

Youth Envoy

Action Guide 2012!



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UU-UNO MISSION STATEMENT

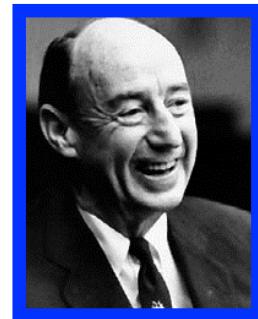
The Unitarian Universalist United Nations Office promotes the goal of world community with peace, liberty and justice for all, as reflected in the United Nations Charter. Through targeted education, advocacy and outreach, we engage Unitarian Universalists in support of international cooperation and the work of the United Nations.

UNITED NATIONS MILLENNIUM DEVELOPMENT GOALS

1. Eradicate extreme poverty and hunger
2. Achieve universal primary education
3. Promote gender equality and empower women
4. Reduce child mortality
5. Improve maternal health
6. Combat HIV/AIDS, malaria and other diseases
7. Ensure environmental sustainability
8. Develop a global partnership for development

History of the UU-UNO and the Envoy Program

1950 Universalist Church of America and the American Unitarian Association adopt resolutions in support of the UN.



1956 Unitarians and Universalists convene the first UN seminar.

1961 Unitarian and Universalist denominations merge to create the Unitarian Universalist Association and form an Advisory Committee on the United Nations.

1962 Adlai Stevenson suggests to UUA President Rev. Dana Greeley that UU congregations appoint local envoys.

1963 The UU Office at the United Nations opens its doors at the newly constructed Church Center directly across from the UN.



1970 The UU Office becomes independent from the UUA and incorporates as the UU-UNO.

1971 The first *Window on the World* is published.

1998 Canadian Envoy Elaine Harvey leads a faith-based caucus working on the Rome Statute, which creates the International Criminal Court.

1998 The first Intergenerational Spring Seminar is held.

2001 The Internship Program is established

2004 The UU-UNO pledges support for the Millennium Development Goals (MDGs) to combat global poverty.



2008 The UU-UNO becomes the first faith-based NGO at the UN with an LGBT Human Rights Program.

United Nations Headquarters

2009 The UU-UNO hires the first ever full-time Envoy Coordinator.

2011 The UU-UNO returns to the UUA as part of the Office of International Resources.

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Welcome Youth Envoys!

What exactly are Youth Envoys?

Youth Envoys are dedicated Unitarian Universalist youth throughout the United States and Canada who partner with the UU United Nations Office and their own congregations to keep informed and active about global social justice issues.

Why should you want to become a Youth Envoy?

You probably have several reasons for wanting to become a Youth Envoy. Maybe you're interested in international issues, maybe you love to travel, maybe you come from a multi-cultural family background. Most importantly, if you care about [international peace](#), [human rights](#), [social justice](#) and a [better world for all mankind](#), then you should become a Youth Envoy. These are big goals. How can one lonely individual work on behalf of such ideals? Well, to build an international community, you need to start small. For Unitarian Universalists that means starting with our congregations.

What are the goals of the Envoy Program?

Even though our Office was formed over fifty years ago, some congregations don't know about us. Therefore, we rely on our Envoys to raise awareness and support, both moral and financial, for our Office and the work we do at the United Nations. Our Envoys also educate and empower their congregations to become active in learning about and working to achieve the [United Nation's Millennium Development Goals](#).

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As a Youth Envoy you will be expected to:

1. Team up

It's hard to change the world—and even harder when you're just one person. That's why we recommend you form a team with fellow Youth Envoy(s) and Adult Envoy(s) in your congregation. As a Youth Envoy, your opinions and your work carry just as much weight and deserve just as much respect as your partners'. If there aren't other Envoys in your congregation already, then your first important task as a Youth Envoy will be to recruit someone.

2. Talk to us

This is your chance to make sure the UN knows about the issues that matter to your congregation. Tell the Office what you want us to work on and report your congregation's questions, concerns, and recommendations. "Like" the Office on Facebook and join the UU-UNO Youth Envoy Group. Send us regular updates about what you're up to or just say hi.

