

FUEL Week Event Planner

This document is not designed to be a comprehensive step-by-step planner to get you through the process of planning your week-long event, but is intended simply as an outline to help you think through the majority of the steps you will need to consider when planning your FUEL Week event.

- **Get it on the calendar**

Step one in planning any event is always to get it on the calendar as far out as possible. FUEL Week is no different. Your church will have other events that may conflict with what you want to accomplish through FUEL Week. Therefore, getting it on the church's calendar and getting it approved are the first steps.

- **Recruit other churches!**

FUEL Week is not meant to be done alone. FUEL Week is an event for students of all denominations to recognize that God is calling them to a lifestyle of holy living. Observing FUEL Week with other churches in your area will connect your teens to other Christian students and help them know that they are not alone in this call at home, school, work, etc. It also helps when you band together because other youth workers may have the experience in running an event, experience that you may lack.

For step two, we recommend calling other congregations in your area and building a team. Provided in the Appendices is a church contact log to help you begin building your FUEL Week team in your area.

- **Staff/Participant Ratios**

It is crucial that you take time to recruit enough adults for the event. While local and state regulation may differ, our recommendation is one staff person for every eight students you expect to participate. Contact your local and state government agencies to find out the local requirements, if any.

- **Make a checklist**

Plan your FUEL Week event in broad strokes. You'll first need to answer questions such as:

- Who will lead the overall effort?
- Will we have a special speaker lead us?
- What days and times will our event meeting fall on?
- Where will we be meeting?
- Will we do more than just the suggested activities? What will those be & how many?
- How many attendees can we expect?
- Will we provide food at each gathering?

A generic planning guide is provided in Appendix 2. You will need to customize it according to

what sub-events your team settles on for the week. You will not need to publicize each evening of your week-long event. Just the overall event.

- **Create a budget**

It is wise to set up a budget if your event will be doing additional activities other than the basic week's activities outlined in the downloadable materials. FUEL Week is designed to be a low-cost event. However, you may want to move beyond the suggested activities and do a concert, a city-wide youth rally, a retreat, or something along that line. If that is the case you should establish a budget. Appendix 3 is a sample budget that you can work from to help you and your team establish what your expenses will be. Again, you'll need to customize this form for your particular needs. The budget should be specific, and include additional revenue opportunities beyond what you may charge your students, if you charge them anything at all (i.e. sponsorship, ticket sales, donations, concession sales). Don't forget to include expenses for printing, permits, insurance, speakers, food, supplies, security or anything else that might apply. Some basic questions that will need to be answered regardless are:

- How much money do you have for FUEL Week?
- Who is paying the bills?
- Is there a registration fee for any additional activities?
- Is registration expected to cover all costs of the event?
- How much can you spend on audio-visual?
- Will there be a special speaker?
- If so, will he/she be paid anything?

- **Consider logistics**

Remember, when the week arrives, there may be additional activities going on at your church that will need to be accounted for as far as space is concerned. With multiple activities going on simultaneously, there are many details to be checked. Major areas to consider and plan for include: size of space or building used, utility support needed, setup (tables and chairs, tents, portable toilets, parking, signage) coordination, cleanup, emergency plans, transportation, and public services such as police and fire departments. Some of these things may not apply to you, but if you are planning a large FUEL Week using public facilities, make sure you cover all your bases.

- **Plan publicity**

Promoting Your FUEL Week is key to its success. There are several downloadable pieces on the website that you can customize to assist you in your event. Don't leave any avenues unexplored either. You want to create excitement amongst your group, a sense of expectation. And don't rule out the personal phone calls to all of your teens, encouraging them to attend. In today's media age we often make the mistake of thinking that if we announce it from the pulpit, put it in the bulletin, put it on our website, send an e-mail, and even send a postcard, then our kids will come. That's not always the case. But statistics show that if a person is asked to do something personally, they are 5 times more likely to do it than if they just read about it somewhere. Use the event planner checklist in Appendix 2 to help you make sure you cover all your bases.

- **Permission/Release Forms**

Depending on the activities you plan for your FUEL Week, your event may require you to have parental permissions/release forms from your students. Even if you're just meeting at your church premises, we highly recommend you have release forms. This even holds true if your students are responsible for their own transportation. Every participant's parent(s)/guardian(s) should complete the form. In the past this has been thought of as a safe guard to protect the workers from any liability during the program. As recent court cases have shown, this type of form has little to no effect in reducing a church's or youth worker's liability where there is proven negligence. What it does do is assure that the parent(s)/guardian(s) is(are) aware of the type of program in which the youth group will be participating. It also ensures that if a parent needs to be contacted for any reason during the program, the staff has a way to accomplish this. Lastly, in the case that a participant needs medical attention, the staff have the proper information (insurance, usual doctor, major allergies, etc.) to begin the care process. Since emergencies are always possible it is essential that these forms be continually kept at the same location as the participant.

