NFTY OV Programming Vice President Network Packet 2018-2019

Compiled by Katherine Brice

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2018-2019 Regional Event Calendar

Leadership Training Kallah	Congregation Beth Or Dayton, OH	August 17-19, 2018
Fall Kallah	GUCI- Zionsville, Indiana	October 5-7, 2018
Winter Kallah	HUC- Cincinnati, Ohio	January 25-27, 2019
URJ Convention	Dallas, Texas	February 15-18, 2019
Junior Youth Group Kallah	GUCI- Zionsville, Indiana	March 1-3, 2019

Spring Kallah	Indianapolis Hebrew Congregation	April 4-7, 2019

Hello my lOVely PVP Network,

Welcome to the best network out there! Congratulations to everyone of you on being elected to this position. This year we are going to have a lot of fun, while creating amazing programs for NFTY-OV and your youth groups! I hope this network packet helps to serve as a resource and a guide for you as you make your programs; however, I'm always available to help you in any way or answer any questions you have, because I am also a resource for you. This network also serves as a resource available to you.

Being PVP isn't about doing the job alone like Angela, but it's about teamwork. Teamwork is one of the most important aspects of being a PVP. I know it may seem easier to do things by yourself, but others have a lot to offer and can give more perspective, which is important in making a fun, engaging and inclusive program. Even though you are given the job of PVP, others are very important in the process of making a program such as your advisor, local board members or youth group members. Don't be an Angela and use team work and others idea! Always keep an open mind!

For those of you who don't know me, my name is Katherine Brice. I am a senior at Signature School in Evansville, IN. I belong to the Temple Adath B'nai Israel, where I created the youth group SWIFTY and served as the president for 3 years. Other than NFTY, I am an active member of NHS, Spanish Club, Student Council and Conservation Club. I teach taekwondo to 3-6 and have been doing taekwondo since I was 3 years old. This past year I started teaching underprivileged children taekwondo.

This year I want to see you guys grow as programmers and to watch the effects of good programming in our NFTY OV community. I want to help you guys be able to program fun and engaging programs that bring people back to your local events and maybe even bring the to try their first NFTY event. To do this I want to make the program process easier to understand with videos to blank program formats.

I can't wait to see what this year brings, and I am looking forward to working with all you this year. Let's make this year one of the best!

~Katherine Brice
   NFTY OV PVP

<u>Get To Know You</u>

What TYG do you belong to?

My hobbies include:

What is you favorite thing you like to do for fun?

What are some strengths and how can they help you as a PVP?

What are some weaknesses you possess and how can you improve on them?

One tangible goal you have this year is... (lock-in, food collection, Israel advocacy, you name it)

 One thing I could bring to this network is:

My contact information is (If you want to include other social media, please do!):

Phone:

Email:

Importance of Programming Vice President and their programs?

-This is where connections and relationships are formed.
-These interpersonal relationships amongst NFTYites are the building blocks for our kehilah kedoshah.
-Make sure participants are being engaged in an inclusive way (since programming is such a broad term, there are a plethora of ways to meaningfully engage participants).
-Leadership is a practice, not a position
-Be okay with not having an/the right answer
-If things don't go right, pretend that it was supposed to happen
-Passion **V**ice **P**resident
-Be proud of your programs- convey confidence
-Educate on all sides of the issue

Programming Vs. Program

It is important to understand the difference between programming and a program!

~A program is one piece of the overall programming and is usually informally educational in nature
~Programming can take a wide variety of forms and its always a good idea to find an appropriate balance between educational programs and the rest of the programming in a NFTY experience.

Types of Programs:

Educational program:
-Give participants the opportunity to look at a topic in a new way, think about something that they haven't considered before, and discuss what is important and meaningful to them and challenge participants to learn about a new topic or learn something new about a familiar topic.
-This means that the experience of the learning is just as important as the knowledge that is being learned. As a basic example, while "formal" education might

teach you what Shabbat candles are, "informal" education gives you the opportunity to see, touch, hold, and actually light the candles for yourself.
-Highly interactive and fun, to encourage participation.

Experience based programs:
-NFTY programs are experienced-based learning, which means they draw upon experiences that the participants have had in life and experiences created within a program.
-Either way, the participants feel, think, and learn about a subject in a personal manner. -Experience-based learning means that everyone has a unique perspective to bring to a program and a discussion.
-Experience-based programs are a learner-centered approach to the participants, where it will create situations that invite participants to discover their own answers to challenging issues.
-The information provided by a facilitator challenges participants to take action based upon their decisions, whether the decision is the result of personal or group problem solving.

Peer Lead Programs:
-Peer-leadership brings a great level of comfort and relevance to discussions and gives the facilitator valuable leadership experience.
-They provide opportunities for students with leadership potential to develop or refine those skills.
-They enable students to experience the effects of their leadership.
-They create more discussion over an issue and the different sides to an issue.
-People feel safer to learn and discuss important issues.