3. Spread the word

Motivate your congregation to become an active force for global social justice. Work with your Envoy Team to plan events and activities that get out the word about the United Nations and the UU-UNO. Stay informed by using our website (www.uu-uno.org) as a link to world news and the United Nations. We also provide a range of resources, including this guide, the Adult Envoy Action Guide, and the website, which are chock-full of ideas and tips for running successful events and activities in your congregation.

This may seem like a lot at first, but don't worry! We understand that, as a high school youth, your schedule can become overwhelmed with activities and obligations. That's why we're providing you this step by step guide that breaks down the program into simple actions. But remember to tackle only as much as you can handle. If you ever need help, don't forget we're here to support, and we love hearing from you!

How to be a Youth Envoy

A Step by Step Guide

Getting Started

Build an Envoy Team

Partner with another Youth Envoy and/or Adult Envoy to create an Envoy Team. Remember, you are all equal team players. There is no limit to the number of Envos one congregation may have.

Organize an initial meeting with your team to discuss your expectations, set common goals, distribute responsibilities and determine a schedule of regular meetings going forward.

Inform yourself

Make sure you know the basics about the United Nations so that you can answer questions from your youth group and congregation. Explore our website, www.uu-uno.org, the UN website, www.un.org, and check out the list of recommended materials at the end of this packet.

It is often more manageable to be fully informed and passionate about one cause the UU-UNO advocates, rather than all of them. Though you should have a general knowledge about our office, pick one cause that interests you and learn as much as you can about it.

Meet with your congregational leaders

Develop congregational contacts with your Minister, Director of Religious Education, youth group, Social Action Committee, Peace Action Task Force, Welcoming Congregation Committee, Interweave Group and any other person or group at your congregation who may be interested in the work of the UU-UNO.

Ask these people how you can partner with them and be sure to secure their support for your own activities. These are the people who will provide important advice on such things as putting an announcement in the newsletter or setting a date for UN Sunday.

Announce your position as Envoy to your congregation

Get your position officially recognized by your congregation. This is usually done through your Minister, the Board, or the Social Action Committee.

Announce your new position in your congregation's newsletter. Look into purchasing a UN flag for your congregation's collection.

Share Your Congregation's Passions and Concerns with Us

Coordinate congregational visits to the UU-UNO and UN

We encourage congregations to visit our Office at the UN. This gives UUs in your community the opportunity to see what we are working on first-hand. Consider arranging a New York weekend with your Youth Group. We can plan a tour of the United Nations or arrange a panel of experts to discuss a topic you feel passionately about. Besides, New York is full of interesting museums and entertainment.

Coordinate Office visits to your congregation

The UU-UNO Director and other staff are available to speak at your congregation on a first-come, first serve basis. Many congregations invite Office staff members to speak for the UN Sunday services. Office staff can also visit your congregation to meet your Youth Group and help you recruit more Adult and Youth Envoy.

Maintain communication with the Office

We want to hear from you and your congregations. Let us know what you are working on. Provide us with feedback on our programs. If you have any questions, suggestions or need for assistance contact the Office.

Write for *Window on the World* or the UU-UNO Blog

Did you hold a great event in your congregation, feel moved by your experience at Spring Seminar, want to share your thoughts on a service trip abroad?

Consider writing an article for the UU-UNO's blog or seasonal newsletter, *Window on the World*. We are always pleased to help be a platform to magnify your voice and to raise awareness about the UU-UNO and the UN.

Go on Facebook

"Like" the UU-UNO's Facebook page at www.Facebook.com/UU.UNO, and join the UU-UNO Youth Envoy Facebook group. Feel free to post your articles, notices, and calls for action. This is our community!

Participate

Intergenerational Spring Seminar

Every April youth and adults from around the United States and Canada gather in New York City for the Intergenerational Spring Seminar, an exciting and educational experience in which all participants gain a deep understanding on a topic of global concern, not to mention have a lot of fun! Past seminars have focused on clean water, poverty, AIDS/HIV, Human Trafficking, and Peacekeeping. The topic for the 2011 Spring Seminar was [Women's Empowerment](#). During the days there are workshops and talks, and the evenings are filled with fun activities. Youth and their advisors stay at a local congregation in Manhattan and have one evening to explore New York.

