

APPENDICES

Do not separate yourself from your community.
—Hillel, Mishna, Abot 2:4



■ MASTER EVENT CHECKLIST

- Find a date and time for the event that does not conflict with the following calendars:
 - temple
 - NFTY region
 - school vacation
 - holidays
 - exams (SAT's, SAT II's, etc.)
- Determine the location of the event
- Find 2-3 people to chair the event
- Determine the theme or nature of the event (social action, religious and cultural, team building, etc.) Once you have thought through the program, put it in writing so that everyone is on the same page
- Create a flier to go out in the mail 3-4 weeks prior to the event
- Post fliers around the Temple, particularly in the religious school
- Notify senior staff of the event so they can help get the word out
- Gather any necessary materials for the event
- Have name tags made or materials available for participants to make their own
- Have a sign in sheet ready which records:
 - name
 - grade
 - phone
 - e-mail
 - paid
- Start every event with name games, mixers and ice breakers
- Thank the people involved in making the event happen and thank everyone for coming
- Clean-up
- Evaluate and follow-up with participants who attended to encourage future attendance

■ UNDERSTANDING PROGRAM FORMAT

PROGRAM OUTLINE

NFTY TYG STARTER MANUAL

TODAY

SARAH RUBEN, NFTY-PVP 2005-2006

MELISSA GOLDMAN, ASSISTANT DIRECTOR OF NFTY

TOUCHSTONE TEXT:

“And thou shall teach them diligently unto thy children.”—Deuteronomy 6:7

This is a piece of Jewish text or a Jewish concept that supports the theme or message of the program.

GOALS:

- Your goals are what you want to achieve during the program
- Your goals should be straight-forward

Objectives:

- Your objectives are how you are going to do just that
- Your objectives can explain a little more about why this is important

Materials:

- Every supply that you are going to need to make the program happen

People:

- Number of total participants
- Breakouts—groups of 5, split by age, etc.
- Facilitators—how many you need for the program
- Group Leaders—how many you need per group

Space Needed:

- Rooms, room set-up

Time Table:

- *An exact timeline of what should happen when:*

00:00-00:10	Introduction
00:10-00:15	Break into groups
00:15-00:40	Activity A
00:40-00:50	Group discussions
00:50-01:00	Wrap-up/Clean up

Detailed Procedure:

This is the detailed section of the program. Be sure to write out your program completely, so that anyone who is leading or facilitating can pick up this paper and understand exactly what to do, where and when. Your Time Table will repeat in this section, with specific instructions listed for each time sequence.

00:00-00:10 Introduction

Facilitator welcomes the groups...

00:10-00:15 Break into groups

Groups move to 5 locations...

00:15-00:40 Activity A

Participants will...

00:40-00:50 Group discussions

Groups leaders ask questions from *Sheet A—Understanding Program Format...*

00:50-01:00 Wrap-up/Clean up

Today we've had the opportunity to learn many new things...

Sheet A—Understanding Program Format

This is where you would add any handouts for the program. Be sure to save everything in one document so that it can be saved and shared with other TYGs or the NFTY Program Bank.

■ NFTY PROGRAM FORMAT

Program Title
Event where program will be held
Date of Program
Author(s)

Touchstone Text:

Goals:

Objectives:

Materials:

People:

Space Needed:

Time Table:
00:00-00:00

Detailed Procedure:

■ YOUTH ACTIVITIES SAMPLE MEMBERSHIP FORM

TEMPLE NAME/123 MAIN STREET/ANYTOWN, MS 10000
(XXX)XXX-XXXX/(XXX) XXX-XXXX fax/temple@email.org

NAME OF PARTICIPANT: _____

ADDRESS: _____

CITY, ST, ZIP: _____

HOME PHONE: _____

CELL PHONE: _____

E-MAIL: _____

SCHOOL: _____

GRADE IN SCHOOL: _____

GRADE IN RELIGIOUS SCHOOL: _____

PARENTS' NAMES: _____

PARENTS' DAYTIME PHONE #'S: _____

PARENTS' E-MAIL: _____

I permit my child to participate in youth activities sponsored by *TEMPLE NAME*. Enclosed please find a check in the amount of DUES AMT. Along with a voluntary contribution of _____ to help support the youth of *TEMPLE NAME*.

Parent's Signature

PLEASE RETURN THIS FORM
ALONG WITH YOUR CHECK PAYABLE TO *TEMPLE NAME* TO:

Youth Advisor
Address
City, St./Prov/ Zip/Postal Code

PLEASE RETURN NO LATER THAN "X" *DEADLINE*

■ MORE MIXERS AND MEMBERSHIP ACTIVITIES

COMMONALITIES

Split the group into pairs.

