



Philadelphia District Nazarene Youth  
International

District Ministries Handbook



# **100 District President Leadership Structure**

## **100.1 General District Leadership Guidelines:**

**Servants of the Gospel of Jesus Christ with the Philadelphia District NYI are expected to:**

1. Have a strong and growing relationship with Jesus Christ.
2. Spend time in reading of the scriptures, other Christian texts, meditation, and prayer.
3. Live a life both in and out of the church that is a representation of a life in Christ.
4. Participate as a member of the team in the planning and visioning of the district church, and be familiar with the long range purpose and goals of the District.

## **100.2 Specific Guidelines**

**General District NYI President Responsibilities (as per NYI Charter):**

1. Giving leadership and direction to district NYI, working in cooperation with NYI and district leadership.
2. Facilitate the development of youth ministry on the district and working with the District NYI Council to define the district NYI ministry focus according to needs.
3. Cooperate with the other NYI presidents in every way possible to carry out effective youth ministry on the district.
4. Perform the duties of the other presidents in his/her absence.
5. Carry out other duties as assigned by the District NYI Council and Convention.
6. Participate in 2 or more of the larger District sponsored events (i.e.: Camp, Move Conference, Missions trip, FOL, 30 Hour Famine, etc...)

## **101 District NYI President of Communications:**

The DP of Communication is directly responsible to provide adequate communication to and from our District NYI Leadership as well as to channel all relevant communication out to the local ministries. This position will keep an official record of all major decisions and actions taken by the District NYI General and Executive Committee. The DP of Communication will also see that the yearly NYI convention is planned and organized.

### ***101.1 Areas of Responsibility:***

1. Schedule and/or call all NYI General and Executive Committee Meetings:

- a. Keeping a correct record of all the proceedings of the District NYI Council, the Executive Committee, and the District NYI Convention.
  - b. Keep official file of all meetings and decisions
  - c. Communicating all actions of the Executive Committee to the remaining members of the council and are subject to the approval of the entire council at its next meeting.
2. Attend to all matters of correspondence for the district NYI.
    - a. See that the District NYI Web site is updated regularly
    - b. Collect all necessary info for District Ministry Resource CD.
    - c. Be sure that events and activities are promoted well in advance of event.
    - d. Pass along district NYI information to all local Pastors, Youth Pastors, and NYI Presidents.
3. Arrange and organize the District NYI Convention, in cooperation with the district superintendent.
    - a. Notify the global NYI Office and regional NYI president of the names and addresses of the various district NYI officers and ministry directors as soon as possible after election.

## **102 District NYI President of District Relations**

The DP of District Relations is directly responsible to represent the interests of NYI on all appropriate district/regional boards and committees. This position will be the Presiding President at the annual NYI Convention.

### ***102.1 Areas of Responsibility:***

1. Represent the interests of NYI on all appropriate district/regional boards and committees.
  - a. Is listed on all denominational forms as District President.
  - b. Serves as the contact person for all District and Regional denominational communications.
  - c. Serve as a member of the Regional NYI Council.
  - d. Serve as a delegate to the Global NYI Convention. Should the president be unable to attend, a representative elected by the District NYI Council and approved by district superintendent and district advisory board may provide alternate representation.
2. Presiding at the District NYI Convention.
  - a. Submit an annual report to the District NYI Convention and District Assembly.
  - b. Presenting an annual budget to the District Finance Committee (or appropriate district body) and to the District NYI Convention for approval.

## **103 District NYI President of Ministry**

The DP of Ministries is directly responsible to oversee all district ministries established by the Executive and General NYI Council. This position will ensure harmony with District NYI vision as well as Leadership to each Ministry Director. This position is responsible that each ministry is equipped with adequate resources, training, and accountability to effectively minister to the students on our district.

### ***103.1 Areas of Responsibility:***

1. Oversee all District ministry events to ensure effectiveness, and harmony with District NYI vision and core values.
  - a. Provide Leadership and support to all of the following auxiliary NYI ministries: Camp, FOL, Bible quizzing, Impact, 30 hour famine, Missions Trips, Training, B2SB, etc...
  - b. Direct Ministry contact for District Ministry Directors to communicate with the Executive Committee.
  - c. Help Ministry Directors identify new leaders for district involvement.
  - d. Provide necessary training for proper organization of District events.
  - e. Establish action plans and set goals with each Ministry Director.

## **104 District NYI President of Pastoral Care**

DP of Pastoral Care is directly responsible to provide spiritual guidance to the District NYI. This position will also see that all District churches and local NYI are networked for prayer and support as well as be the Executive Council Chair.

