Staff Checklist for Leadership Weekend 2013

To Do Now

1. PRAY. On your own. With others. Ask others to do same. 
   Join the division-wide prayer call on Monday August 26 by calling 424.203.8400 
   Participant Access Code: 915284#.

2. INVITE (as personally as possible) people (current and potential leaders.)

3. UNDERSTAND/FOLLOW reservation system. (see page 3.)

4. HELP us fill the work crew and summer staff. Without them our guests will not 
   be served well! See page 4 below on how to help with this.

5. NOTE that arrival registration is 6-9 PM on Friday August 30. (Please eat dinner 
   before you arrive.) The closing session on Monday September 2 will conclude by 
   11:30 AM. We hope all guests arrive on time and stay for the entire weekend. 
   We expect all staff to model this, so please plan accordingly.

6. PREPARE to lead an area meeting with your guests on Sunday after dinner. You 
   may be meeting as a region first and then breaking down into areas. Your RD 
   may or may not give you more guidance ahead of time. We are intentionally not 
   posting the entire schedule until right before camp. We have a great mix of 
   general sessions, seminars, and program planned along with plenty of free 
   time. By Thursday August 29, you and every registered guest will get a final 
   email on packing, arrival, reminders, etc.

7. COME ready to spiritually lead, encourage, visioneer, laugh, and have fun with 
   your guests. Make the most of every opportunity with your guests!

8. DEVELOP a follow-up plan. How will you gather all your guests back in the area 
   when you get home? How will this springboard local leadership meetings, new 
   leader recruiting, and training efforts? How will you share this weekend and its 
   fruit with Committee and donors to encourage them?

(next page)

Note: This document is for staff/trip leaders only.
Housing and Payment

1. By 12 PM Noon on Tuesday August 27, email your housing request to Mariette at myost.sc.younglife.org by:
   a. Using the attached customized Excel Sheet
   b. Complete the form (directions of form itself) by listing ALL expected guests. (This includes people in your area who have registered, people who have not registered but you think are coming, and people who are serving on assignment team or summer staff. So basically everyone from your area you expect to be at camp except for high school students serving on work crew.)
   c. Emailing this completed sheet to Mariette by noon on Tuesday August 27. Missing this deadline will likely result in your guests be housed “all over the place.”

   NOTE: Based on your requests, housing will be prepared ahead of time. Housing assignments will be communicated to guests upon arrival.

2. As you arrive at camp, have an updated (with any changes) copy of this same Excel Sheet. You will submit (a hard copy or email copy is fine) a final copy of to Mariette by lunch on Saturday which will be used to “pay your bill” as an area.

3. All special/family housing is currently booked. Contact Mariette to make an addition to the waiting list.

What Else

1. We need a few folks to intentionally take photos throughout the weekend and share the pictures so everyone can capture the memories. This could be staff of volunteers. Contact bryanreaume@gmail.com.

2. We need people to coordinate early morning work-outs. This could be as easy as waking up early, pushing play, and sweating. Contact bryanreaume@gmail.com.

3. Stay tuned for more updates via email and http://greaterny.younglife.org/Pages/Leadership%20Weekend%202013.aspx

   (next page for reservation system)
Reservation System (originally communicated to staff on May 21)

1. To secure a reservation, each guest (staff, volunteers, EVERYONE!) must register AND submit a full payment of $160. Guests highlighted in green or yellow on the registration list are fully reserved and “locked in” for a bed!
   a. To register, simply go to: [https://docs.google.com/spreadsheet/viewform?formkey=dFZzZkGRiSTFyb1JWYXd1SOimdn6MQ#gid=0](https://docs.google.com/spreadsheet/viewform?formkey=dFZzZkGRiSTFyb1JWYXd1SOimdn6MQ#gid=0)
   b. Full payment of $160 Full Payment (no deposits) can be easily submitted online at [http://bit.ly/leadershipweekend2013payment](http://bit.ly/leadershipweekend2013payment) (this link is on the online registration form) This option of online payment is available until August 30.
   c. Or payment can be submitted to their local staff person. When staff receive a payment, they should immediately:
      i. Process payment to their local CAMPERSHIP Account. (The Service Center has confirmed we should run this particular weekend through our campership accounts.)
      ii. Email admin@greaterny.younglife.org the name of the guest from their area (include area number) who has submitted payment. This communication step is necessary to “save the spot” for this person. (This money may be transferred out of your campership account in the middle of the summer.)

2. When there are approx. 400 reservations locked in, additional guests will be notified they may attend but will not have a bed (so they will sleep on the floor.) When this over-flow space is full, additional guests will not be permitted to attend Leadership Weekend.

3. All financial aid/scholarship options will be run through the local YL area. Registration information will direct guests to contact their local staff to inquire about financial assistance. (Guests receiving aid still need to register online. Consistent with full-paying guests, staff still need to email admin@greaterny.younglife.org the names of anyone being given aid, for their local campership account will be still be charged $160 to reserve their spot.)

(next page for details work crew and summer staff)
Work Crew

We are in need of 40-45 work crew to serve. Our vision as a work crew team is to be an extension of the overall weekend to the high school students serving with us in worship, vision, and growing as leaders. With that in mind, we ask that you as staff will talk to your local campaigner students, those you know who will thrive in serving others with joy, and will honor and benefit most from times of worship and growth through the scripture, and ask them to serve on this weekend as part of your vision for them as a future leader.

ALL SIGN-UPS for work crew for Leadership Weekend 2013 must be done through our google sign-up page. CLICK HERE TO GO TO SIGN-UP FORM: https://docs.google.com/forms/d/1BazONJ_BeWF2o99GUGoMUr_9e-vO_SP3tEP5-DJW9iI/viewform

Please direct students to sign-up there once you have personally discussed this opportunity to serve with them. If you have any questions, feel free to contact Nate at (203) 496-7946, or any of the work crew bosses (Shawanna Bell, Kevin Chao, and Brie Gant).

Thank you in advance for your support in this process!

Summer Staff Needed

Sign up your college-aged (or older) friends for Summer Staff (to work on the ropes course and waterfront, be extra hands, etc.) By signing people up, you are confirming that they are followers of Jesus, are committed to serving throughout the weekend and understand their role as servant leaders. Confirmed summer staff will not be charged to attend the weekend.

Ready to sign folks up? Email Marcus Eiland <marcus@nnj.younglife.org> with their name, area name/number and cell phone number. If there are still spots left, you will get a confirmation email from Marcus indicating that they can now register for the weekend through the online form and tick the "I have confirmed that I will be serving as summer staff" box. If there are no spots left, they will receive an email stating that they have been placed on the wait list. Any questions? Contact Marcus at (908) 202-5183.