

Tips on effectively leading a Young Life area in the summer

1. **Major fall events – set dates by the end of May**
 - a. Leader retreat
 - b. Committee retreat or kick off meeting
 - c. Give dates (including banquet and/or fundraisers) to appropriate people ASAP & delegate responsibilities

2. **General fall dates – plan in August**
 - a. Collect school calendars
 - b. Set dates for club, leader meetings, and committee meetings
 - c. Distribute calendars prior to or at first meeting/retreat
 - d. Fall Weekend Camp – watch for fall break and other big school events (ACT testing)
 - e. Confirm all plans with your supervisor and/or committee chair

3. **Hours/office time/general administration**
 - a. Plan for administrative things to be done while you are out of town
 - b. Emails, phone calls, bills
 - c. Who is the contact while you are gone?
 - d. Plan for camp administration: checks, health forms, etc.
 - e. P Cards: you still need to sign off between the 15th and 20th of each month

4. **Camp**
 - a. Have a plan for post-camp follow up with kids and leaders
 - b. Camp requests for next summer are due at the beginning of the fall
 - c. Talk, plan, evaluate, strategize for summer 2012
 - d. Formulate year long strategy/plan for camping

5. **Funding**

- a. Little money will come in. Are you ready to weather the skinny months?
- b. Date and place for fall banquet set
- c. Corporate sponsors

6. **One-on-ones with all committee and leaders**

- a. Thank them
- b. Solidify for next year
- c. Cast vision

7. **Personal**

- a. Spiritual growth
- b. Vacation time