

Planning a Mini Rendez-vous

Introduction

Mini Rendez-vous is designed for children in kindergarten to grade five. For children in grades six and seven we offer Rendez-vous, an overnight weekend event held in Saskatchewan.

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: chapterdevelopment@sk.cpf.ca, or cpf.sk.comm@sk.cpf.ca.

Ideally each chapter could offer one mini rendez-vous every year. We want these events to be fun, educationally sound and cost effective both in terms of the resources CPF-SK contributes and the numbers of memberships generated.

CPF-SK has crafted a detailed activity bank as a comprehensive resource for chapters when working with monitors from your community. CPF-SK is always available for support when chapters are offering programming in their communities. Never hesitate to contact us!

Financial Responsibilities

- 1) Chapters are responsible for paying/ arranging for:
 - a. Monitors: \$100.00 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!)
 - b. Supplies for workshops up to \$5.00 per child
 - c. Travel for out of town monitors as required
 - d. Overnight accommodation for monitors (double occupancy) under exceptional conditions
 - e. Snacks and lunch for monitors, assistants, participants and volunteers
 - f. Janitorial fees as required
 - g. Overnight accommodation for monitors who must travel on the previous evening

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
- Finances in general, including paying for assistants, for food, and reporting to CPF-SK
- Finding local assistant monitors

Set the date as far ahead as possible.

- a. Arrange for monitors from your community or in a neighbouring community close by. Chapters in close vicinity can typically help each other find monitors if necessary. If it is required that monitors travel from a community outside of your own, please contact CPF-SK about the details surrounding transportation/lodging costs. **All monitors and volunteers** 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 from CPF-SK by request.

- b. You must check with your school officials about possible available dates and venues. You will want a gym or similar large space, gym equipment, access to cooking facilities such as a fridge, stove and sink and 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 give you ideas by sending you samples that are already on file. 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 assistant monitors. **It is important that these monitors have the maturity to recognize that they are there to help support the monitors with delivering the workshops.** Give them a copy of the "Assistant monitor Roles and Responsibility manual". (available from CPF-SK by request). They can be adults, high school or senior junior high students who have leadership and French language skills. All assistant 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 from CPF-SK by request.
- Make sure you have sufficient volunteers to help with opening and closing the school, registration 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 and lunch if you decide to provide these. **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.
- Contact local newspapers, community radio and television for possible coverage of this event.
- Provide French-speaking registration workers if possible.

One week ahead:

- Arrange for one assistant monitor to work with each group.
- Assign space for each activity. If possible provide separate rooms for workshops and snacks etc so that monitors can set up between groups.
- Note allergies and health concerns 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.

- Make sure there is a chapter organizer who will be present 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, post volunteer sign-up sheet at registration table and make sure that monitors are aware of any allergies or health 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 volunteers supervise the children during snacks and meals.
- 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 (can also be downloaded from www.sk.cpf.ca) and make notes for future planning. Send a copy to CPF-SK.
- Complete summary form (can also be downloaded from www.sk.cpf.ca) 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.

Ongoing:

- Follow-up with parents from the volunteer sign-up list.