Program Leading Tips:
-Double check your materials
-Plan Ahead (Is wifi needed?)
-Let group leaders know about program ahead of time (Read through and ask questions)
-Always be sure to clarify if you need it
-Have at least one other person read and offer input on your program (hi yes I love reading programs)
-Back up questions are key
-Keep track of time

NFTY PROGRAMMING FORMAT

Program Title

Event where program will be held

Date of Program

Author(s)

Touchstone Text:
-piece of Jewish text or a Jewish concept that supports that is inspirational and sets mood of program from the Talmud
-strengthens the theme or message of the program
-incorporated into the program itself, so that the participants can fully benefit from its inclusion (refer to it in discussion)

Goals:
-your big ideas of what you want to achieve
-intestable/unmeasurable
-the goals should be the first thing you write in a program
-all aspects of the program should be written with these in mind
-notes that group leaders will use to keep the program focused
-"Participants will..." and continue with a verb like understand, explore, be exposed to, or grapple with.

Objectives:
-things you can prove.
-testable and concrete.
                        -must be achieved in order to reach the goals.
-the objectives should be written second
-define your far-reaching ideas and document the specific skills, knowledge, and attitudes participants will need to have as they leave in order to properly achieve the goals

-*"At the end of the program, participants will be able to…" and continue with a strong active verb.*

Background:
-if needed
-what do the people running or leading the program need to know about the subject matter?
-include master-copy of each item you will be handing out.

Materials:
-every supply that you will need and amount

People:
PL's: (program leaders)
GLs: how many per group (group leaders)
PP's: groups of (program participants)

Space Needed:
-rooms and room set-up/any spaces you will need

Time Table:
-*exact timeline of what is happening with travel time*

Detailed Procedure:
-*detailed section of the program--write out your program completel*
-*anyone who leads or facilitates can pick up this paper, and understand exactly what to do*
-*time table will be repeated with specific instructions*
-*write the detailed procedure as if the leaders have no idea how a program works*
-*balance between scripting and leaving things open to allow discussions to occur organically*
-*directly relate to your goals and objectives.*

Appendix:

-always on new page
-first appendix should be any material that needs a picture, handouts, models, information, or anything else that is important to the program
    -if not needed, than make appendix a the discussion

Goals vs Objectives

(Adapted from Jordan Iserson, NFTY PVP)

A goal is what you want your participants to take away from your program, and an objective is what the participants are specifically going to do in order to achieve your goals.

Goals:
- Your goals are your big ideas of what you want to achieve during your program.
- Your goals are untestable, i.e. you won't know if you've achieved them, at least until after some time has passed.

Objectives:
- Your objectives are things you can prove.
- Your objectives are testable and concrete.
- Your objectives must be achieved in order to reach the goals.

Examples:

Goal: Participants will have a better idea of the nature of the relationship between Jacob and Esau
Objective: To have a discussion on this week's Torah portion, Toldot.

Goal: To create a better sense of community between participants
Objectives: To have each participant write positive compliments about other participants

Goal: Participants will understand how music can change the world
Objective: To listen to and have discussions regarding socially empowering songs

Goal: Participants will be able to empathize with the difficulties associated with poverty
Objective: To simulate conditions of homelessness for 72 hours

Goal: Participants will be enabled with the ability to make a difference
Objective: To show participants how they may take action within their communities in regard to social issues that they are passionate about.

So... What type of program do I do?

(Adapted from previous regional PVPs)

This list of possible components to include in your programs is helpful with what to include in your program. You can ultimately use any of these in either a serious or social situation and you can have more than one of these in a program! You want these to reflect the goals you have for the program.

SERIOUS	FUN
Panel Discussion: Create/ Include a panel of "experts" (can be real or just PL's with extensive knowledge on the subject at hand)	**Competition:** PP's will perform a certain task with the motivation derived from competition
Speaker: If you ask a speaker to come to your TYG, make sure that what he/she plans to speak about is appropriate for your group. Also tell the speaker his/her time limitations and the goals that you are hoping to achieve.	**Skit:** Divide PP's into groups. Give them a situation for them to act out. It can be a competition or just for fun!
Discussion: Have PP's discuss a few pre-written questions (usually found in appendices). GL's are not restricted to these questions and can come up with their own!	**Parallel Universe:** The Parallel universe splits PP's into two or more groups. It's useful with large groups because it's the same program run in two different locations.
Four Corners: Have 4 corners on a certain issues, in which each corner represent a specific opinion on the issue (Ex: Agree, Disagree, Somewhat Agree, Neutral...). The PP's will have a choice of which corner to go to and the ramifications of their actions.	**Simulation:** PP's are put through a situation, as it would happen in real life (such as a family trip to NYC). Since the PP's actions are predetermined, it is important to notice the participant's *emotions and responses* to the actions they are put through.
Carousel: Rotation program. It allows for many topics to be addressed	**Other Ideas:** Sports, challenge, role-play, exercise, extended metaphor

