

WILLAMETTE QUARTERLY MEETING HANDBOOK

2/1/2013 Revised 5/5/2017

Willamette Quarterly Meeting (WQM), established in 1958 as Oregon Quarterly Meeting. The constituent groups are the Monthly Meetings, Preparative Meetings and Worship Groups in Oregon and SW Washington, as well as, Boise Valley Monthly Meeting (Idaho) and interested persons in the region isolated from any established Friends group. WQM is one of three Quarterly Meetings within North Pacific Yearly Meeting (NPYM). A history of WQM is available from the WQM Clerk.

PURPOSES OF QUARTERLY MEETING

1. To nurture the spiritual life of Friends of all ages and to provide fellowship within the Quarter;
2. To encourage inter-visitation among the Monthly Meetings, Worship Groups, Preparatory Meetings and Isolated Friends;
3. To share State of Society Reports from the constituent groups at the Spring meeting;
4. To support NPYM by having an ex officio member on the Friend in Residence Committee and other committees as requested by NPYM.
5. To hear concerns from Meetings or individuals, forwarding those approved to the Clerk of the Annual Session and/or the appropriate NPYM standing committee Clerk;
6. To nurture new gatherings of Friends; to consider requests for Monthly Meeting status from Preparative Meetings and Worship Groups; to consider requests from Monthly Meetings to be laid down or united with another Meeting; and
7. To provide a forum for committees to meet as needed during Quarterly Meeting sessions.

TIME AND PLACE

The QM meets 3 times a year. The spring and fall sessions are generally overnight sessions and are generally scheduled for early May and early October. In the winter (usually early February), a one-day session will be held mainly to consider business, with time for worship and fellowship and possible short programs.

For planning these sessions, the quarter is divided into three groups, rotating so that each group plans a gathering every year. The groups are:

1. Spring Quarterly Meeting: Multnomah Monthly Meeting and Bridge City Friends Meeting (convenors), Mountain View Worship Group, Fanno Creek Worship Group, Lower Columbia Worship Group, Hillsdale Worship Group and Midweek Worship Group.
2. Winter Quarterly Business Meeting: Corvallis Monthly Meeting (convener), Salem Monthly Meeting, Central Oregon Worship Group, and Boise Valley Monthly Meeting.
3. Fall Quarterly Meeting: Eugene Monthly Meeting (convener), South Mountain Monthly Meeting, Umpqua Worship Group, and Florence Worship Group.

The WQM Clerk will work with the planning meetings to schedule the event time and place, and plan the agenda for the business meeting. If needed, the Ministry and Oversight Committee will plan the agenda for the business meeting.

OFFICERS AND COMMITTEES

Officers and committees are approved at the winter meeting and terms begin March 1:

Clerk	2 years
Recording Clerk	2 years
Treasurer	2 years
Registrar	2 years
Assistant Registrar (who then becomes registrar during second year for registrar)	1 year
Webkeeper	2 years
Ministry and Oversight (MO) (6)	2 years (overlapping terms)
Nominating Committee (3)	3 years (overlapping terms)
Representative to Ecumenical Ministries of Oregon (EMO)	No set term
Gathering Coordinator Hired by WQM Planning Committees	1 QM
Junior Friends (JF) Advisor(s) They are chosen by JF, then vetted and nominated by Nominating Committee.	2 years (staggered terms)
Junior Friends Clerk(s)	1 year (appointed by Jr Friends)
Young Adult Friends (YAFs) Clerk	2 years (appointed by YAF)

DUTIES OF OFFICERS AND COMMITTEES

CLERK

1. Remains in contact with the current session Planning Committee about WQM session arrangements.
2. Prepares agenda for Meetings for Business at all Quarterly Meeting Sessions, sending letters to clerks of constituent groups, WQM officers and WQM committee Clerks for input for the agenda,
3. Presides at WQM Meetings for Business. In the event there is not a Clerk, a presiding Clerk will be provided by the convening Meeting.
4. Works with the Recording Clerk to compile and distribute the minutes.
5. Follows up on any action items well in advance of the next QM gathering.
6. Notifies officers and committee members of their appointment including term of service and a description of their responsibilities. Sees that outgoing officers and committee members pass on their files to their successors.
7. In September before the fall gathering, gives the Nominating Committee a list of positions needing to be filled by the winter Business Meeting.
8. Works with M&O Clerk to facilitate State of Society reports at the Spring QM.
9. Is empowered to call special Meetings for Business as needed in between scheduled Quarterly Meetings.
10. Sees that the Handbook is updated periodically.

