



## **Planning Committee Application for 2018 Intergenerational Spring Seminar**

Thank you for your interest in applying for a leadership role in the Unitarian Universalist United Nations Office's 2018 Spring Seminar taking place April 4-7 (youth and sponsors arrive on April 4<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 2018 Seminar is refugees and the global migration crisis, 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 teams, 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. 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 team. In the application below, make note of what you can contribute to the team(s) that interest you.

### **Teams:**

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

**NYC Host Team:** Responsible for logistics & communications coordination. Work with UUA staff to execute logistical planning of the seminar including booking the venue and UN room, researching and confirming catering, procuring materials and supplies, and etc. Responsible for outreach to local organizations, UU congregations, UU organizations, as well as youth and young adult groups to encourage participation in our seminar. Coordinate communications with registered participants to ensure that they are prepared to attend. This will include creating and promoting required pre-seminar assignments and reading materials relating to the theme, as well as sharing logistical details for attendees such as when/where to arrive, how to get from place to



place, affordable hotel and restaurant suggestions, and etc. This outreach will be done via social media, blog posts, email blasts, letters of invitation, and updating webpages. *Must be based in the Metro NY area.*

**Worship Team:** Work to ensure that participants remain spiritually grounded and prevent burnout over the course of the 3 action-packed days. Collaborate with other planning team members to incorporate spiritual elements throughout the Spring Seminar, including in workshops, collaboration group time, evening activities. Plan morning worship services to start each day of the seminar. This team will include but is not limited to two Youth Chaplains and two Adult Chaplains (separate applications required).

**Youth Programming Team:** Coordinate the youth presence and leadership at the seminar, including but not limited to programming specifically for youth. This team is responsible for orientation for youth participants and their adult sponsors on the first night, “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).

**Programs and Workshops Team:** Responsible for organizing and coordinating the main content of the Spring Seminar, including workshops, panel discussions, keynote speakers, small group discussion time, and other performances/presentations. All programs should be engaging and as much as possible, be interactive, multisensory experiences; the team should aim to minimize the time when participants are just sitting-and-listening.

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

**Application is due August 28<sup>th</sup>, 2017**  
**Please email your application to [unitednations@uua.org](mailto:unitednations@uua.org)**



## Questions for Applicants:

Full Name	Birth Date
Preferred Name	(Youth) Year in School for 2017-2018
Mailing Address (including city, state, ZIP)	Congregation & District/Region
Phone number	Identities you claim (gender, race/ethnicity, orientation, ability, etc.)
Email address	Preferred pronouns

1. What position(s) are you interested in applying for? Why?  
*Team leaders are responsible for organizing their team members and ensuring the work moves forward. Please add "Leader" if you are interested in being a Team Leader.*
2. Please describe any skills or experience that you would contribute to this planning team. (Including technical skills such as graphic design, photography, software use, budgeting, event planning, etc.)
3. Please explain why you are interested in our Intergenerational Seminar.
4. Please give an example of your strengths and/or successes as a leader from past experience.
5. Please specify any experience with diversity training and/or facilitation.
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.

Please email your application to [unitednations@uua.org](mailto:unitednations@uua.org) by August 28<sup>th</sup>, 2017