Programming To Do's

Brainstorming a Topic
Be sure the topic is one you already know something about and can be researched further.
- Determine the extent of the required research.
- Talk to your Rabbi, Cantor, TYG Advisor, Temple Educator and/or NFTY – they are great resources for topics!
- Ask yourself the following questions:
  - Has the group already done too much programming regarding this topic?
  - Are people interested in spending time on this topic?
  - Is this topic suitable for the participants?
  - Is there enough substance to this topic for a full program?
- After this, start thinking of goals you want to achieve with this program.
- Now start looking at your topic in detail
  - Use as many resources, learn as much about the topic as possible.
    - Your board, your advisor/director, anyone in your TYG and anyone in the PVP network
  - Strive to represent as many approaches as possible.
    - How many approaches can be taken?
    - Which aspects will most interest the group?
    - Which aspects can be programmed effectively?
    - What does Reform Judaism have to say about the topic?

Creating the Program
Fill in the NFTY Program Format sheet:
- **Touchstone Text:** A text that you want to bring into the program. This may come from your research and should work with your program.
- **Goals:** These should be big, untestable ideas. Go back over your previous goals and see if they relate to the specific ideas you want to cover from your research.
- **Objectives:** These are the concrete and testable skills and information you want people to take from the program. These are necessary to achieve your goals, and every part of your program should directly relate to at least one of your objectives.

Choosing an Effective Method
Before choosing your method, ask yourself the following questions:

- Will participants respond better to the program if the discussion is more activity based?
- Have you used this method too many times in previous programs?
- A program should be geared towards the right group of people, so keep this in mind when designing your program. Make sure your program is all-inclusive, and make sure that NO ONE is left out.

Before the Program Takes Place
- Organize your program using the NFTY Program Format Sheet. Write out every instruction so anyone who looks at the program in the future can run it without asking questions.
- Make sure that everyone involved understands the program.
- Run through the program with your group leaders so all questions are answered and everyone is on the same page.
- Be open to comments from anyone looking over the program.
- Obtain and organize all materials before the program begins, including program packets for group leaders.
- Make sure the location is suitable for all of your needs.
- Make sure all locations are clearly marked.
- Create a system to communicate to the group leaders how much time is left without disrupting the activity or discussion (I.e. hand signals, note passing, etc.).
- Plan for everything!!
    - Have a rainy day program. This will keep you prepared, even if it doesn't seem possible because you never know what could change or go wrong.
    - Keep just one or two programs as a backup for any challenge that arises. Have either no materials for these programs or have the materials stashed somewhere.
    - Be **flexible**. Seriously. Something will go differently than intended. Sometimes just go with the flow and work it out.

Executing the Program
- If necessary, alert rovers of any time changes so they can inform group leaders.
- Keep a cool head; be flexible enough to handle whatever happens.
- Don't forget – only the leaders are aware of what is supposed to happen, so it's OK if things don't go exactly as planned. The participants won't know if you don't tell them!

Once the Program is Done: Evaluation
1. What worked especially well?
2. What was the general reaction of the program leaders?
3. What was the general reaction of the program participants?
4. How well did you estimate locations? Times? People? Materials?

5. What could you have changed about your program as a whole that would have made it better?
6. Do you feel like you successfully addressed all of your objectives? Why or why not?
7. Do you feel like you accomplished all of your goals? Why or why not?
8. Was it a successful program? Explain...
9. Any other comments or suggestions?

PVP Top 10 Tips

1. Everyone is an MVP. After all, you can't have a program without participants, right?

2. Leadership is not always about titles. You may have the title PVP, but just because the SAVP is leading a program doesn't mean that it isn't your job to be helpful throughout the process.

3. When other members of your TYG write programs, make sure it's in NFTY Programming Format. It not only keeps things consistent, but allows someone else to easily pick up the program and lead it as intended if you cannot be there.

4. Never wait until the last minute to write a program. By being ahead of the game, you will feel much better and accomplished.

5. Programs are NOT boring. They may have felt that way in the good old days but keep in mind that you have the ability to impact people's Jewish identity and their view on numerous topics.

6. Always write down program ideas when they come. Good ideas will come at the most random times so make sure you write them down so they don't get forgotten.

7. Be flexible. You could be expecting 10 people at a program and have it turn into 20. Always be ready for the unexpected.

8. Delegation is key. It may seem easy to take on a program yourself, however, get other board members involved. They are there to help you and support you with ideas and planning. Also, people may be more likely to come to the program if they have a role in it!

9. Think outside the box. It's easy to stick to the basics because it's what comes easy but by expanding a bit more, we can have programs that truly are the best of the best.

10. Myself and the network. I'm a resource for you and I am here to help you. To quote High School Musical, "We're all in this together." I am your friend, support, here to check over anything and also a great person to vent to.