RECORDING CLERK

1. Records and keeps the Minutes of each session of WQM. Works with the Clerk to finalize minutes and get them distributed to the following Friends:
 - Clerks of each Monthly Meeting, Preparative Meeting, and Worship Group,
 - The convener of the next session Planning Committee
 - The Junior Friends QM Clerk
 - The Young Adult Friends Clerk
 - Clerk of Ministry and Oversight
 - The Registrar
 - The Treasurer
 - The Webkeeper
2. In conjunction with the Clerk, keeps the master copy of the WQM Handbook updated.
 - Sends the updated copy of the WQM Handbook to the Webkeeper for posting on the website.
 - Notifies the above listed Friends that the revised Handbook is on the website.
3. Keeps all past Minutes, pertinent correspondence, and a file of copies of QM Programs.
4. Keeps a list of all officers and committee members and their terms (except Planning Committees). After the Winter QM, distributes a copy of the list to all Monthly Meetings, Preparatory Meetings, officers, committee clerks and the Webkeeper.

TREASURER

1. Budget
 - Prepares a budget to cover the expenses of the Quarterly Meetings, the officers, EMO membership and any other disbursements authorized by QM, including an appropriate reserve fund.
 - Is free to call for an ad hoc Finance Committee if necessary.
 - Presents the proposed budget for the following financial year (beginning July 1) at the Winter QM for Business.
2. Sends a timely reminder to Meetings that the annual assessment of \$6 per member (2017 rate) is due and deposits funds when they are received.
3. Funds Disbursement
 - Disburses funds on request to the respective officers and committees.
 - Pays bills authorized by officers or committees.
 - Is present or arranges for disbursements at each QM session to pay for expenses related to that particular QM event.
4. Keeps financial records and presents a brief report at each QM.
5. Prepares an annual financial report for Winter Business Meeting. (NOTE: Fiscal year begins July 1.)
6. May designate a person living in the other section of the state to be authorized to sign checks for the QM.

WEBKEEPER

1. Maintain the website and keep its content current.
2. Design and write web pages as needed.
 - Care should be taken in designing web pages so that they do not require high levels of webpage design or special software wherever possible. (This language is inserted to leave open the possibility in the future of a more complicated online registration process. At a later time, this might fall under the control of the registrar rather than the Webkeeper.) Keeping the pages to text, pictures and simple links without the need for specialized web skills will make it possible for amateur volunteers to maintain the website.
 - Care should be taken in the design of the web pages so that they display information well across platforms (in other words, working well on both Windows and Macintosh computers).
3. Be a contact person for committees and officers of WQM and its constituent Monthly Meetings to receive information to be posted on the web. Any requests for information to be posted which are not part of the approved standard content need the approval of Ministry and Oversight.
4. Report to the M&O Committee on the progress, status and concerns related to the website.
5. Work with the Treasurer to insure that timely payments are made to renew the registration of web domain name and to arrange for an internet website host to provide server space to host the web pages.
6. Provide a copy of the password and other website administrative information (including a description of how to access the account and web pages) to the Clerk, Treasurer and M&O Clerk This will insure institutional access to the website in the event that the Webkeeper is not available for any reason.
7. Work with the Registrar of WQM Sessions to help them distribute information concerning the registration process.
8. Seek advice and volunteer work from those within WQM who have the technical skills and knowledge, to try to keep costs to a minimum.
9. Work with the incoming Webkeeper to facilitate the transfer of responsibilities at the term's end.

MINISTRY AND OVERSIGHT COMMITTEE

Composed of 6 members serving overlapping two-year terms. Meets before or at each WQM session and at other times as necessary. The Clerk of the committee is nominated by the nominating committee and approved at a QM business meeting.

