

Planning a Mini Rendez-vous

Introduction

Mini Rendez-vous is designed for children in kindergarten to grade five. For children in grades six to eight we offer Rendez-vous.

This planning manual is designed to provide you with some simple directions as well as some ideas that you can build on yourselves. Feel free to call the office at 1-800-561-6151 (244-6151 in Saskatoon) for help or use e-mail to reach us: cpfsask@sasktel.net.

In order that we can offer a Mini Rendez-vous for each chapter every year, we want these events to be fun and educationally sound but also cost effective both in terms of the resources CPF-SK contributes and in terms of the numbers of memberships generated.

Financial Responsibilities

- a. Honourarium: A suitable pay is anywhere between \$75 and \$100 per day with ratios of 1/10 for children over eight and 1/8 for children under eight. (We will round up to the nearest whole child!) If people would like to volunteer their time, they are very welcome to do so as well!
- b. Supplies.
- c. Snacks and lunch for monitors, assistants, participants and volunteers.
- d. Rental/Arrangements of Facility.

Time Line

Form your committee and remember that having more people makes everyone's job easier. You will need someone to take care of the following:

- Booking the venue and ongoing contact with the school where the event is to take place. This may include negotiation of such things as janitorial costs, and getting access to the site
 - Publicity
 - Registration and collecting fees
- a. You must check with your school officials about possible available dates and venues. You will want a gym or similar large space, access to cooking facilities such as a fridge, stove and sink, enough rooms to accommodate the number of workshops you anticipate will be needed. Think in terms of having one activity space for every ten children.

Four weeks ahead of time:

- Prepare posters and registration forms. If you have trouble putting together a poster and flyer let us know and we can prepare one for you if we have all the necessary information. The deadline for registration needs to be **no less than one week** ahead of the event. Staff is hired and supplies are purchased at this time and there is no guarantee that we can accommodate late registrations.
- Arrange for monitors. It is preferable that you use high school students who have skill in leadership as well as the French language. All monitors must have a criminal record check completed and on file with your chapter before the event. Please allow sufficient time for this to be processed. These checks may be free for volunteers as long as they have a letter from CPF indicating that they will be volunteering, and as long as they will not be paid. The chapter can provide this letter. A template is provided with this manual.

- Make sure you have sufficient volunteers to help with opening and closing the school as well as helping with lunch etc.

Three weeks ahead of time:

- Send out a notice and registration through the schools.
- Arrange for advertising in a local newspaper or radio station, posters to be distributed in the community.

Two weeks before the event:

- Arrange menu for snacks, lunch etc. **Please note that CPF-SK has a nut and nut product free policy for all its events.** Remember to include monitors in your lunch count.
- Review responsibilities for the day of the event. Decide who will open the facility, set up and work at the registration table, give a formal welcome, prepare meals and snacks, clean up. Note that any adults, even parents, who supervise the children, must also have a criminal record check.
- Provide French-speaking registration workers if possible.

One week ahead:

- Establish a schedule for the day.
- Note health/food requirements of participants and adjust menu as necessary. **Remember that there should be no nuts or nut products on the menu.**
- Check registration list against membership list. Make sure that all participant families are members of CPF.
- Contact local newspapers, community radio and television for possible coverage of this event.
- Make sure there is a chapter organizer who will be present (*or at the very least, able to be available for a strict on-call basis*) for the entire event in case of emergency and to assist with children who need to go to the bathroom etc while monitors and assistants are running the workshops. Again, any person who is supervising the children must have a criminal record check on file.
- Send any membership forms to CPF-SK.

Day before:

- Obtain key for facility or ensure that it will be open one hour ahead of the program, and that it will be closed after the event.
- Check supplies such as nametags, food for snacks and meals. (no nuts please)
- Think through the event and make sure that all tasks are assigned.

Day of Mini Rendez-vous:

- Open site one hour ahead of the program
- Greet monitors and help them set up
- Set up registration table and make sure that monitors are aware of any health or dietary concerns.
- Provide supervision and activities for the children as they arrive.
- Make sure monitors are familiar with the facilities and know where to find a local contact if help is required.
- Provide nametags
- Welcome the participants and their parents
- Ensure that assistant monitors and volunteers supervise the children between workshops and during snacks and meals. This will allow monitors to prepare for the next workshop.
- Set up tables for lunch
- Note that no child should be left alone with anyone who has not had a criminal record check.

One week after:

- Complete the evaluation form and make notes for future planning. Send a copy to CPF-SK.
- Complete summary form and send along with copies of advertising, registration forms and any publicity to CPF-SK.
- Send any remaining membership forms with payment to CPF-SK or the CPF-National office immediately.