

# Schaumburg Stake Youth Activity Assignments

All of the following assignments should be planned by the youth with the help of their ward leaders, Bishop, and your stake APYW representative. Always discuss plans and make assignments during your ward BYC to obtain approval and support of ward leadership and youth. Find ways to involve as many youth in your ward as possible!

## PLANNING:

1. Follow the "Planning with a Purpose" steps, tying in the needs of the youth and gospel purposes as the basis for your planning. See [lds.org](#) for planning guide!
2. Complete the **Stake Submission form** (found at [SchaumburgStakeYouth.com](http://SchaumburgStakeYouth.com)) to the Stake for approval **3 months** prior to activity.
3. Once approved, help make any reservations or other arrangements as necessary **AND** create a flyer for distribution to all wards & branches (see additional information below).
4. Budget provides approximately \$100-\$300 per activity, depending on the type of activity. Use tax-exempt form & turn in ALL receipts to AP/YW leaders.
5. Once approved, **contact the other unit assigned** to Food with information on the theme and activity details as soon as possible so they can begin their planning.
6. The Planning Ward is also responsible for Publicity (see below).

## PUBLICITY:

1. Specify "Schaumburg Stake Youth Activity" on ALL publicity
2. When creating a flyer, remember to include the following:
  - What?** (Activity name)
  - When?** (Date, time)
  - Where?** (Location, including map or directions, if needed)
  - Who?** (Age group invited)
  - How?** (Dressy/Casual or other)
  - Why?** (Purpose of activity)
3. Publicity should be interesting and appropriate. Color should be limited to allow for black & white copies to be made. Send completed flyer to Pres. LeStarge for stake approval.
4. Approved flyer is **due 1 month before activity**.
5. **Once approved, contact each unit to email the flyers to them**, have the activity put in their Sunday bulletins and announced in their meetings. If you need help with this, please talk to your Stake APYW representative!

## FOOD:

1. Provide refreshments and paper goods within allotted budget (approx. \$100 per activity). This is not generally intended to be a meal, unless that is a part of the activity.
2. Provide helpers to prepare and refill refreshments as needed during the activity.
3. Clean the kitchen, mop the floor, and take out the trash. Leave serving area clean.

## CLEAN UP:

1. Clean and vacuum cultural hall and all other areas used.
2. Clean restrooms, empty all trash and place in the dumpster.

## ALL UNITS:

Please distribute copies of flyers to the youth in your unit. Announce and promote the activity regularly during opening exercises on Sunday and weeknight activities. Post flyers on the ward/branch/building bulletin boards, in youth classrooms & on foyer tables.