We highly recommend that Youth Envoys attend the seminar and ask that you encourage members of your congregation to attend as well. Conducting outreach for this seminar is one of the most important duties of a Youth Envoy. If you are interested in taking a leadership role during the Seminar, you can also apply to become a HOTY (Head of the Youth). Check out the Spring Seminar section on our website to register and find out more about next year's theme, Race and Immigration.

Intern for the UU-UNO

If you just can't get enough of the United Nations and the UU-UNO as a Youth Envoy, consider applying to join our Office as an Intern. Our interns do extremely valuable work on all our programs and are credentialed to attend events and talks at the UN.

Interns must be 16 or older and commit to a minimum of 3 days a week for at least 6 weeks.

Action Alerts

Occasionally, the Office will send out calls for help on a matter of immediate concern. We may ask you to help collect signatures or to rally together support for an event.

Events at and by the United Nations

There are always lots of opportunities to participate in events, conferences or workshops at the UN, which the Office announces through the website, Facebook, and newsletters. For example, we highly recommend all Youth Envoys look into attending the Friendship Ambassador Foundation's Annual Youth Assembly held every August at the United Nations.

Sustaining friends of the UU-UNO can be credentialed to participate in UN briefings and world conferences. In fact, our representatives helped draft the Preamble of the Rome Statute for the International Criminal Court. You can't get any closer to international deliberations without being a diplomat yourself!

Publicize and Promote the UU-UNO and the UN

Plan UN Sunday Service

A big part of your job is raising awareness and support for the UU-UNO and the important work we do at the United Nations. A great way to recruit sustaining friends and drum up enthusiasm is to host a UN Sunday. For UN Sunday, often held on United Nations Day, October 24th, we encourage congregations to devote one service to reaffirming the connections between UU principles and vital issues dealt with at the UN. Use this day to invite a special UN speaker, or a staff person from the Office, to present the sermon, and organize related religious education sessions for children and youth.

The UU-UNO announces a new UN Sunday Theme on our website each April and publishes an updated, theme-specific resource packet each May.

Sunday Worship Offertory

Oftentimes, our Envoys will dedicate a Sunday worship off ertory to the UU-UNO on UN Sunday. But even if you're not holding a UN Sunday, still talk to your congregation's Social Justice Committee and encourage them to collect an off ertory dedicated to the Office on another Sunday. Be sure to put a blurb about the UU-UNO in the Order of Service. You can even take the opportunity to announce yourself to the congregation as a Youth Envoy. People will be curious! Talk to them at coffee hour, and spread the good word.

Newsletters and announcements

Discover the best ways to publicize the UU-UNO in your congregation. Many Envoys create monthly announcements and updates about our Office's recent activities and victories for their congregation's newsletter or worship services.

Set up a table or booth at coffee hour

Coffee hour after service is an optimal time for reaching out to members of your congregation to tell them about the UU-UNO. We can send you a bunch of materials, including brochures for the Spring Seminar, explanations of the UN and the UU-UNO, membership forms, pins and stickers. Focus on educating people about one issue, for example the UU-UNO's work on LGBT rights. Or you can place the emphasis on recruiting sustaining friends and collecting donations. Or you can advertise the Spring Seminar and raise money for your youth group to attend!

Hold a Global Issues Fair

Organize a multi-cultural fair to celebrate the United Nations. Ask people to contribute food from the different countries that compose the UN. Put out a call for booths that address a range of global issues such as climate change, poverty eradication or infectious disease. Hold a raffle to raise money for the UU-UNO. And most of all, have fun!

Religious Education

We have two great curricula which you can introduce into your congregation's Religious Education. The first, "[UN Me](#)," teaches students about global issues, peace-building, and the functions of various organizations of the United Nations. It breaks down into five units, each with a different theme and objective.

