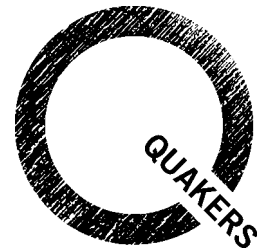


# Junior Yearly Meeting 2016



## Named Contact Person Supporting Notes

*This sheet should be passed to the named contact person. This person might be a willing member of the Area Meeting (AM), the AM Children and Young People's Work Advocate, a children and young people's overseer or a link group coordinator. The named contact person should have a valid criminal records disclosure.*

We ask for a '**Named Contact Person**' (**NCP**) to be appointed by each Area Meeting, Yearly Meeting or Quaker School to help the young people in attending JYM by supporting them in the booking process and to be a link between the CYP staff at Friends House and the young person. It is very helpful to have someone local to the nominees who can get in touch with them more easily in relation to JYM matters.

### **What is needed from this named contact person?**

- Availability by phone or email from October 2015 to April 2016.
- An understanding of Junior Yearly Meeting or willingness to find out about this.
- Being happy to talk to young people aged 15 to 18 and their families.
- A valid criminal records disclosure.

### **What papers should this named contact person have?**

- The nomination guidelines.
- A nomination form.
- A flyer about JYM 2016 to be handed out to potential participants.

It would be helpful for the NCP to have copies of these papers which were sent to AM clerks, YM clerks and schools in August 2015, outlining the nomination process for JYM 2016. These papers can be accessed through [www.quaker.org.uk/Junior-Yearly-Meeting-2016](http://www.quaker.org.uk/Junior-Yearly-Meeting-2016).

### **What will be the contact person involve?**

1. Making sure that the young people who the AM, YM or school wishes to nominate are aware that they are being nominated, that they understand what JYM is (they should be given a copy of the JYM 2016 flyer), that they are able to attend (noting that they will be asked to confirm their nomination within two weeks by returning the information and consent form) and that they recognise the cost implications if they subsequently have to drop out.
2. Ensuring that the nomination form with all the names approved by the AM / school / YM is returned as soon as possible and by 16 December 2015 at the latest.
3. Hearing from the CYP staff in January 2016, who will confirm with NCPs whether the nominations from your meeting to JYM have returned their information and consent forms to confirm their places and whether any additional nominations have been offered places.
4. Encouraging nominees to return forms promptly. There will be two points of contact with young people that needs them to respond:
  - When we receive the nomination form, we will write to the nominee for the guaranteed place with an information and consent form that they need to fill in and return within two weeks to confirm their place. Additional nominations will be contacted to see if they want a place and subsequently sent an information and consent form when a place is available.

If we have not heard from the young person within 2 weeks of contacting them, we will let the Named Contact Person know and ask them to chase the young person up.

- In February 2016 we will send out a mailing that will require participants to reply with information as requested. NCPs will be sent a copy of this mailing. Once again if we don't hear from the young person the NCP will be asked to chase them.
5. We will send an invoice to AM / YM treasurers and schools in February 2016. NCPs should ensure that treasurers expect this and it is helpful if treasurers can be encouraged to make a prompt payment.
  6. Reassuring the young people nominated by your Area / Yearly Meeting or school that a participant information pack will be sent out to all participants in March. NCPs should check that participants have received this and then encourage them to read it! This is a good time to make sure that young people have all they need to participate in JYM.
  7. Liaising with the young people who attended JYM about reporting back to the Area / Yearly Meeting or school – we hope this will be a chance for NCPs to realise that the work involved was worth it. Young people might need support in attending and reporting back. This provides a good opportunity to speak with them about their experience of participating in JYM.

Young people have busy lives and it can be difficult for the Children and Young People's work staff in Friends House to keep in close touch with them. The Named Contact Person's role in acting as a channel for communication between the young person and Friends House is vital for the event to run smoothly.

If you are a Named Contact Person, we hope you will enjoy the contacts you have with the young people, helping to smooth out their fears and enabling them to get the most out of JYM they possibly can.

- If you have any queries in relation to JYM 2016 please be in touch with either Thais (CYP Administrator) 020 7663 1013 [cypadmin@quaker.org.uk](mailto:cypadmin@quaker.org.uk) or Cat Waithaka (Youth Participation Officer) 0207 663 1011 [catw@quaker.org.uk](mailto:catw@quaker.org.uk)

### **Some useful information about JYM 2016:**

**Links to BYM:** JYM is a national gathering of young Quakers that explores a theme within the context of Quakerism. The programme is a combination of main speakers, activity sessions, small groups, Quaker worship, meetings for worship for business and base groups. JYM will be exploring some of the same topics that BYM is considering in May 2016.

**Numbers you can nominate:** You can nominate three young people for guaranteed places at JYM and you can nominate others for additional places. We expect to be able to confirm additional places in January 2016. The JYM Nominations Guidance notes give an explanation of this process.

**Closing date:** Nominations should be returned by 16 December 2015 at the latest. No places can be guaranteed for nominations received after this date.

**Eligibility:** JYM is for 15 – 18 year olds (born in between 1.9.97 and 31.8.00).

**Dates and venue:** JYM starts in the afternoon of Saturday 2 April at the Frontier Centre near Northampton and finishes after lunch on Wednesday 6 April.

**Costs:** The cost of the event is £290. This includes fully catered accommodation at the Frontier Centre, full programme costs and the option of a coach pick and drop off from Northampton or Wellingborough station before and after the event. Fees will be requested from AM/YM treasurers and schools in February.