1. Helps foster and develop the spiritual life of the QM and is responsible for any Meetings for Worship at WQM gatherings, consulting with the planning committee and WQM Clerk about arrangements and conduct of these meetings.
2. Assists with the Quarterly Meeting Sessions by:
 - Working with the planning committee regarding Worship Sharing groups:
 - Find leaders
 - Assign groups
 - Provide queries
 - Working with the Clerk to handle:
 - Closing of Worship sessions
 - Blessings at mealtimes
 - Other items as needed
3. Furthers the life of the QM as the way opens, through such activities as inter-visitation, outings, retreats, discussions, speakers and conferences.
4. Gives assistance with problems within the Quarter. M&O committee is available to Meetings and individuals in the QM when problems arise. This could be at the QM session or at other times during the year. If appropriate, works with the NPYM M&O committee to support Friends and resolve issues.
5. Prior to the Spring QM, contacts Meetings and Worship Groups about the need to have a State of Society Report. Collects copies of these and

forwards them to the NPYM M&O clerk and the QM Clerk. Facilitates the reporting of the State of Society Reports at the Spring QM.

6. Maintains contact with Isolated Friends within the Quarter in a yearly letter. Works with NPYM Outreach and Visitation Committee to maintain list of isolated Friends. Clerk sees that WQM session registration packets are sent to active isolated Friends.
7. Gives reports to Quarterly Meeting as needed.
8. WQM Ministry and Oversight Committee Clerk (or designee) serves on NPYM Friend- in-Residence Committee The QM M&O Committee may also be asked to work with other NPYM committees. WQM M&O Clerk informs NPYM Clerk and the Coordinating Committee Clerk of these appointments before the Spring Coordinating Committee Meeting or as changes are made.
9. Oversees the content of the website:
 - Webkeeper reports to the M&O Committee on the progress, status and concerns related to the website.
 - Approves any requests for information to be posted which are not part of the approved standard content and need the approval of Ministry and Oversight.
 - The M&O Clerk (and the Clerk and Treasurer) receives a copy of the password and other website administrative information (including a description of how to access the account and web pages) from the Webkeeper. This will insure institutional access to the website in the even that the Webkeeper is not available for any reason.
10. Oversees the Spiritual Life Fund (the Scholarship Fund for Quarterly Meeting) in conjunction with the WQM.

REGISTRAR & ASSISTANT - WORKS WITH THE PLANNING COMMITTEE.

PRIOR TO THE QUARTERLY MEETING:

1. In conjunction with the Clerk and Recording Clerk, gathers up-to-date E-mail and postal addresses for Clerks, Meetings, Preparatory Meetings, Worship Groups and Isolated Friends in WQM.
2. Works with the current session Planning Committee to design registration forms and information packet. Packets should include:
 - Registration Forms
 - Name, address, email, meeting, phone
 - Length of stay and amounts due
 - Sign up preference for Worship Groups and Volunteer Assignments
 - Food limitations and preferences
 - Information about amount to be paid.
 - Information about applying for scholarship aid (from Monthly Meeting first, then from WQM if needed)
 - Information about donating to WQM and the WQM Spiritual Life Fund
 - Medical Release Forms for minors
 - Site information including map and driving instructions
 - QM Schedule
 - Planning Committee members contact information
3. Consults with Planning Committee and Webkeeper regarding registration materials. [note: Planning Committee provides a flyer and registration materials to the Webkeeper for posting on the website and

notifies Meetings, Preparative Meetings, Worship Groups and isolated Friends that materials are posted.]

4. Receives registration forms via email, postal mail and/or phone and confirms receipt.
 - Contacts people who sent incomplete registration forms either by phone or email to complete the registration information.
 - Reports relevant information on registrations to date, when asked, to
 - Clerk of the current session Planning Committee
 - Junior Friends Advisors
 - Junior Friends Clerk
 - Young Adult Friends Clerk
 - WQM Clerk
 - WQM M&O Clerk
5. Accepts registration changes and cancellations.

1-2 DAYS BEFORE THE QUARTERLY MEETING:

1. Works with the Planning Committee Clerk to assign rooms, if needed.
2. Gathers any additional supplies needed for registration. eg, name tags and pens.
3. Prints out the information necessary for on-site registration.

