



### **Planning Committee Application for 2017 Intergenerational Spring Seminar**

Thank you for your interest in applying for a leadership role in the Unitarian Universalist United Nations Office's 2017 Spring Seminar taking place April 6-8 (youth and sponsors arrive on April 5<sup>th</sup> for orientation) in New York City. The annual UU-UNO Intergenerational Spring Seminar is a landmark event that for 60 years has provided an opportunity for Unitarian Universalists from around the United States and Canada to connect, learn, and engage with international human rights issues at the United Nations. The program has a distinguished reputation for inspiring young global activists and renewed commitment to our UU 6th Principle: the goal of world community with peace, liberty, and justice for all. The theme for the 2017 Seminar is Interfaith Action to End Armed Violence, and we are expanding our programming to include an increased emphasis on training and providing resources for participants to take action during and after the seminar, as well as connecting these human rights and global justice issues to our UU faith. The venue will be determined by members of the planning committee, but usually includes one panel inside United Nations Headquarters in Manhattan. The success of the seminar depends upon the talent of volunteers like you who contribute their time, energy, and skills.

#### **Time Commitment and Tasks**

The Spring Seminar Planning Committee is composed of 5 subcommittees, each with a Leader who is responsible for keeping the subcommittee on track and coordinating with other subcommittees. Planning Committee meetings start in September and continue through early April. Approximate estimations of the busiest times for each subcommittee are noted in the respective descriptions.

Subcommittees each have a weekly phone or video conference call and the Leaders join for a weekly leadership video conference call to ensure transparent communication between the subcommittees. The day and time of the call is determined by the committee; in 2015, we met Mondays from 4:15pm-5pm Eastern. Committee members will need to accomplish tasks during the time between conference calls and report back on their progress during the weekly call. We use Google Drive to ensure everyone has access to all of our work and planning. We are looking for energetic and enthusiastic committee members who can realistically dedicate this time.

Please review the following descriptions of each subcommittee and select up to three you would like to apply for. Please number the positions in accordance with your preference for that role (1 being your most preferred role).

#### **Subcommittees:**

*Registration fees are waived for all **active** planning committee members.*

**Logistics:** Execute logistical planning of the seminar including booking the venue and UN room, researching and confirming catering, structuring theme-appropriate décor for the entirety of the seminar, and composing the master schedule of planning committee member tasks during the

seminar. The logistics committee will work closely with the Programming and Youth Programming subcommittees to create the seminar schedule. *Busiest activity in September to October and February to April.*

**Programming:** Responsible for incorporating creative elements into the seminar programming which includes collecting input, contacting potential guest presenters and speakers, and implementing engaging and interactive programs. Maintain an interfaith and intergenerational dialogue by integrating spiritual aspects into seminar programming. Programming will include opportunities for ministers and for Envoys, and: panels, keynote speaker, training session, discussion groups, film screening, and the Saturday morning worship service. This subcommittee will work closely with the logistics and youth programming subcommittees to create the seminar schedule. For this position, we prefer people who have experience with diversity and intergenerational leadership. *Busiest activity in September to November and February to April.*

**Youth Programming:** Will work closely with the logistics and programming subcommittees to organize Youth programming during the seminar. This subcommittee is responsible for welcoming and orienting youth participants and their adult sponsors. Youth programming subcommittee must arrive the Wednesday before the start of the seminar for youth and sponsors registration check-in and orientation. Organize “Youth Night on the Town,” other evening activities for youth, and a youth-led panel or workshop during the seminar. This subcommittee will include, but is not limited to the two Youth Deans, an Adult Dean, two Youth Chaplains, and two Adult Chaplains (separate applications required). *Busiest activity in September to November and February to April.*

**Publicity:** Responsible for outreach to local organizations, UU congregations, UU organizations, as well as youth and young adult groups to encourage participation in our seminar. The UU-UNO constituent list can be used, but publicity should also include advertising the seminar to all who may be interested including local high schools, colleges, and universities as well as other UN affiliated organizations and NGOs. Create and promote a list of affordable hotel, restaurant, and travel suggestions to participants. This outreach will be done via social media, blog posts, email blasts, letters of invitation, and updating webpages. *Busiest activity in October to February.*

**Finance and Registration:** Supervise the registration process, including the disbursement of scholarships (pending approval of Financial/Budget subcommittee). Create efficient method for participants to register, submit forms (including youth sponsor & permission forms), and receive all necessary pre-seminar information. This includes putting together the Pre-seminar packet and organizing check-in during the seminar. Other responsibilities include grant research and drafting “Ask” letters to support a scholarship fund for participants. This committee will work with the UU-UNO staff in order to collaborate with all subcommittees on budget and approve budget proposals. *Busiest activity in December to April.*

**Please continue to the next page to fill out the application for leadership roles during the seminar.**

**Application is due August 15<sup>th</sup>, 2016**  
**Please email your application to [unitednations@uua.org](mailto:unitednations@uua.org)**

## Questions for Applicants:

Name: \_\_\_\_\_

Congregation (no acronyms please): \_\_\_\_\_

Contact Information:

Cell #: \_\_\_\_\_ Home #: \_\_\_\_\_ Email: \_\_\_\_\_

1. What position(s) are you interested in applying for? Why?

*Please number the positions in accordance with your preference (1 being your most preferred choice). Committee members will join one or two subcommittees and participate in a weekly call led by the subcommittee leader. Subcommittee leaders are responsible for organizing their weekly call and reporting back during the weekly Leader call. Please add "Leader" if you are interested in being a subcommittee leader. The Youth Deans will be the Leaders for the Youth Programming subcommittee.*

1.

2.

3.

2. Please explain why you are interested in our Intergenerational Seminar.

3. Please give an example of your strengths and/or successes as a leader from past experience.

4. Please specify any experience with diversity training and/or facilitation.

5. How familiar and/or comfortable are you navigating in New York City?

6. What involvement do you have at your congregation and/or in your UUA or CUC district/region?
7. If you are an adult, describe a time in which you worked collaboratively with a youth OR if you are a youth, describe a time in which you worked collaboratively with an adult.
8. Please list name, email, and phone number of two references from the UU community or any leadership activity.
  - 1.
  - 2.
9. Please note if you are familiar with using Google Drive (used to share all communications during Seminar planning process) and if you have any additional skills or experience that may come in handy. (graphic design, photography, software use, budgeting, event planning, etc.)

Please email your application to [unitednations@uua.org](mailto:unitednations@uua.org) by August 15<sup>th</sup>, 2016