The second, our [Human Rights](#)

[Education](#) curriculum, is broken into four sessions and emphasizes discussion and reflection in small groups. You can take it on yourself to teach either curriculum in one session or in several. Alternatively, you can work with your Minister of Religious Education to implement the curricula on a wider scale.

Organize a mock debate

The United Nations is a huge organization composed of 192 nations. Getting that many countries to decide on anything together can be quite an endeavor. While half of that work goes on behind the scenes in committee meetings, the other half is conducted through the formally structured debate of resolutions.

One way to educate your youth group about the workings of the UN is to hold a mock debate. Find a simple global issue, let each individual choose a country to represent, formulate a statement or resolution, and then debate it! You could even organize a more substantial mock debate where people take on formal roles like Chair Person and Secretariat, and follow the same rules of procedure as the UN. Expand your debate to include additional youth groups from other congregations in your area and make it a day long event. If you're interested in doing this, reach out to our Office, and we'll work with you to develop a plan.

Battle of the Bands

There's nothing like a music to bring people together for a common cause. Organize a Battle of the Bands or a dance, on behalf of the UU-UNO. Events like these always have huge Youth turn-out.

Hold a vigil or special service

Some congregations hold special services or vigils in the evenings during the week. Consider dedicating one of these events to the UU-UNO and the issues it focuses on, such as women's empowerment. Ask a speaker to address the topic and present some music or poetry. If you're concerned about an immediate issue of international import, such as a particular war, or a natural disaster, consider holding a vigil. Invite your friends to bring instruments and candles.

Host a workshop

Hold an informal workshop during your youth group meeting to inform your peers about what the Unitarian Universalists are doing at the United Nations. Tell them about the Spring Seminar, UU-UNO programs, and what it means to be a Youth Envoy. Discuss a global issue and evaluate the UN's role. Talk freely and answer questions. This is a good way to tell other youth about our Office in a stress free environment. After all, we want the Office to feel accessible to everyone, and you're the best person to get this message across!

Become a Blue Ribbon Congregation

If you need a little extra something to motivate yourself and your fellow Envoys, we suggest striving to help your congregation achieve Blue Ribbon status. Blue Ribbon Congregations are specially recognized at General Assembly and awarded with both a blue ribbon and a plaque.

In order to achieve this status, your congregation needs to have:

1. An Envoy, Youth Envoy (that's you!) or Envoy Team
2. An annual UN Sunday service
3. 5% of individuals, or 15 members for large churches, contributing to the UU-UNO
4. An annual commitment to give the UU-UNO a budget line or collection plate.

Hold a bakesale

Many Youth Envoys enjoy holding bake sales to raise funds to support our Every Child is Our Child program in Ghana.

Be creative - come up with your own initiative

You by no means must feel restricted to the activities listed above. If you feel inspired to engage and educate your community in a way not listed above, we encourage you to run with your idea. Let the Office help you in whatever way we can: with materials, feedback, in person support, etc. Furthermore, please share your work and your results with us. For our future reference, we want to hear what succeeded and what didn't.



Determining a Plan of Action

Create a Long-term Plan

As a new Youth Envoy, we encourage you to sit down and meet with your Envoy Team and your congregational leaders. At these meetings, it's important to think long-term, to brainstorm some common [goals](#), and to determine a practical time-line of actions so that you can be prepared for each upcoming opportunity to [participate](#), [promote](#) and [publicize](#). For example, you will probably want to start fundraising in January in order to attend the [Intergenerational Spring Seminar](#) in April.

Furthermore, in many congregations the dates for October sermons are set in May!

Checklist

We suggest that Envoy settle on a roster of tasks to be completed on a semi-regular basis. Every few months or so, take a look at the checklist below to see how much you have accomplished in raising the [visibility](#) of the UU-UNO and the UN.

- Select parts of Envoy News and submit them to your congregation's newsletter or write your own announcements.
- Prepare an announcement for your congregation's worship service about our recent activities and victories.
- Hold a table at Coffee Hour to raise visibility of the UU-UNO and our programs.
- Maintain contact with the Office via phone or e-mail.
- Plan and execute a membership drive, fundraiser, or educational event.