AT THE QUARTERLY MEETING:

1. Works with the Planning Committee Clerk to find a good place for the registration and sets up the table.
2. Recruits people to assist with registration
 - Collection of funds and follow up on non-payments as necessary

- Sign up for volunteer work and worship groups
 - Distribution of name tags, or a place to make name tags
 - Ensures children without parents or legal guardians present have brought a medical release form.
3. Makes a brief report at Business Meeting.
 4. Provides final totals to the Planning Committee Clerk and the Treasurer.
 5. Gives all cash and checks collected to the Treasurer, with the totals for amount collected and amount still owed.

AFTER THE QUARTERLY MEETING:

1. Follows up on any non-payments.
 - Contacts Friends who still owe funds.
 - Contacts Monthly Meetings still owing for Financial assistance they granted.
 - Works with Treasurer and M&O clerk regarding use of QM financial assistance fund for non-payments
 - Sends any late checks to Treasurer.
 - Submits list of attendees and their Meetings to M&O Clerk for inclusion with information for the next QM Planning Committee and for Nominating Clerk.

NOMINATING COMMITTEE

The nominating committee is composed of 3 members serving overlapping 3 year terms. Members and clerk are nominated by the nominating committee and approved at the Winter QM session.

1. Prepares nominations for officers and committees for consideration at the Winter QM. Appointments approved in Winter become effective March 1st unless otherwise specified. Nominating Committee is responsible for nominations of the following:
 - Clerk 2 years
 - Recording Clerk 2 years
 - Treasurer 2 years
 - Registrar 2 years
 - Assistant Registrar 1 year (who then becomes registrar)
 - Webkeeper 2 years
 - Junior Friends (JF) Advisor(s) 2 year (staggered terms) - Recommended by Junior Friends to Nominating Committee.
 - Ministry and Oversight (MO) (6) 2 years (overlapping terms) including clerk
 - Nominating Committee (3) 3 years (overlapping terms) including clerk
 - Representative to Ecumenical Ministries of Oregon (EMO) No set term
2. Solicits suggestions for nominations from constituent groups in WQM.

ECUMENICAL MINISTRIES OF OREGON REPRESENTATIVE

1. Attends meetings of EMO, reporting back at the Winter Meeting for Business.
2. Serves on EMO committees, as led.

JUNIOR FRIENDS ADVISORS

1. Nominated jointly by the nominating committees of Junior Friends and of the adult WQM. The process starts in the fall with recommendations from the Junior Friends and formal approval by adults at the Winter Meeting.
2. Works with Junior Friends officers to set up program for WQM sessions
 - If few Jr. Friends are expected (especially during the one-day Winter Session), it could be decided not to have a separate program for Jr. Friends.
 - Advises Junior Friends about coordinating these activities with the session Planning Committee.
3. Joins the Junior Friends in their QM program and helps them with developing understandings of Friends' practices such as worship sharing and good order of Friends' business.
4. Brings concerns that arise from within or outside the Junior Friends group to the attention of Junior Friends Clerks, Junior Friends Concerns Committee, WQM Ministry and Oversight Committee or WQM Clerk, depending upon the concern.
5. Holds copies of medical release forms for minors. Responds appropriately to minors arriving without medical releases or guardians by contacting parents and using technology (email, fax, etc) to obtain a copy.
6. Works with Junior Friends Clerk(s) and WQM Clerk on planning other events such as week-end get-togethers.
7. Coordinates with NPYM Junior Friends' Advisors, program coordinators and Clerks in planning NPYM Annual Session activities for NPYM Junior Friends. When possible, attends NPYM activities as a friendly adult participant (FAP) and as a supporter of NPYM Junior Friends Advisors.

JUNIOR FRIENDS (JF)

Junior Friends' officers and committees are appointed by Junior Friends to conduct the business of high-school age Friends. Generally they would have the following officers:

1. Junior Friends Clerk

- Makes plans for WQM gatherings and prepares agenda for Junior Friends Meeting for Business in consultation with WQM Junior Friends Advisors, Clerk of WQM and the session Planning Committee.
- Makes a short oral report at Spring and Fall QMs on the activities of Junior Friends.