### ***104.1 Areas of Responsibility:***

1. Chairing the District NYI Council to cast a vision for youth ministry on the district.
  - a. Work in conjunction with the DP of Communications to set meeting agendas
  - b. Provide spiritual prayer covering and teaching to NYI council members
  - c. Keep district vision and values in front of NYI council.
  - d. Define and implement a system of evaluation for District Ministries.
2. Encourage the development of NYI ministry in each local church within the district.
  - a. Develop ministry networks across the district for Local NYI leaders to connect.
  - b. Assist local churches with the development of their Local NYI.
  - c. Work in conjunction with Big Picture Training and district initiatives to equip local leaders with effective tools for NYI ministry.

- d. Be available to offer prayer and support to youth leaders across our district.

## **200 District Ministry Directors**

### **201 – General Responsibilities and Expectations**

#### 201.1 – Report Guidelines

201.1a – A written report is required for each full council meeting.

201.1b – Written reports should be presented at the beginning of the council meeting, or emailed/mailed to the DP of Communication prior to scheduled meeting.

201.1c – Verbal reports may also be given in addition to the written reports.

201.1d – Questions may be asked of either written or verbal report.

201.1e – If a ministry director cannot be present to answer questions it is strongly recommended that someone from the ministry team attend the meeting as alternative representation.

#### 201.2 – Attendance Guidelines

201.2a – District NYI Council members, elected or appointed, are expected to attend general council meetings.

201.2b – If a council member misses 2 consecutive council meetings they will need to meet with the Executive Council to discuss their situation.

201.2c – Sending a written report is required for absent members. Sending an alternate is strongly encouraged. However, these practices do not constitute attendance to a meeting.

#### 201.3 – Questions and Concerns

All ministry questions and concerns should be directed to the DP of Ministry. It is also highly recommended that you have regular contact with the DP of ministry leading up to and following your event.

#### 201.4 – Insurance Riders

All events must have an insurance rider prior to event date. Ministry directors are responsible to work with DP of Ministry to obtain a rider for each event through the district office and/or district's insurance agent.

## **202 Mission Coordinator(s)**

### **202.1 Purpose of Ministry**

To organize various teams from the Philadelphia District NYI for missions work (Urban/ National/ International) and work with the Executive Team to coordinate these events on the District Calendar

### **202.2 Skills, gifts, passions needed**

Heart for missions, Love of teens, Ability to empower teen leadership, Desire to foster a heart for missions in others; Openness to various cultures and desire to experience them

### **202.3 Accountability**

*Answers to:* NYI Executive Team and annual NYI District Council Meeting

*Works with:* interested NYI members, NMI Council and reports @ NMI convention

*Responsible for:* Chosen Applicants

### **202.4 General Responsibilities**

Plan and Coordinate various mission events

Build and Maintain relationships with district teens

Act as Liaison between NYI/NMI/and interested participants

### **202.5 Specific Responsibilities:**

Plan and Coordinate bi-annual urban missions weekend event

Plan and Coordinate bi-annual missions trip

Promote trip, Interview potential participants, make travel arrangements, coordinate with site host, plan training days prior to trip, be responsible for group while on trip

Attend annual NYI Council Meetings and NMI meetings

### **202.6 Requirements**

Organizational skills

Prep time

Meetings/Rehearsals

Leadership Capabilities

## **203 NYC Coordinator**

**203.1 Purpose of Ministry:** Discipleship of our Teenagers

**203.2 Skills, gifts, passions needed:**

Knowledge/Experience with this Once-Every-Four-Years Event,  
Organizational Skills, Communication Skills

### **203.3 Accountability:**

*“answers” to*

District NYI Council  
Regional NYI Council  
Denomination

*works with*

Same as above

*responsible for*

Student Participants  
Adult Chaperones

### **203.4 General Responsibilities**

Overseeing & Coordinating our District’s Participation in the Event  
Travel Arrangements for our District Group  
Working Alongside Denomination to Register both Adult and Teen  
Participants, Work Out Housing Arrangements, Etc...

