



# NFTYx Teen Leader (FAQs)

## **I want to plan a NFTYx experience, now what?**

Yay! First, you should participate in a **NFTYx training**. If one is not available, then reach out to your regional president or area manager for more information about creating a NFTYx event. Second, find an **adult mentor** to help you plan your event and serve as the adult at your event. You can ask your advisor, clergy, or look in the [Alumni/Adult Mentor Network](#). Third, fill out **NFTYx Virtual Experience Planning Form A**. Your area manager will follow up via email with next steps.

## **Who will help me plan my NFTYx experience?**

NFTYx events should be planned by at least one teen leader (or a group of teen leaders) and an adult mentor. Your adult mentor can be your advisor, clergy, or someone from the [Alumni/Adult Mentor Network](#). Your regional board and area manager are available to help too.

## **What is the role of the adult mentor for a NFTYx experience?**

They are **the adult** for the experience. They are prepared to help with all aspects of planning, quality control and execution of the virtual event. By committing to an being adult mentor, they are committing to supporting the planning and preparation process for the event as well as attending the event itself. It is imperative that an adult who has completed the NFTYx mentor steps is present during the program.

## **What role does the regional board play in the experience?**

Regional board members want to help you! They will be looped in on all communications between the Area Manager and NFTYx Organizers. The regional communications vice president will promote your event on the region's social media. Other board members are happy to help with whatever you need, programming and t'filah prep, group leading, brainstorming, outreach, etc.

## **What role does the NFTY Area Manager play in the experience?**

NFTY Area Managers are ready and available to help with any challenges or questions. Specifically, Area Managers can help with the following:

- communication with Youth Professionals in the region about the program
- parent questions/concerns that may come up before, during, or after the program
- tech questions
- list of registered participants
- anything else you have a question about, just ask!

If you have **concerns about ANYTHING** that happens during your event and/or if there are any **infractions of the [NFTYx B'rit K'hilah — Code of Conduct](#)**, please contact your Area Manager immediately.

## **What do I do if there is a technical problem (zoom) with my event?**

Contact your area manager or regional president to help with this.



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## Where do my friends and I register for the event?

Give your friends the direct link to your event page (which you will get from your area manager) or tell them to go to [nfty.org/x](https://nfty.org/x). You can share these [instructions](#) with them as well as these videos – [How to log on to RJ on the Go \(1\)](#), [How to log on to RJ on the Go \(2\)](#).

## Other things to keep in mind

- Create an event graphic and share it with your regional communications vice president.
- Make an outreach plan that includes a posting schedule and some personal outreach such as calling, texting, and other forms of reaching out.
- Write up your event plans in detail with a timeline
- Plan extra time to allow for zoom problems in your program outline
- Run through the program with all the group leaders before the event
- Make sure you know how to “[claim host](#)” on zoom

Please let your Area Manager know if there is something else you recommend adding to this list.

## Important Resources – Please review these resources if you are planning an event on any of these topics.

- Supporting LGBTQ Youth in Online Programming
- Considerations in Mental Health/Suicide Prevention Programming
- [Racial Justice Work and NFTYx](#)
- URJ Youth Guidelines for Israel Engagement Programming

## Overview of the NFTYx Planning Process

1. A teen leader in partnership with an Adult Mentor (alumni, clergy, youth professional, parent, etc.) decide to plan a virtual experience/event!
2. NFTYx Organizers (Teen and Adult Mentor) complete [Form A: NFTYx virtual experience planning](#) at least 4 weeks prior to your experience or event.
3. Your Area Manager will send a Pre-Confirmation email to you and the regional president.
4. NFTYx Organizers complete Form B: RJ on the Go Session Page Request. The link for this will be shared in your pre-confirmation email from your Area Manager. Once completed and confirmed by your Area Manager, your event will be posted on RJ on the Go. NFTY will (a) promote your NFTYx experience; (b) manage virtual registration and share the RSVP list with you 24-48 hours before your experience; and (c) create a zoom room for your experience. NFTYx Organizers are responsible for all other aspects of the experience.
5. Have an amazing (virtual) experience or event!
6. Celebrate your success and complete the post-experience form.

The [planning toolbox](#) has a number of resources available to help ensure you have a terrific event.

## Please contact your Area Manager with any questions.

East Area: Emily Messinger, [emessinger@urj.org](mailto:emessinger@urj.org)

West Area Manager: Jackie Kleinstein, [jkleinstein@urj.org](mailto:jkleinstein@urj.org)

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