

MYNA 2010 National Initiative

Brick by Brick: Youth Rebuilding the Ummah



Purpose: The purpose of the 2010 National Initiative is to assist you in effectively organizing and running an event. The skills you utilize and build upon—including marketing, budget, program development, and teamwork—will prepare you to organize future events of your choice and allow you to train future generations of youth leaders.

Description: The event will be a day-long seminar with the theme, Brick by Brick: Youth Rebuilding the Ummah. A comprehensive program template with a program skeleton, session descriptions, and marketing guidelines will be provided. The event is to be organized and run by youth with oversight by an EC-appointed adult mentor.

Expectations:

- Organizers must be between the ages of 12 and 18.
- A team of at least 3 youth including the chair must comprise the core organizing committee.
- The event must conform to the given theme and program.
 - A minimum of 5 program sessions (lectures/workshops)
- Follow up with the suggested budget.
- Communicate progress consistently with the executive committee.
- Raise funds and pay all event costs.
- Progress must adhere to the given timeline.
- Attract at least 50 participants.

Evaluation:

- Your event will be evaluated based on the following criteria:
 - Financial Success
 - Program Attendees
 - Program Content
 - Committee Teamwork/Delegation
 - Communication with Executive Committee (in the form of updates)

Suggestions: At any time, feel free to contact an EC member with any questions or concerns. Patience and persistence are the key components of successfully organizing an event.

Job Descriptions:

- 1.) Event Chair
 - a. Oversee development of the entire project
 - i. Finalize program
 - ii. Chair the event
 - b. Delegate tasks with other committee members

- c. Send updates to program@myna.org with current progress upon the completion of each stage (see Timeline)
 - d. Maintain regular contact with adult mentor
- 2.) Speaker and Budget Chair
- a. Plan budget and keep track of registration
 - i. Submit a final budget proposal to Treasurer before any expenses are incurred
 - ii. Keep track of all receipts for any expenses
 - 1. In the situation that individual purchases are not feasible, all expenses should be run through YPSD (MYNA National Office)
 - b. Contact Speakers
 - i. Arrange travel expenses and accommodations, if necessary.
 - ii. Send session information to speaker before the event
 - c. Record revenues and expenses
- 3.) Marketing Chair
- a. Finalize/use the given flier
 - b. Ask local masjid and Islamic centers to promote the event.
 - c. Use the internet resources (Facebook, email, twitter, etc) to market the event online.

***These are suggested job descriptions. The idea is to use teamwork to make this event a success, insha'Allah.