Each pair will have 30 seconds to find five things they have in common. At the end of the 30 seconds, put two pairs together and give the foursome a minute to find something all four participants have in common. Finally, each group can present the list of things they have in common. (You can use this activity to form groups.)

M & M GAME

Materials: A bag of M&M's

Pass around a bag of M&M's.

Tell each person to take as many as they want. Once everyone has their M&M's, tell them that for each M&M they took they have to say one thing about themselves. For instance, if someone took 10 M&M's, they would have to say 10 things about themselves.

WISH YOU WERE HERE

Materials: postcards (blank), markers, or crayons

There are two ways to do this game:

#1 Give each person a post card (with a pre-printed address of potential members) and ask your member to creatively advertise the next TYG event or send a message that they hope the prospective member will join the TYG.

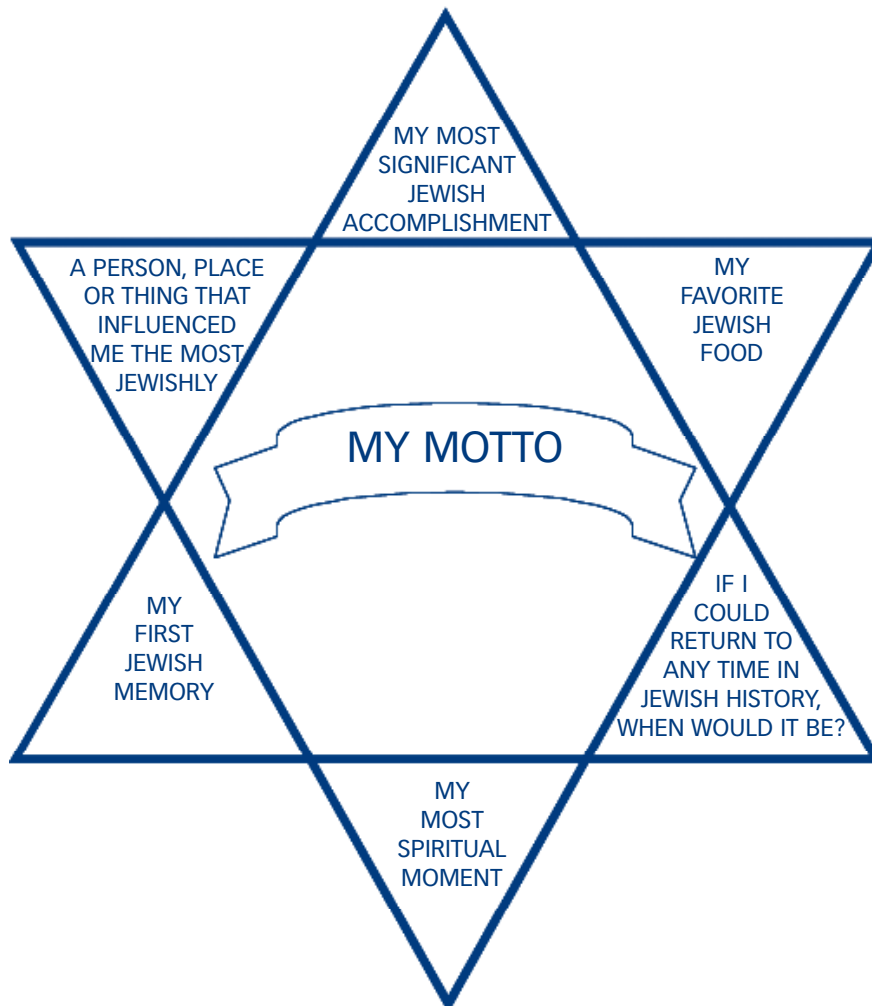
Or

#2 Give each person a post card. Have them write their name and address (or e-mail address) on one side and a goal they plan to achieve in the next month on the other side. Collect the cards and send them out to participants a month later, asking them for feedback about how well their goals have been met.

KOOSH LEARNING TOSS

Have each person in the group share one thing they learned in the training. Use a Koosh ball and have each person share their learning when they get the ball.

