

# INITIAL PLANNING FOR PROGRAM

## Coordinators needed:

Overall Coordinator: \_\_\_\_\_

Speakers \_\_\_\_\_

Workshops \_\_\_\_\_

Worship Sharing \_\_\_\_\_

Before-dinner singing  
(leads and provides song books) \_\_\_\_\_

Babysitting/Childcare (works with CREC) \_\_\_\_\_

## Children's Afternoon Activities

Recreation \_\_\_\_\_

Craft Tent \_\_\_\_\_

Swimming \_\_\_\_\_

Variety Show \_\_\_\_\_

## Children's Evening Activities

Wednesday: Games \_\_\_\_\_

Thursday: Special Program \_\_\_\_\_

Friday: Square Dancing in the Lawn \_\_\_\_\_

Saturday: Campfire \_\_\_\_\_

Movie Night Backup Plan \_\_\_\_\_

Sunday Children's Programming \_\_\_\_\_

(Coordinator responsibilities can be divided up or combined as the planning group wishes.)

**The Program planning group is responsible for:**

- Selecting a theme for ILYM.
- Drawing up a list of potential speakers, in designated order, for:
  - Wednesday Keynote speaker or program
  - Thursday speaker or Quaker organization presentations
  - Saturday evening speaker
  - Plummer Lecture
- Deciding on program format for the Quaker organizations.
- Deciding on queries to be used for worship sharing.
- Working out the logistics for workshops and worship sharing. (How many and when do they meet)
- Works with Children's Religious Education Committee to assure coverage of babysitting and childcare
- Coordinating children's afternoon and evening activities and children's Sunday programming
- Taking comments from previous year's evaluations into consideration.
- Considering changes to the evaluation form.
- Deciding if bell ringing (or other signal) is to be used at the beginning of some or all programs and meals and who sees that it is done.
- Arrange for someone to bring out the songbooks and lead singing before dinner.

# OVERALL PROGRAM COORDINATOR RESPONSIBILITIES

(See also separate coordinator responsibilities sections)

- Assures that all components of Program are being carried out in a timely manner by periodic phoning and/or correspondence with the other coordinators (speakers, workshops, etc.).
- Shares evaluations from past Annual Sessions.
- Sends out timely notices for planning gatherings to constituent meetings and individuals who expressed a willingness to help.
- Reports to Fall and Spring meetings of the Continuing Committee about status of Program and requests feedback. (The Fall meeting of Continuing Committee is usually the fourth Saturday of October and the Spring meeting is usually the first Saturday of March.)
- Arranges for someone to provide songbooks and lead singing before dinner.
- Communicates with the Presiding Clerk and the Speaker and Evening Program Coordinator about appropriate changes in Program
- Informs the Administrative Coordinator of changes to the program schedule and provides a write-up about the speakers (what night they are speaking, biographical information, etc.). This should be done in early March. The Administrative Coordinator will provide the specific due date.
- Notifies Administrative Coordinator of changes to be made in the evaluation form by April 10. (The Administrative Coordinator has the evaluation form printed and copies available at the registration table.)
- 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.

**Note: The Children's Religious Education Committee oversees the Thursday through Saturday morning children's programming and babysitting. They may be consulted regarding questions on afternoon and evening activities for children.**

## **Initial Planning Meeting**

An initial planning gathering should be held as soon as possible and, if feasible, no later than the end of September. We may be competing with other yearly meetings for speakers, additionally the Plummer lecturer may feel the need for as close to a full year as possible for preparation. In addition, invited speakers may decline invitations and it could take several months to gain acceptances. Careful follow-up is suggested to gain responses in order to save time if invitations are ultimately declined.

It is probable that at least two gatherings will be required. An agenda, mailed out in advance by the overall coordinator, would enhance the possibility of covering all program requirements in one gathering with further communication by phone or mail during the year.

## **Selecting A Theme**

The first order of business is to select a theme. Advanced notice of the meeting may encourage thinking in advance about a theme and title. Suggestions may be made to those attending to solicit theme ideas from others in their meetings. Sometimes the theme is "in the air" such as mounting concern or recent issues within the yearly meeting may also suggest a theme.

## Finances

### Budget for Annuals Sessions presented at Fall 2018 Continuing Committee

Admin Coordinator (tents, printing and mailing, etc.)	\$ 5,000
Program expenses (speakers, workshops, etc)	\$ 1,750
Children's expenses including square dancing band	\$ 1,450
Food and Cooking	\$ 8,300
Site prep	\$ 1,000
Total Cost	\$ 17,500

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](http://www.ilym.org/content/finance-resources)

When inviting and budgeting for speakers, determine the speakers' needs for travel reimbursement, speaker fee or honorarium, accompaniment by an elder, and lodging if necessary. The speakers' registration fees are waived (see ILYM Invited Guest/Fee Policy), and they can lodge for free in a cabin bed or campsite. Speakers with medical or accessibility issue could be lodged in Clear Creek House. An accompanying elder may be offered registration fee waiver and some travel reimbursement. When a long distance or "expensive" speaker is invited for one talk, it could be advisable to invite local speakers for other talks, to balance out the overall program expenses. Be prudent yet imaginative and creative when selecting enticing speakers.

Inform the treasurers as program plans and financial commitments are made. Try to take advantage of early travel booking discounts, etc.

#### Past Practice:

In the four annual sessions 2006-2009, the overall program expenses (excluding tent rental, port-o-lets, dumpster and office) ranged from \$1,075 to \$1,900. These expenses included some of the following, varying by program year:

- Guest speaker honoraria ranging from \$0-300 (particularly for Friends from outside ILYM); honorarium amounts of \$600 or more require a W-9 form to be completed by speaker.
- Guest speaker lodging \$0-150 (usually they can use a cabin bed or camping)
- Guest speaker travel \$0-650
- Friday night band \$300-325 (Jim Hicks)—overseen by FUN

## **ILYM INVITED GUEST/FEE POLICY**

1. People who are invited to come and speak should be paid. At the time they agree to speak, we should offer to pay reasonable travel and lodging costs; approximate amounts should be agreed on before the sessions, so we do not get any surprises we ca not handle. This applies to the speaker only. If invited guests bring others with them, these people will be expected to pay. Of course, as with all ILYM attenders, if finances are a problem, they can ask for a fee reduction.

The question has come forward concerning the expenses of a spiritual companion or elder traveling with a speaker. We have not paid for this in the past; however, we recognize that an elder is different from a guest. Coordinators when finding out the costs involved with bringing a speaker to the sessions also need to find out if there might be costs for traveling with an elder and what those costs may be. Expenses can be reduced by selecting an elder who need not travel too far, or who can accept a cabin bed or tent space in lieu of hotel reservations.

2. Representatives from Friends organizations and schools have their registration, travel and lodging costs paid by the sponsoring organization, if said organization SENDS them to us. Should ILYM invite someone from a Friends organization to speak, then ILYM should pay their registration and reasonable travel and lodging costs, as in #1 above.

3. Plummer lecturers should have their registration costs covered by ILYM. Their travel and lodging expenses will not be covered since they are regular attenders at Annual Sessions.

4. Since the Field Secretary and Administrative Coordinator are working during the Annual Sessions, and not just attending, they should not have to pay registration fees. Travel will be reimbursed at the going rate.

5. No one should hesitate to attend ILYM for financial reasons. Most monthly meetings have funding for financial assistance for individuals and families to attend Annual Sessions. Should you need financial assistance to attend, first please request assistance from your monthly meeting. Should you still need additional assistance, in the registration comments area indicate that you have asked you monthly meeting, the amount that your monthly meeting will be assisting you, and the amount you additionally need to attend.