2. Junior Friends Recording Clerk

- Records and keeps the Minutes of each business session of WQM Junior Friends. Provides a copy of the Minutes to the Junior Friends Clerk, the Junior Friends Advisors and to the Recording Clerk of WQM.

3. Junior Friends Concerns Committee

- Brings concerns that arise from within or outside the Junior Friends group to the attention of Junior Friends Clerks, Junior Friends Advisors, WQM Ministry and Oversight Committee or WQM Clerk, depending on the concern.

4. Junior Friends Nominating Committee

- Works with the Nominating Committee of the adult WQM to nominate Junior Friends advisors. These are approved at the Winter QM
- Junior Friends Officers are nominated by the whole in their business meeting.

YOUNG ADULT FRIENDS (YAFS)

- YAF Clerk plans for WQM gatherings and prepares agenda for YAFs' Meeting for Business.
- YAF determines whether or not they want or need advisors.

WILLAMETTE QUARTERLY MEETING GATHERING COORDINATOR

This position funded for up to \$595 per Quarterly Meeting.

Under the direction of and in concert with the relevant local Quarterly Meeting Planning Committee, the WQM Gathering Coordinator will be responsible for:

1. Beginning planning by assisting the local planning committee clerk/convenor in drawing together the volunteer planners to determine program/theme and general schedule.
2. Participating in all local planning committee meetings.
3. Creating a template or outline of tasks, timelines and responsibilities for the gathering.
4. Working together with the committee to find others to help with various tasks.
5. Maintaining ongoing communication with committee members to be sure all the jobs are being done, and find support when needed.
6. Developing options for meals (prepared by volunteers or with limited catering) for the committee to choose from; when menus are finalized, assisting with development of detailed shopping lists and identification of “meal crew” leaders; if attending the gathering, taking the lead on food shopping and storage. As in past gatherings, individual Meetings or Worship Groups may be asked to take responsibility for staffing meal prep and clean-up crews for individual meals.
7. Identifying and overseeing collection and/or purchase of needed materials and supplies for children’s program activities; assisting with finding lead children’s program volunteer staff and paid child care providers.
8. After program and details are decided, following through with contacts with individuals or subcontractors (e.g., lifeguards, etc.) as requested by the committee.
9. Taking the lead, with the clerk of the planning committee, on creation, final proofreading/editing, and timely distribution of publicity for the

gathering, including collaborating with the WQM Registrar to develop paper and electronic registration forms; submitting materials to the WQM webkeeper for internet dissemination; e- and snail-mailing of materials to each Worship Group, Meeting and Isolated Friends in the Quarter; and following through with e-mail or phone contact to ensure information has been received and shared.

10. If attending the gathering, assisting with program logistics, maintenance of sign-up sheets, and other facilitative tasks as assigned by the local planning committee.
11. Collaborating with the local planning committee in developing a summary of what worked and what might be done differently in regards to the Gathering Coordinator's role, to be shared with Ministry and Oversight Committee and with ensuing planning committees.

GUIDELINES FOR PLANNING COMMITTEES

Planning committees are nominated and approved by the respective Meetings (see Time and Place at the beginning of the Handbook). The Planning Committee will notify the WQM Clerk and officers and clerks of WQM committees of the name and contact information for the Clerk and members of the Planning Committee.

SITE

The Planning Committee locates and determines how spaces are assigned and used at the site. Making arrangements to contract with a site may need to begin 9-12 months in advance. Below is a list of considerations:

1. Both camp and in-town sites need a meeting space large enough to accommodate the entire group (about 90 as of October 2016) for meeting and eating.
2. Enough small group spaces to accommodate worship and interest groups.
3. Separate space for
 - Children's program space
 - Infant and prechool space
 - Central Friends space
 - Junior Friends space
 - Young Adult Friends space as needed
4. A registration table separate from the meeting space.
5. Worship Sharing spaces
 - Need a certain amount of quiet and privacy.
 - Each group needs seating for 8-10 Friends
6. Consider accessibility of grounds, sleeping quarters, bathrooms, meeting and eating spaces

7. When looking at sleeping spaces consider:
 - needs of Junior Friends [often for an overnight together on the second evening]
 - families with children
 - elderly or less fit attendees
 - gender issues
 - those requiring electricity
 - those requiring quiet
 - bathroom location for those needing to use in the middle of the night
8. Be clear in registration packet about accessibility and policies regarding tents, RV's and pets.