Transitioning into Young Adulthood

Please let us know when you graduate from high school. We know that you'll be entering a transitional time in which you may move to another state to attend college or you may start a new job. During this period of your life, you may change congregations or not attend one at all, and we understand that you may not be able to continue as an active Envoy. That's OK! Depending on your situation, we can do two things. We can change your status from Youth Envoy to sustaining friend, meaning that you'll still receive our newsletter and you'll be updated by our Office through periodic e-mails. Alternatively, if you are still interested in promoting the UU-UNO at your congregation or even introducing the Office to fellow UUs at your college, we'd be happy to keep you on as an Envoy. Let us know which you prefer.

Timeline: 2012-2013

July - <i>International Justice Day</i>		
<ul style="list-style-type: none"> • publicize UU-UNO Fall Internship Program • meet with your team to plan ahead for the fall 	3-30	US China International Youth Festival
	11	World Population Day
	17	International Justice Day, suggested UU-UNO FENICC event
	18	Nelson Mandela International Day
August - <i>10th Annual Youth Assembly Wrap-up Session with the UU-UNO</i>		
<ul style="list-style-type: none"> • reach out to your congregational leaders (Ministers, Board Presidents) • begin outreach for people to join Spring Seminar committees 	1-3	10th Annual Youth Assembly at the United Nations, hosted by the Friendship Ambassador's Foundation
	3	Wrap-up Session with the UU-UNO
	9	International Day of the World's Indigenous People
	12	International Youth Day
	15	Deadline to apply for Fall Internship
	19	World Humanitarian Day
September		
<ul style="list-style-type: none"> • renew your membership and remind others to do the same • reach out to Youth Advisors, DREs, and Social Justice Committees • develop a plan of action for the year • check in with the UU-UNO 	15	International Day of Democracy
	16	International Day for the Preservation of the Ozone Layer
	18	Opening of the 67 th Session of the UN General Assembly
	21	International Day of Peace

October - UN Sunday		
<ul style="list-style-type: none"> • consider inviting a staff person from the UU-UNO to speak on UN Sunday • pass around collection plate for UU-UNO • encourage people to become sustaining friends of the UU-UNO 	2	International Day of Non-Violence
	3	World Habitat Day
	11	National Coming Out Day (US)
	17	International Day for the Eradication of Poverty
	24	UN Day
	28	Suggested date for UN Sunday Service – Race and Immigration
November		
<ul style="list-style-type: none"> • set alternate date for UN Sunday • publicize the UU-UNO's Spring Internship Program 	3	UU-UNO 50 th Anniversary Celebration
	6	International Day for Preventing the Exploitation of the Environment in War and Armed Conflict
	16	International Day for Tolerance
	25	International Day for the Elimination of Violence against Women
December - Human Rights Day		
<ul style="list-style-type: none"> • hold an alternate UN Sunday to celebrate Human Rights Day • begin outreach to raise funds for people to attend Spring Seminar in April 	1	World AIDS Day
	2	International Day for the Abolition of Slavery
	5	Intl Volunteer Day for Economic and Social Development
	10	Human Rights Day - recommended alternate day for UN Sunday Service is Sunday the 9th
January		
<ul style="list-style-type: none"> • last call for Greeley Award submissions 	2	Deadline to apply for Spring Internship
	27	International Day of Commemoration in Memory of the Victims of the Holocaust
February - Dana Greeley Sermon Award		
<ul style="list-style-type: none"> • publicize Spring Seminar in newsletters, announcements, sermons 	1	Final submissions for Dana Greeley Sermon Award
	20	World Day of Social Justice
	27 - March 9	Commission on the Status on Women at the United Nations