### **203.5 Specific Responsibilities**

Promote and Communicate Purpose of Event  
Design, Distribute, and Collect all Paperwork, Registrations, Affidavits,  
Releases, Etc....  
Interview and Assemble Adult Chaperone Team  
Interview and Assemble Teen Participants  
Work with Teens & Families Through Payment Schedules  
Work with Regional Council and ENC to Plan Regional Event @ NYC  
Plan & Coordinate Any Excursions / Extra Activities during NYC Trip

### **203.6 Requirements**

**Prep time**

18 months before Event

**Meetings/Rehearsals**

Registration Interviews

Recruit Adult Chaperone Team

2 – 3 District Meetings for All Participants

## **204 FOL Directors**

### **204.1 Purpose of Ministry:**



To encourage teens and help them develop talents in ministry; to give teens the opportunity to experience ENC and consider attending a Christian college

#### **204.2 Skills, gifts, passions needed**

**ORGANIZATION!!!**

Knowledge of or interest in sports, music, art is helpful...

#### **204.3 Accountability:**

“answers” to

Exec council

ENC Regional Director

works with

Coaches, judges, communications coordinator – these people make the District event possible...

Regional FOL Director

responsible for

At Districts- the youth leaders are ultimately responsible for their own kids....we are more in charge of orchestrating the event.

At Regionals- the directors are ultimately responsible for all the kids attending....this is best managed by assigning each teen to a district chaperone.

#### **204.4 Responsibilities**

Process registrations, secure venue, plan schedule of events, line up coaches/judges

For Regional FOL - we have to book transportation, complete participant roster for ENC, oversee travel plans/chaperone groupings/etc. for entire district)

See FOL task list (appendix B)

#### **204.5 Requirements**

##### **Prep time**

Minimal in late summer/fall to prepare registration materials

25+ hours in weeks prior to District event

40+ hours in weeks prior to Regional event

##### **Meetings/Rehearsals**

For Regional FOL, there are 2-3 conference calls prior to the event

## **205 Back to School Rally Coordinator**

### **205.1 Purpose of Ministry**

Unite and connect youth across the Philadelphia District Church of the Nazarene as well as introduce incoming junior highers to district functions.

**205.2 Skills, gifts, passions needed**

Ability to organize, work with others, delegate responsibilities, understanding of finances, and desire to see the Back to School Rally succeed and flourish.

**205.3 Accountability**

“answer” to

NYI District Leadership council and the teens of the Philadelphia District

responsible for

Student and Adult participants

**205.4 General Responsibilities**

Work under the privilege and direction of the Philadelphia District NYI Leadership Council. Confirm location, date, and price for Back to School Rally. Sign contract with site at least 6 months in advance. Provide advertisement to be sent out to district churches through District President of Communications. Plan, coordinate, and structure Back to School Rally working closely with site staff. Provide an organized structure for registration, reception of money, and processing of participants. Serve as liaison for event.

## **206 Quiz Director**

**206.1 Purpose of Ministry**

Facilitate Bible Quiz Ministry on the district in order to give teens an opportunity for Bible study, discipleship training, and fellowship as well as healthy Christian competition.

**206.2 Skills, gifts, passions needed**

Administrative skills, love for the Word and teens, passionate about discipleship training and the impact our teens can have for His kingdom

**206.3 Accountability**

“answers” to

Philly NYI council and Eastern Region Quiz Directors

works with

Coaches, assistant coaches, officials and any Helpers we can enlist from churches on the district.

As well as a mentor/official from the Virginia district: Jim Babcock

responsible for

Teens interested in Bible quizzing

#### **206.4 General Responsibilities**

Organize and promote teen quizzing on the district.

#### **206.5 Specific Responsibilities**

- 1-Coordinate quiz dates with the NYI district calendar
- 2-arrange for a quiz boot camp to start quiz year and introduce quizzing to new or prospective quizzers
- 3-Schedule quiz locations for those dates at churches
- 4-assign someone to be in charge of district quiz t shirt orders
- 5- assign the job of tournament prep to an assistant
  - A-print quiz sets for each quiz room
  - B-ensure quizmasters have quiz sets and a portion
  - C-ensure scorekeepers in each room have enough blank score sheets and sharp pencils
  - D-make sure extra line up sheets are available
- 6-assign and train stats keeper to track stats for the year
- 7-arrange for individual to do monthly devotional-encouraging more students to take the lead in this role
- 8-choose district all star teams to go on to regionals and arrange for all star teams practice as well as coaching for all star teams
- 9-advertise regional quiz as well as other quiz opportunities to district coaches and quizzers
- 10-attend regional quiz meeting at regional quiz.