It is important that the lead youth worker be aware that even with these type of release forms, even with insurance information, many physicians and hospitals will not even approach an under-aged patient unless the parent is contacted and gives them direct permission. Often the hospital or doctor requires the parent/guardian's physical presence. For this reason, it cannot be over stressed how extremely important it is that the parent or guardian leave a phone number where they can be reached.

- **When Something Goes Wrong**

You can plan all you want for safety, but where teens are involved, inevitably there will be an accident. Make sure you always have a first aide kit and a cell phone on hand just in case. We've also provided a sample Incident Report for filing with your insurance company in Appendix 5.

So, what do you do if someone gets hurt? First of all, keep calm! The closest staff person needs to call the appropriate emergency agency and inform the event's coordinator.

In the event it is necessary to transport the minor to an emergency facility, certain procedures need to be followed. The event coordinator or on-site medical person, and one staff person who witnessed the accident should go with the minor (of course, if the parent is present they should also go). This requires that another staff person be prepared to take over as event coordinator. There should be enough adult staff to ensure this. The minor's permission/medical release form must be taken with him/her.

A report of what occurred should be filled out, signed, and given to your church leaders. This should be filled out by the staff who witnessed the accident, or the event coordinator if no one actually saw what happened. Reports should include the date, time and location of the accident, who was involved, a brief summary of what occurred, who was contacted and when (parents, insurance company, pastor, etc.), and the signature of the event coordinator and staff witnesses. Keep reports on file at church office.

- **Follow up**

FUEL Week's purpose is to expose your students to the call God places on them to be set apart, to live a life of holiness. We trust and pray your students will answer this call together. We encourage you to send a follow-up letter to each of them to affirm what they experienced during FUEL Week. Appendix 4 provides a sample letter that you can customize according to your needs.

- **Evaluate the event**

No event is complete until the evaluation of it is done. Take time to evaluate your FUEL Week right after it concludes while the details are fresh. You may want to consider having a questionnaire for participants to fill out. Some general evaluative criteria include:

- Did the event fulfill its goals and objectives? Why or why not?
- Identify what worked and what needs fine-tuning.
- Which activities should be used again?
- What items were missing on the checklist?
- Was it well attended?
- Was informal and formal feedback about the event positive?
- Given all that went into pulling it off, was it worth doing?

Appendix 1

	CHURCH NAME	CHURCH PHONE	MAIN CONTACT PERSON	CONTACT PERSON PHONE NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Appendix 2

FUEL WEEK:

Main Supervising Adult: _____

Lead Student at Event: _____

Location to be held: _____ Place to meet: _____

Starting time of event: _____ Ending time of event: _____

Registration Deadline (if applicable): _____

Cost: _____ Estimated attendance: _____

*Extra Important Details: (things to bring, extra spending money, special clothing, eat before the event, etc.)

Adult Sponsors For Event

Name	Phone Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Assignment of Student Duties

In Charge of Adult Sponsorship Recruitment: _____

In Charge of Transportation Arrangements: _____

In Charge of Facilities/Decorations: _____

In Charge of Food Arrangements: _____

In Charge of Publicity/Communication: _____

Arrangements to be Made

Transportation: _____

Food:

Snacks: _____

Drinks: _____

Paper Items/ Utensils Needed: _____

Decorations: _____

Other Considerations: _____

Event Timeline/Checklist:

ASAP:

- Put on Church Calendar
- Reserve Facilities/Equipment for Event
- Set Budget of Event
- Set Price of Event
- Assign Duties for Event
- Recruit Adult Sponsors

2 Months Out:

- Start Publicity Campaign
- Arrange Transportation

1 Month Out:

- Continue Publicity
- Verify Adult Sponsorship Commitments
- Re-estimate Attendance Based on Response
- Finalize Accommodations/Facilities

2 Weeks Out:

- Continue Publicity
- Arrange Setup Times and Setup People
- Purchase Materials, Decorations, & Non-perishable foods

1 Week Out:

- Final Publicity Push
- Setup Event
- Purchase Perishable Food Items

Publicity Schedule:

2 Months Out (choose two):

- Mail Flyer
- Youth Group Newsletter
- Church Bulletin
- Announce both in Sunday School and Youth Group Meeting times
- Public Service Announcements with Radio (big events only)
- Youth Group Website Calendar
- E-mail Announcements