March		
<ul style="list-style-type: none"> • publicize the UU-UNO's Summer Internship Program • continue publicizing for Spring Seminar • determine when your congregation sets the sermon calendar - make sure UN Sunday is scheduled 	8	International Women's Day
	21	International Day for the Elimination of Racial Discrimination
	22	World Water Day
	25	International Day of Remembrance of the Victims of Slavery and the Transatlantic Slave Trade
April - Spring Seminar		
<ul style="list-style-type: none"> • attend Spring Seminar • Greeley Award Winner is announced • lobby to ensure that the UU-UNO has a line in your congregation's budget 	4-6	Spring Seminar
	7	Day of Remembrance of the Victims of the Rwanda Genocide
	5-7	Prairie Star District Annual Conference, Cedar Rapids, IA
	12-14	Florida District Annual Assembly, Fort Meyers
	22	International Mother Earth Day
	26-28	Central Midwest Annual District Meeting
	26-28	Pacific Central Annual District Meeting
	26-28	Pacific Northwest Annual District Meeting
	30	Deadline to apply for Summer Internship
May - CUC Symposium on Spiritual Leadership		
<ul style="list-style-type: none"> • present Spring Seminar results to your congregation • notify the UU-UNO on your congregation's status as a Blue Ribbon Congregation • attend CUC Symposium • touch base with UU-UNO at CUC Symposium 	TBA	CUC Annual Conference and Meeting
	8 - 9	Time of Remembrance and Reconciliation for Those Who Lost Their Lives during the Second World War
	15	International Day of Families
	18 - 20	Pacific Northwest Annual District Meeting
	21	World Day for Cultural Diversity for Dialogue and Development

	22	International Day for Biological Diversity
June - General Assembly		
• attend GA • touch base with UU-UNO at GA • meet with your team to plan ahead for the fall	17	World Day to Combat Desertification and Drought
	17	UN Human Rights Commission passes L.9/Rev.1 resolution on human rights violations based on sexual orientation and gender identity
	19-23	UUA General Assembly in Louisville, KY: Envoy reception, Greeley Award is presented, Blue Ribbon Congregations honored
	23	United Nations Public Service Day
	26	International Day against Drug Abuse and Illicit Trafficking
	27	United Nations Association of USA - Symposium on Food and Agriculture, Kansas City

* Not all dates for District Annual Meetings have been set, yet. Please visit the webpages of those Districts not mentioned in timeline.

** The UN Days of Observance listed here are only a selection. For the full list, visit <http://www.un.org/en/events/observances/days.shtml>

*** For the UU-UNO calendar that is regularly updated with events, please visit: <http://www.uu-uno.org/events/calendar/>

Conclusion

Youth Envoys make a vital contribution to the UU United Nations Office. We sincerely thank you for the support you are giving and getting for our Office and hope that you have fun with the position. Please work with the Adult Envoy in your congregation and remember that you are partners. We would like to hear from you about the work you have done in your congregation and to answer any questions from you or your Youth Group. We wish you the best of luck and thank you for contributing to the efforts of the UU United Nations Office and the UN!

Resources

Recommended Websites

UN: www.un.org

UNESCO: www.unesco.org

UNICEF: www.unicef.org; Voices of Youth: www.unicef.org/voy

United Nations Association of the United States: www.unausa.org

UUA: www.uua.org

CUC: www.cuc.ca

ICUU: www.iccuu.net

E-Letters

UN Youth Flash: www.un.org/esa/socdev/unyin/flash.htm

UN Foundation's UN Wire: www.unwire.org

Maxim's News: www.maximsnews.com

uu-world Weekly: www.uuworld.org

Documents

UN Charter: www.un.org/en/documents/charter/index.shtml

Universal Declaration of Human Rights: www.un.org/en/documents/udhr

Earth Charter: www.earthcharter.org

Print Materials

UN Chronicle (quarterly): www.un.org/wcm/content/site/chronicle

60 Ways the UN Makes a Difference: www.un.org/un60/60ways

Act of Creation: The Founding of the UN, by Stephen C. Schlesinger

The Diplomacy of Hope: The UN Since the Cold War, by Newton R. Bowies

UU-UNO Materials

UN Sunday Resource Packet

Window on the World

Seminar Statements

Actions of Immediate Witness

LGBT Action Guide

Envoy News