#### **206.6 Requirement**

Prep times

- Tournament Prep-1/2 hour a month
- T-shirts 1 hour
- Scheduling-1-2 hours
- Stats-1-2 hours a month
- Boot camp prep-8-12 hours
- Regional prep-4-6 hours

Meetings/Rehearsals

- 1-One quiz a month from September to May on Saturday's with a couple Friday-Saturday quizzes to encourage fellowship and fun
- 2-a four or five day boot camp towards the end of summer
- 3-three or four days for the regional quiz

## **207 Impact Team Director(s)**

#### **207.1 Purpose of Ministry**

To prepare Philadelphia District youth for a life of leadership, ministry, and service by providing a year of intensive training and experience in

vocal and instrumental music, worship leading, drama, discipleship, and service ministry.

### **207.2 Skills, gifts, passions needed**

Organization, Leadership, Planning, Mentoring, Music, Sound, Drama, (all three are a plus), Servant's Heart, Recruiting, etc.

### **207.3 Accountability**

“answers” to

The NYI Executive Team and NYI Council  
works with

Local Pastors, Drama Instructors, Sound Techs, Singing and  
Instrumental Instructors, Community Service Coordinators

responsible for

15-25 mature students (grades 8-12) from various churches on the  
district.

### **207.4 General Responsibilities**

Interviewing, Rehearsal Conducting, Scheduling, Concert Coordinating,  
Student Supervising, etc.

### **207.5 Specific Responsibilities**

- Determine requirements for application to the team
- Conduct interviews of all applicants
- Select team members
- Select potential songs/dramas for the season
- Order music (sheet music, discs, etc.)
- Schedule training camp(s)
- Conduct training camp(s) - and all the minutiae associated therewith
- Determine team "uniforms" (concert wear, service project clothes, etc.)
- Schedule concert dates
- Book concert dates
- Ensure sound/musical equipment in working order
- Purchase any required sound/musical equipment
- Ensure trailer in good working order
- Coordinate concert weekends with scheduled churches (sufficient housing, schedule service projects, etc.)
- Oversee students on concert weekends

### **207.6 Requirements**

Prep time:

Meetings/Rehearsals: Interviews in the spring (two dates), Training Camp Week in the summer, one weekend per month (Friday-Saturday usually) concert/service projects.

Other:

Council meetings, various phone and face to face meetings with co-directors, instructors, and host church pastors/leaders.

## **208 Teen Camp Director**

### **208.1 Purpose of Ministry**

To coordinate a week of spiritual development for the students of the Philadelphia District NYI that prepares them to leave more equipped for living their journey of faith than they were when they came.

### **208.2 Skills, gifts, passions needed**

Organization, Administration, Leadership, Planning, Mentoring, Budgeting, Proficient in Microsoft office software.

### **208.3 Accountability**

answers to

The NYI Executive Team and NYI Council

works with

Camp Leadership Team including but not limited to (assistant camp director, head Counselors, Recreation coordinator, Worship Station coordinator, etc.), District Pastors and Youth leadership, Various adult counselors during the week of camp.

responsible for

All students attending week of teen camp (100-300). This responsibility is shared with leadership team and approved counselors. The director is also responsible for securing quality adult leadership that ensures a memorable and life giving experience to the students attending camp.

### **208.4 General Responsibilities**

To plan and design the general format for camp operations.

To provide leadership and oversight to the students and adult leaders participating in this ministry.

Cast vision for yearly camp ministry

To develop a healthy strong relationship with the host camp ground to ensure future successful camps.

### **208.5 Specific Responsibilities**

- 1) Secure camp ground and facility needs at close of summer camp for next years camp.
- 2) Hold 3-6 planning meetings throughout the year to plan, prepare, and review the details for camp.
- 3) Secure Leadership team and delegate major roles for a successful camp (Assistant Camp Director Recreation Coordinator, Worship Station Coordinator, head counselors, etc...)
- 4) Work with Leadership team to secure a camp speaker and get contract signed. (Done no later than End of February.)
- 5) Recruit adult counselors (Attempt a ratio of 1:7)
- 6) Promote camp to students and churches through various district events and activities.
- 7) Create and work within a budget.
- 8) Able to enforce camp policies with appropriate discipline for students who cannot follow the guidelines. (Required so we can limit the distractions of those who are at camp to really meet with God)

### **208.6 Requirements**

Prep time –

Requires 9 months of preparation that picks up in intensity as time for camp approaches.

Meetings –

1 meeting to review previous year's camp and confirm camp contract for following year's camp.

2-3 meetings (January – May) Camp planning

1-2 meetings (June and July) to pull final prep together with Team leaders.

