Coordinator for inclusion in the registration form information (Due date is at the end of March).

At Annual Sessions:

- Receive children’s epistles from other yearly meetings from the Administrative Coordinator (only a few yearly meetings send children’s epistles) and distribute to teachers—epistles should be read as part of their program and in preparation for writing their own epistle which will be read to the business session, usually on Sunday morning. Looking at recent ILYM Minute Books will also provide examples of children’s epistles.
- Be available to handle problems that may arise.
- Direct parents to sign their children into classes.
- Help parents to find the correct classrooms.
- Get envelope of emergency medical forms (that the parents filled out) from the Administrative Coordinator to take with classes if children are taken on field trips—let the Administrative Coordinator know these will be needed before Annual Sessions start. Know where the first aid box is, have phone numbers and directions for medical care. The Administrative Coordinator has a list of doctors and nurse attending Annual Sessions who have offered to attend to needs.
- Collect purchase receipts from teachers and give to the treasurer for reimbursement.

After Annual Sessions:

- Gives log corrections or updates to the Administrative Coordinator after Annual Sessions. Feel free to make notes on these pages as they occur to you. and then pass on the annotated copy to the Administrative Coordinator.

Sexual Abuse and Misconduct Policy

It is the policy of Illinois Yearly Meeting of the Religious Society of Friends to try our best to prevent occurrences of sexual abuse and misconduct in our midst or in any events under our auspices. We shall undertake appropriate actions both of a preventive and responsive nature when we see the opportunity or necessity of doing so in this regard. Our concern to address the possibility of sexual abuse or misconduct is for all, regardless of age, gender, or status. The dignity of all Children of God must be protected, and we pledge as a Yearly Meeting to do everything possible with the help of God to provide a safe and loving space for all. For us as a religious body, this arises not just as a legal mandate, but primarily as a spiritual one. The oversight and implementation of this policy shall be vested in our standing Committee on Ministry and Advancement, accountable to the body of the Yearly Meeting.

We remind ourselves that all these undertakings proceed in the Light and under the Guidance of God, and that our role is to work for faithful discernment of the Divine Will and of our part in that. We are called always to work in ways that embody Love. We trust to the God of Justice and of Mercy that healing may proceed, and that communal trust may be restored.

Finances

The estimated total expense for the program and food/cooking is important information for setting the overall registration fee, which must be decided in the spring. The registration fee should always be set at whole dollars per day, and the fee can vary somewhat from year to year. There are Finance committee documents available for planning gatherings and retreats; this information can also be useful when planning for Annual Sessions. Find them online at www.ilym.org/content/finance-resources

Past Practice:

In the four annual sessions 2006-2009, typical expenses were:

- Babysitting \$160-250 (see babysitting section as 2010 expenses were higher. Hours are also delineated there).
- FUN and craft tent supplies and snacks \$20-140 (see if the cook can order FUN snacks with the rest of the food)