■ MY JEWISH COAT OF ARMS MIXER



JEWISH COAT OF ARMS

This is a good activity in which to learn about oneself and then share with the group. You will need about 30–45 minutes for this activity

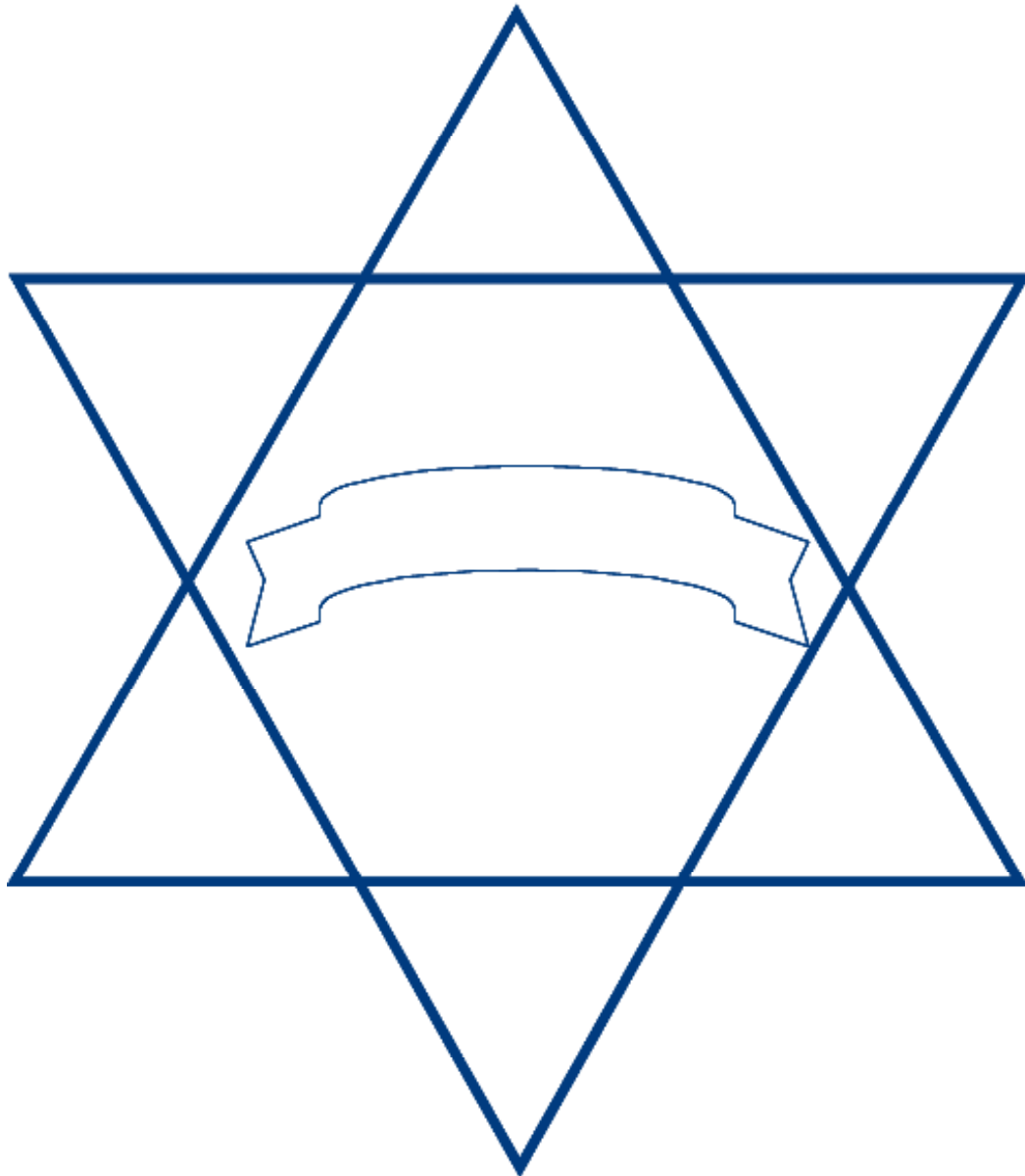
How to:

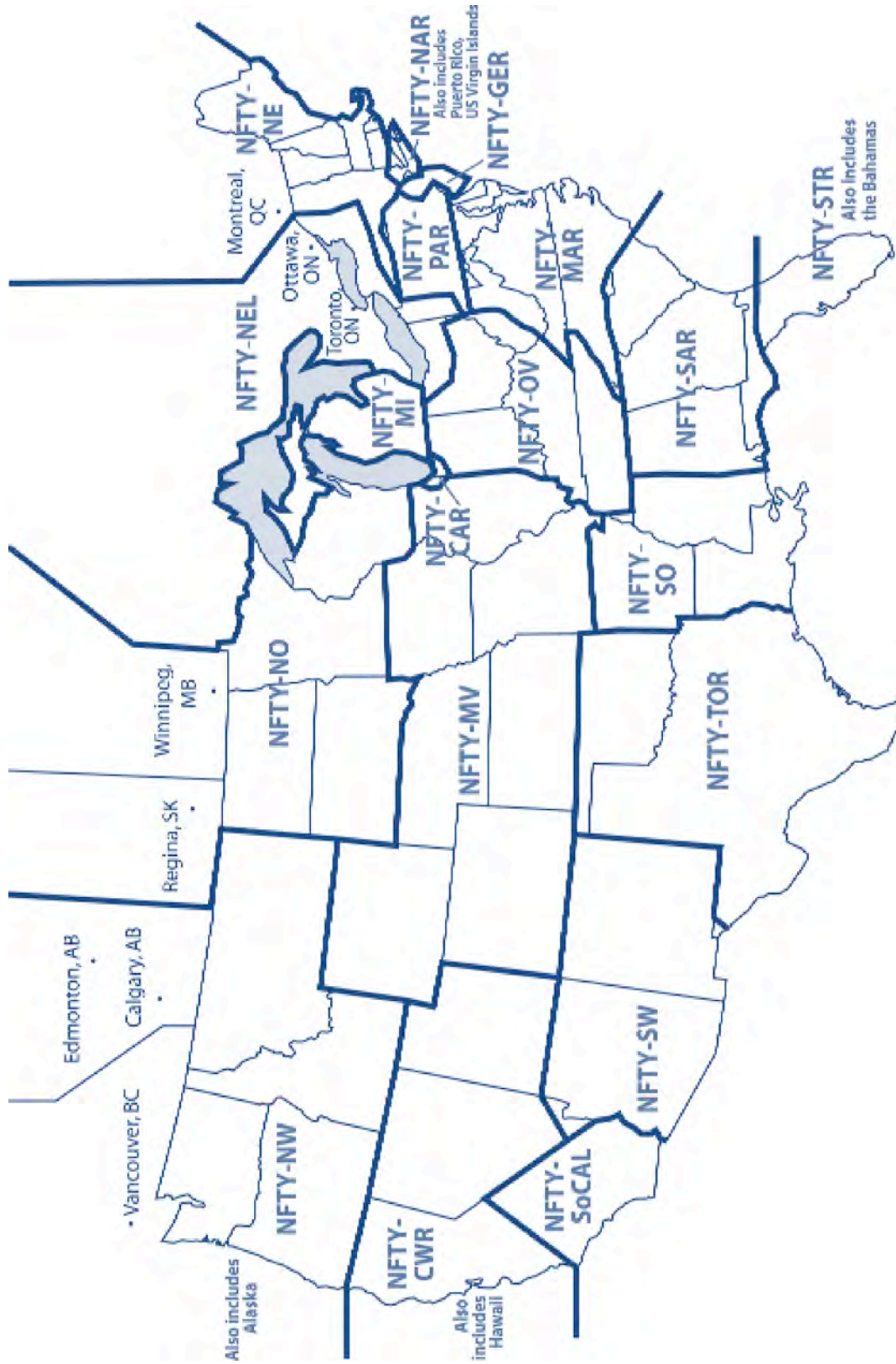
Each person is given the blank Coat of Arms sheet.

The facilitator asks them to fill in the different sections according to the main sheet.

After all participants finish their own coat of arms, go around the room and have everyone (if they feel comfortable) share one of their sections.

■ MY JEWISH COAT OF ARMS





■ NFTY DICTIONARY

NAME OR ACRONYM	DEFINITION
Advisors	Adults who advise and mentor our youth in programming, logistics, administrative work and leadership skills.
<i>Aruchat Boker</i>	Breakfast
<i>Aruchat Erev</i>	Dinner
<i>Aruchat Tzohorayim</i>	Lunch
<i>Birkat HaMazon</i>	This is the prayer we say after every meal.
<i>Chugim</i>	Activities (they can range from arts and crafts to sports to study sessions)
Executive Board	This is the group of people who devote enormous amounts of time and energy to make your TYG succeed.
Friendship Circle	This occurs at the end of a NFTY event. NFTYites are given time to reflect on their time shared together and to thank everyone for their work on the event that has ended.
Installations	A very special ceremony during which the old Executive Board says good-bye and the new Executive Board is put in charge of (“installed”) their new positions.
Kutz Camp	The URJ Kutz Camp is the North American NFTY Leadership Academy, located in Warwick, NY. NFTYites go to Kutz each summer to learn about leadership and Judaism.
<i>Maariv</i>	Evening Service
<i>M'chinah</i>	<i>M'chinah</i> means “preparation.” NFTY uses the term for a leadership training week for newly elected NFTY regional officers. This event takes place at Kutz Camp in the beginning of each summer.
Meeting	This is when the TYG members get together, touch base, do things of interest or whatever needs to be done for the TYG.
<i>M'nuchah</i>	Rest time