## **300 Policies and Procedures**

### **301 – Promotion of all district events**

- 301.1 – Event information is to be communicated to the DP of Ministry prior to and following said event.
- 301.2 – Dates for the year must be submitted at the annual council meeting.
- 301.3 – All events must be communicated in detail to the DP of Communication by 90 days (3 months) prior to earliest deadline, registration or application date.
- 301.4 – Promotional material is also distributed via the NYI Resource CD distributed at NYI Convention and District Assembly.
- 301.5 – All promotional materials is to be made available via the District NYI webpage, [www.nyi.org](http://www.nyi.org)
- 301.6 – The DP of Communication may contact any delinquent directors at approximately 2 months prior to event.

### **302 – Chaperones for Open District Events**

- 302.1 – Every church must supply at least one chaperone, to be present for the length of the event. In the case that a chaperone is not possible, two churches may combine chaperones, with prior approval from the event director.
- 302.2 – The chaperone (s) must have a background check on file with the local church. For each event the director will be supplied with a *signed form* from a member of the pastoral staff, indicating the presence of a background check. (*See Appendix A*)
- 302.3 – Chaperones will not be permitted to participate without the *signed form* from a member of the pastoral staff.
- 302.4 – For every 20 students a church will need to provide an additional chaperone.

### **303 – Election of Student Representatives for the District NYI Council**

- 303.1 – The DP of Communication will send recommendation forms to each church's Pastor, Youth Pastor, & NYI President.
  - 303.1a – These representatives from each church will have the opportunity to recommend students for selection in the application process.
  - 303.1b – Each form gives the opportunity to recommend two names for Sr. High and two names for Jr. High.
  - 303.1c – The forms must be returned to the DP of Communication prior to the January District NYI Council meeting.
- 303.2 – Following the recommendations students will be sent a letter and application for submittal to the NYI council.

303.3 – Applications must be returned by April 1<sup>st</sup>.

303.4 – Students will be selected by the NYI Executive Council based on the applications and recommendations.

### **304 – Financial Procedures**

#### 304.1 – Check Requests

304.1a – The treasurer must receive originals or copies of bills that are to be paid. If cash is used to pay bills the treasurer still needs the receipts and mark on the receipts paid with cash.

304.1b – Receipts must be received for reimbursement within 1 month of transaction. Any reimbursement received after 1 month must be approved by the Executive Council.

304.1c – All bills need to be given to the treasurer in a timely manner. All bills are filed for record keeping purposes as required by the auditing committee.

304.1d – Bills mailed directly to the company, are to be given to the treasurer at least one or two weeks before the due date. If you are unable to get the bill to the treasurer on time, then you may pay the bill yourself and submit the receipt for reimbursement.

304.1e – Checks written outside of council meetings require three day advance notice.

#### 304.2 – Returned Checks

304.2a – Contact will be made with the person issuing the check and they will be charged a returned check fee, in the amount charged by the district's bank.

304.2b – If we receive no response from issuer, then the local church will be responsible for the fees.

304.2c – After a second returned check, the offending party will be required to pay cash only for all district events. All ministry leaders will be notified of this action.

#### 304.3 – Moneys Received

304.3a – Cash must be submitted for deposit into NYI accounts. It may not be used for any event payments or expenses, unless approved in writing by the District NYI treasurer. A written request must be submitted to the treasurer prior to the event for his/her approval.

### **305 – Cell Phones**



305.1 – Each event will have a cell phone policy specific to that event and stated clearly in the event guidelines and/or publications.

# Appendix A

## Philadelphia NYI Chaperone Form

The following chaperones have been cleared by \_\_\_\_\_  
Church of the Nazarene for ministry with children and youth through the  
proper background screenings and are on file with said church. By signing  
this form the church takes full responsibility for the chaperones provided for  
the district NYI event listed.

Event Name \_\_\_\_\_

Event Date \_\_\_\_\_

Approved Chaperones


\_\_\_\_\_  
**pastoral signature**

\_\_\_\_\_  
**date**

# Appendix B

## REGIONAL FOL: KEY TASKS

### *Before District FOL*

#### **Create and finalize Regional FOL info – registration info, travel times, etc.**

Usually we do not get the official form from ENC until January, so I always take last year's form and make any necessary changes. I will usually check in with Bev re: MTOs, etc. so that options listed on the reg. form are accurate. We also need to confirm with FV (or other location) that we can meet there. We have also created a discipline policy that is part of the Regional registration, so it's up to you if you want to continue to use that.

We can work together on this....