1 Month Out (do all):

- Mail Flyer
- E-mail campaign
- Church Newsletter
- Church Bulletin
- Youth Group Newsletter
- Youth Group Bulletin Board
- Verify data on Web Page
- Announce in Sunday School and Youth Group Meeting times

2 Weeks Out (do all 4):

- Mail Postcard Reminders
- Bulletin Board
- E-mail campaign
- Announce in Sunday School and Youth Group Meeting times
- Phone Call Chain
- Skit in Church or Youth Group
- Bulletin Board In Church Foyer

1 Week Out (do 2):

- Mail Postcard Reminders
- Phone Call Chain (use all NYI Council)
- Church Bulletin
- Skit in Church or Youth Group

FUEL WEEK EVENT BUDGET

	Quantity	Cost	Projected	Actual	Projected	Actual
Expenses						
Brochure printing						
Postage						
T-shirts						
Additional Giveaways						
Speaker						
Band						
Equipment rental						
Supplies/props						
Food						
Program staff						
Staff expenses						
	TOTAL EXPENSES					
Student Registration Fees		\$				
Additional Revenue (not including student fees)		\$				
Program budget		\$				
Staff payment		\$				
	REVENUE	\$				
					Projected	Actual
		Total expenses				\$
		Minus total revenue				\$
		Equals NET COST				\$
Net cost (same as total student fees)						
Divided by Number of students attending						
Cost per student						
					Projected	Actual
		Total Revenue				
		Minus total expenses				
		NET (+\-				

Follow-Up Letter to Youth

Dear _____,
NAME OF STUDENT

I wanted to write you to say **Thank You** for attending FUEL Week 2008. **Thank You!** Now that I've said that, let me say some other things.

Stick with the commitments you made during the week. God is faithful. He doesn't just show up at an annual event. He goes with His followers through His Spirit. You know that. But sometimes when we get back into our routines it is easy to forget that He is with us, in good times and the not-so-good times.

Be faithful to your youth group and the church. That's one way we can respond to God's faithfulness to us. He's faithful to me, so I should be faithful to the Body of Christ. Don't let your busy schedule squeeze you out of attending the services or the youth group meetings. Keep Him first, your number one priority.

Be a person who not only reads the Word, but who acts upon its guidance and counsel. We get to know God better by reading about His redemptive acts throughout history. And we get to know ourselves better as we bring our lives, attitudes, values, and dreams for the future to the Word and to our quiet times in prayer.

And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ, filled with the fruit of righteousness that comes through Jesus Christ--to the glory and praise of God (Philippians 1:9-11).

Your FUEL week sponsors and director are praying for you. Have a great year!

Your friend in Christ,

FUEL Week Director

Appendix 5
Incident Report

Date of incident: _____

Date report filed: _____

Person filing report: _____

Instructions:

As close to the incident as possible, this form needs to be filled out by the person in charge. Other eye-witnesses, preferably adults, may also fill one out to accompany this report.

Your involvement in the incident:

Describe the incident:

Where did the incident occur:

If there were any injuries, describe who got hurt and where:

How where the injured cared for:

Who else was involved in the incident:

What adult was in charge at the time this occurred:

Name of witnesses:

In your opinion, what was the cause of this incident:

Additional comments:

FUEL WEEK REGISTRATION FORM

HOME CHURCH _____

Name _____

Age _____ [] Female [] Male Grade _____

Home Phone _____ Parent/Guardian's Work Phone _____

Parent or Guardian Name _____

Home Address _____
Street & Number City, State & Zip

In emergency (if unable to reach parents) notify _____

Phone _____

Address _____
Street & Number City State & Zip

HEALTH RECORD

1. Date of last Tetanus shot _____
2. Check if applicant has had: []Heart Trouble []Asthma []Fever []Epilepsy
[] Diabetes []Other _____
3. List all known allergies: _____

4. Is there any additional health information that hospitals would need to know in should medical help be necessary?

IN CASE OF MEDICAL EMERGENCY—I understand every effort will be made to contact parents or guardian of campers. In the event I cannot be reached, I hereby give permission to the physician selected by the FUEL Week director to hospitalize, secure proper treatment for, and to order: Injections, anesthesia or surgery **for my child, as** named above.

Family Physician _____

Phone _____ Hospitalization Policy No. _____

Insurance Company Name _____

Policy Number _____

PARENT OR GUARDIAN NAME (printed)

SIGNATURE _____ DATE _____