

FAQ, Roles, Responsibilities and Outreach Ideas

Frequently Asked Questions

Who exactly is the host?

- The individual (and the Youth or Young Adult or Campus Ministry or Congregation or District that they represent) who coordinates with the Groundwork program administrator will be expected to be the Host and take on Host responsibilities.

What is the expected responsibility of the District?

- If the district is the Host then they have the Host Responsibilities (as outlined below).
- If the district is not the official Host then their responsibilities are the same as they would be towards any event in their district that was not their official undertaking.

How is this paid for?

- The Host is responsible for all financial costs.
- The specific costs of the training are listed on the document Groundwork Training Costs and on the Groundwork Training Request Form.
- Financial grants are available to youth, young adult, campus and community groups in order to help reduce cost to participants and increase visibility of the **GROUNDWORK** training program.
- Unless the Host has arranged financial support with a participating congregation, campus group or UUA donor the host organization is responsible for 100% of the training fees.
- The Training Fees cover Trainer travel, Trainer Stipend, a daily per diem for the trainers, an administrative fee and the cost of training materials.
- 50% of the training fee is due 6 weeks before the start of the training.
- 50% of the training fee is due 2 weeks after the end of the training.

Who provides staff support?

- The Groundwork Program Administrator will coordinate trainers and their travel to and from the event as well as coordinate stipend and per diem payments.
- The Groundwork Curriculum Coordinator will ensure that the trainers have program support.
- The Young Adult and/or Youth Office will provide electronic support through their respective websites.
- The Young Adult and/or Youth Office will provide contact lists of youth and/or young adults in the Region, District or City where the event is taking place.

Who is the official 'sponsor' in terms of legal liability?

- The host group who is supporting and organizing the event is legally liable.

Host Organization Responsibilities

Guarantee a minimum of 15 attending participants.

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- This is important to make sure that the event is worth the time/money/energy that everyone puts into it.
- If there are more than the previously agreed upon number of people attending the training please communicate that to the GROUNDWORK administrator so that additional trainers can be added to the team (1 trainer = 15 participants).

Outreach to local area youth, young adults and/or adults.

- The UUA can help with this by providing contact information for youth and young adult UUs in the area.
- Email addresses, mailing addresses, phone numbers of youth or young adults living in the city/state/region or district.

Participant registration.

- Although Young Adults can register online through www.connectuu.com it is up to the Host to coordinate and track those registrations.
- All local staff people should register in ConnectUU as staff (for their respective conference) in order to be able to access participant registrations.
- Youth will have to use an alternative registration system determined by the Host.

Coordinate and prepare food as necessary.

- Hire and/or ask for a volunteer cook for the weekend is the best way to have food taken care of.

Arrange local transportation for trainers and participants.

- Transportation information can be collected with registrations.

Book meeting space, and if necessary sleeping space.

- A church is always a great option, even better when there's a shower.

Provide home hospitality for trainers from out of town.

- Even the trainers may opt to stay wherever the participants are it is also important for trainers to have the option of staying at another location than the trainees.
- The Trainers and Host will communicate about this ahead of time.

Find adult advisors to sponsor attending youth.

- Please see UUA and/or district guidelines for more information.

Provide training supplies and handouts.

- The trainers will communicate special requests to the Host at least two weeks before the event.
- In general Hosts should provide butcher paper, markers, tape, art supplies, name tags and a chalice.

Submit training deposit and expense report.

- 50% due 6 weeks before training start date.
- 50% due 2 weeks after training end date.

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GROUNDWORK Program Responsibilities

Assign and prepare GROUNDWORK trainers, including travel, stipend and materials.

- The GROUNDWORK Administrator will buy travel for trainers.
- The Trainers will communicate their itineraries to the Host.

Develop a training program suited to the skills and interests of the participants.

- The GROUNDWORK Curriculum Coordinator and Trainers will work with the Host community to assess the specific needs of the trainees.

Budget and fundraising guidance and support.

- Sample budgets available

General publicity to youth and young adults.

- www.uua.org/yruu/GROUNDWORK
- www.uua.org/yacm/GROUNDWORK
- GROUNDWORK Brochure available
- GROUNDWORK Postcard available

Online registration (for young adults and adults only).

- www.connectuu.com

Outreach Ideas

- Snail mail postcards to youth and/or young adults in region
- Announcements in Young Adult News online or on www.yruu.com
- Get on the calendars in Districts and Regions (websites, newsletters, congregational mailing)
- Congregational Newsletters submission
- Congregational Bulletin Boards posting of the registration information (available in PDF from GROUNDWORK Website)
- Write article about it for newsletter, circulate on email lists with personal, regional spin
- Encouraging local groups, congregations and district websites to make a link to the GROUNDWORK Website from their group website
- Send it out on all the e-lists *INCLUDE PERSONAL INTRO* Introduce self, give a personal spin, why this is important to you
- Ministers/DRE/Administrators email listservs by districts, introduce yourself, cut and paste information about the event, link to Radius Website
- Personal phone calls to known district VIP's (young adult group leaders, etc)
- Stand up and speak about it at events, be visible in public venues