### *After District FOL*

#### **Contact bus company re: transportation, reserve buses (December or January)**

#### **Sign bus contract and send payment (usually due beginning of March)**

#### **Send bus itinerary (March)**

I usually call and ask for 2 buses (that's what we've needed the past 4 years).

They will then send an invoice in the mail. Once we know our numbers, that contract can be signed and sent back with the check. It's been running \$8000-9000 the last few years. They always want an itinerary ahead of time, but I usually wait until I get the schedule from ENC.

(example itinerary attached)

BUS INFO: Bieber Tourways  
Phone: 610-683-7333  
Fax: 610-683-6929  
Our Customer is #2228

Note: We are supposed to give the drivers a gratuity as well. We usually hold any cash that was paid for FOL and give \$75-100 to each driver at the conclusion of FOL...

#### **Design and order T-shirts (Adam Ziegler has done this for us)**

Usually we just contact Adam in January and ask him to handle the design and ordering, as he has a cheap T-shirt contact. Once we receive all reg forms, we send him the T-shirt sizes needed. All athletes need numbers on the back of their shirts, so those sizes and numbers need to be specified as numbers need to be listed on the ENC rosters anyway. We also usually

order a few xtra shirts for the bus drivers, Bev, our enrollment counselor, etc...

**Participate in Regional FOL Conference Calls**

The number of these varies...they are usually in the evening (about an hour or so). This year, we only had one. Bev will e-mail out this info.

**Complete database from ENC (usually a mid-February deadline)**

**Personal info for all adults and kids, Hotel rooms, Event Rosters, etc.**

This is the e-mail I forwarded you. The database is set up to enter everyone by room. (What Jay and I have done is take the forms and put them in groups and assign chaperones to the groups and figure out the rooms that way. Then we just enter in all the info without having to re-arrange the database.) You also have to fill in all the events rosters and an alternates list. When we have teens that made it to FOL but are not attending, we often have to make calls to alternates, etc. that are now competing...and then adjust the rosters for ENC before submitting them.

**Send deposit to ENC**

This just involves having Bill cut a check. Usually ENC asks for a \$3000 deposit to be sent with the database.

**Scholarship form info to all churches & send in scholarship forms**

This is usually available in January or early February. I just make a point of e-mailing it to all the adults from churches that have juniors or seniors attending FOL. You can collect them all or ask people to send them in on their own....

**Send district insurance rider to ENC**

I only have an e-mail contact for this. I usually just send an e-mail, and our insurance co. sends in the rider. (Philly NYI Insurance: smilr817@comcast.net)

**Plan for breakfast food on Thursday/Sunday (depending on travel plans)**

With some of the money that comes in for FOL, we purchase water/juice boxes, granola bars, Pop Tarts, etc. as there is usually one breakfast not covered. This year it's Sunday morning before the service at ENC. We give the food out the night before on the bus. We just find this easier and cheaper for the kids than trying to get everyone to McDonald's in the morning. Right now, this meal is included in the rate for all those riding the bus.

**Send info e-mails to all attending FOL w/ reminders, details, etc.**

This is pretty self-explanatory. I just like to try to get as much info out as possible to avoid too many questions on Thursday morning ☺ This is

especially helpful for reminding kids to have rides waiting for them Sunday when we return!

**Communicate with coaches re: final team rosters, practices, etc.**

Again, pretty self-explanatory....

**Communicate all roster changes to ENC**

As any changes happen, I typically send Bev a quick e-mail so that our registration info is as accurate as possible when we arrive. We only have to pay for those that actually attend, so it affects our bill if people pull out, etc...so we want to be sure she has those changes on record.

Bev's e-mail is: [makeuth8@hotmail.com](mailto:makeuth8@hotmail.com)

**Create Philly info packet – chaperone groups, meeting times, rosters for coaches, bus lists, etc.**

We usually do this in the weeks before the event. (You will see the packet we give out this year.) We have bus meeting times, etc. listed, as well as the bus list, student/chaperone groups, etc.

**Make arrangements to pay bill at ENC (get a check from Bill)**

Usually, Bev has our bills ready right after the closing ceremony. We are supposed to pay it on the spot, so you need to plan to have a blank check if the treasurer is not going.

**Handle check-in at meeting location for Regional FOL**

For the day of Regionals, we need to check everyone in, collect any unpaid balances, collect any missing paperwork, and hand out T-shirts. We usually recruit some other people to assist with this.

*\*\*The big thing is dealing with questions from ENC and questions from people on the district. This can be pretty time consuming in the few weeks before...*