<i>Minchah</i>	Afternoon Service
MCVP	Membership and Communications Vice President. The person who holds this TYG Board position communicates and advertises all programs and events (both locally and regionally) for the TYG and is in charge of mixers and welcoming programming for the TYG. This position can also be broken into two equal positions: membership and communications.
<i>Motzi</i>	This is the prayer we say before meals. It is the blessing over the bread.
Netzer Olami	Netzer stands for Noar Tzioni Reformi (meaning “Reform Zionist Youth”) and is the International Reform Zionist Youth Movement. NFTY is a member (<i>sniff</i>) of Netzer Olami.
NFTY	The North American Federation of Temple Youth. Anyone who pays membership to a Union for Reform Judaism congregational Temple Youth Group is a member of NFTY.
NFTY <i>Kallah</i> /Event/Institute	Fun weekends during which NFTYites from different TYGs in a particular region come together to meet other NFTYites, pray and learn together.
NFTYite	The name for a participant in NFTY.
<i>Nikayon</i>	Clean-up time
President	The person who holds this TYG Board position organizes, delegates and communicates with the TYG, the Board, the NFTY region and the advisor.
PVP	Programming Vice President. The person who holds this TYG board position is primarily in charge of programming (or the development of programming) for the TYG.
RCVP	Religious and Cultural Vice President. The person who holds this TYG Board position deals with all the rituals and traditions that Reform Judaism holds, conveys them in an interesting and creative manner to the TYG and is in charge of programming for the TYG. This individual oversees services and is primarily in charge of cultural events.

Region	A region encompasses all the TYGs that fall in a certain geographic area. NFTY has 19 regions (see the map in the “What is NFTY?” section)
<i>Ruach</i>	This means “spirit,” and boy do NFTYites have a lot of it! Just take a look at our song sessions, our programs and our services.
SAVP	Social Action Vice President. The person who holds this TYG board position makes us all aware of the social issues in our community, the Reform Movement and NFTY. This person is primarily in charge of social action programming for the TYG.
Secretary	The person who holds this TYG board position is mainly responsible for taking notes at Board Meetings (called “minutes”) and for newsletter articles and published items for the TYG. This person will sometimes be responsible for taking reservations for upcoming events.
<i>Shacharit</i>	Morning Service
<i>Sheket B’vakashah</i>	This means “Be quiet!” in Hebrew.
Shul-In	A program that includes a sleepover at the temple (or a TYG member’s home).
<i>Snif</i>	A branch of Netzer Olami (the International Reform Zionist Youth Movement). NFTY is a <i>snif</i> in Netzer Olami.
Social Action Project	This entails the TYGs getting together to do community service, such as participating in Habitat for Humanity, building baskets for hospital patients or making sandwiches for a homeless shelter.
Song Session	A time for singing with your fellow NFTYites. This usually occurs after lunch or dinner during a TYG or NFTY event. NFTYites sing and dance during the session!
<i>T’fillah</i>	Prayer service
<i>Tikkun Olam</i>	Hebrew phrase that means to “repair the world”.

TOA

TOA stands for our Tikkun Olam Award. This is an award that helps encourage TYGs to plan programs about NFTY's study theme each year.

Todah Rabah

Thank you

Treasurer

The person holding this TYG position is your chief fundraiser.

TYG

Temple Youth Group. This is the group you join to become a member of a region, which in turn gives you membership in a NFTY region.

URJ

Union for Reform Judaism. NFTY is an affiliate of the URJ. The URJ provides financial, adult, clergy and educational support to NFTY.

www.nfty.org

NFTY's online home for resources, updates and event information. Visit us online today!



■ NOTES

THANK YOU.

Your membership in a Union congregation
has made the Reform Movement the largest
and most vibrant branch of Judaism.



UNION FOR
REFORM JUDAISM

האיחוד ליהדות רפורמית

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