

## NFTYx Event Lead Planning Guide

As a NFTYx Event Lead, NFTYx events are YOUR events that you invite your NFTY community to. While you are agreeing to follow certain guidelines to ensure that everyone feels welcomed and is comfortable and confident in the health and safety standards, the event is ultimately YOUR event.

The NFTY team is here to support you and help be the “network weavers” connecting one experience to the next and helping our teens feel a part of the larger Reform community.

### What does this mean?

#### You decide how the finances work

- You can choose to have the event fee cover just the actual expenses or add some extra to cover your time.
- You can choose to offset the cost with fundraising and bring the cost down for everyone.
- The URJ does not ask for any money from congregations running NFTYx events

#### You decide who to invite

- You can invite the entire region, a sub-region, or the congregations in your town.
- You can work directly with synagogue leaders to arrange transportation to your event and what support you can (or cannot) offer
- You will be able to share who is invited on the NFTY calendar.

#### Your community should use their own COVID-19 standards for the event

- You should follow the COVID-19 standards that your congregation has determined. You will share this information on your event listing on the regional website so families can make their own decisions about their comfort levels with your rules.

#### You decide how to staff the event

- You can require that any congregation that sends teens must send people to staff the event.
- You can build money into the budget to hire staff to give you appropriate coverage
- You can ask parents to volunteer
- For a NFTYx event we request is that you maintain a staff: adult ratio of 1:15 for non-overnights and 1:10 for overnights.
- We ask you to run a background check on any adult spending time with teens at the program. The [URJ Reform Movement Marketplace](https://www.urj.org/marketplace) offers access to a [background check service](#) if your congregation doesn't have one.



### You decide what will happen at the event

- Activities aligned with Reform Jewish values and with [NFTY's 13 Principles](#) are perfect for NFTYx!
- Once you fill out the [calendar form](#) to put your event on the region's event calendar you will be assigned a NFTY Regional Board member who will share ways the board can support your event. There is a lot they can do, from helping to plan programs, to leading worship, to supporting your congregation teen leaders and their hard work.
- There are many resources on our [NFTYx Resource Page](#) to help you get started. We will be adding materials on the URJ priorities of Racial Justice/DEI, Reform Zionism and Community Leadership.

### The NFTY Staff Team is here to support you by:

- Putting your event on the NFTY regional calendar. [Use this form.](#)
- [Publicizing](#) your event on our social media and in our monthly regional email.
- Providing resources on our [NFTYx Resource Page](#)
- Inviting teens who attend one event in your region to the next event
- Gathering regional synagogue staff once a month to share what is being planned, to brainstorm together, and to imagine new opportunities
- Supporting the NFTY Regional Board to offer you a [menu of options](#) on how they can help support your event – everything from partnering to plan a program, to leading services, to showing up and supporting your congregational teen leaders.
- Being [on call](#) during your event if you need to talk through an emergency or a challenge you are facing

### What Makes a NFTYx Event a NFTYx Event?

As part of the NFTYx network there are certain guidelines we ask everyone to follow to hold our network together and help parents, synagogues, and teens feel confident in shared community standards.

We ask for all NFTYx Event Leads to:

#### Create a welcoming environment for teens of all genders, backgrounds, and family structures by:

- Asking for parent/guardian information and not “mother” and “father”
- Having options for teens to identify gender beyond “male” and “female” including “non-binary” and “please contact me”
- Creating appropriate avenues for participants with special needs
- Working with teens and leaders to welcome all Jewish teens with joy and compassion.



**Provide a safe environment by:**

- Upholding the NFTY [B'rit Kehilah](#) (Code of Conduct) at the event
- Maintaining a teen/adult ratio of 1:15 for non-overnights and 1:10 for overnights
- Running a background check on all event staff
- Requiring registration that includes emergency contact information
- Providing parents with an emergency contact if they need to reach their teen during the event.

**Provide a Reform Jewish experience by:**

- Aligning the program with NFTY's 13 principles and URJ priorities
- Providing Kosher-style meals for teens requesting
- Celebrating Shabbat during programs that happen Friday evening through Saturday evening

**Cultivating Teen Leaders by:**

- Inviting teens to partner with adults in creating and leading the program
- Inviting the NFTY Regional Board to participate by choosing their role from the menu offered
- When appropriate, work with teens to leading worship, programming, music, etc.

**Help weave the Reform Teen network by:**

- Sharing out publicity for future events in the region
- [Sharing participant data](#) (following registration) so the URJ can invite participants to the next NFTY/URJ opportunity in the community. A template can be found [here](#).
- Working in a collaborative and supportive way with colleagues in other Reform congregations to share resources and strategies