FINANCES

1. All Quarterly Meeting session planning committee income and expenses are passed through the WQM account.
2. Willamette Quarterly Meeting is responsible for the finances of WQM gatherings, covering shortfalls and receiving surpluses.
3. Each WQM session planning committee makes a budget to follow. Income includes start-up fund from the WQM treasury and the balance from fees and donations from Friends who register.
4. The goal is to have each session be self-supporting (including the WQM contribution).
5. Financial aid for attendees is available first through Monthly Meetings and then through the Spiritual Life Fund of the QM and a line for donations on Quarterly registration forms.
6. A financial report is due after the session and should be sent to the WQM Treasurer.

7. Insurance: Insurance for events at sponsoring Meeting's Meetinghouse is covered through the individual Meeting's insurance. Events at other locations are covered by insurance carried by North Pacific Yearly Meeting, in which cases, NPYM needs to be informed. This includes Quarterlies at camp locations and the Men's Retreat.

REGISTRATION

1. Coordinate with the Registrar and relevant Officers to produce a registration packet including:
 - Registration Forms
 - Name, address, email, meeting, phone
 - Length of stay and amounts due
 - Sign up preference for Worship Groups and Volunteer Assignments
 - Food limitations and preferences
 - Information about amount to be paid.
 - Information about applying for scholarship aid (from Monthly Meeting first, then from WQM if needed)
 - Information about donating to WQM and the WQM Spiritual Life Fund
 - Medical Release Forms for minors
 - Site information including map and driving instructions
 - QM Schedule - including schedules for Jr Friends and Children's Programs
 - Planning Committee members contact information
2. Distribute registration information including a flyer for posting approximately six weeks prior to the session to all Meetings, Worship Groups, Preparative Meetings and Isolated Friends.

3. Encourage attendance at sessions.
4. See section about registrar for more information about registration.

MEALS

1. The planning committee is responsible for planning food for Quarterly Meeting sessions. This includes:
 - Snacks (including children’s program, Central Friends and Jr Friends) and meals
 - Purchasing and providing the groceries & supplies needed
 - Both food preparation and kitchen cleanup
 - Meals preparation and clean up may be catered, assigned to “Groups” or through volunteer sign-ups
2. In the past, Monthly meetings and worship groups have been “assigned” meals to be responsible for food, preparation and clean up. Some meetings find this a difficult responsibility.
3. Assignment by Worship Sharing groups—can be problematic as not everyone arrives on time and not everyone participates in WS groups.
4. Use of Junior Friends for a meal preparation or clean-up is encouraged.
5. Groups or individuals who purchase food or related supplies are typically reimbursed through the Treasurer
6. Have a volunteer sign-up sheet for meal preparation and clean-up at the registration table.
7. Seek to accommodate as much as possible the variety of attendees’ dietary preferences and needs.

PROGRAM

Choose a theme and plan the overall program to include the following:

1. Presentation of theme (panel, speaker, etc.)

2. During the opening of the session, recognizing and welcoming first-time attendees in conjunction with the Clerk. Consider audio-visual equipment needs.
3. Meeting for Worship: Provide enough time in the schedule for worship. Consider early morning worship (time & space).
4. Check with WQM Clerk (or M&O Clerk if there is no Clerk) to see if time to conduct business is required, and, if so, an estimate of how much time should be allowed. Carefully consider the time of day for Business Meeting.
5. Interest Groups: Consider the size and number of groups offered, space available, and the need to accommodate spontaneous groups. Arrange to post interest groups and their locations along with sign-up sheets.
6. Small Worship Groups: Be in touch with M&O Clerk about the theme and queries. Have a space on the registration form for people to select type of worship group and to volunteer as group leaders. The Program Committee assigns meeting spaces for the worship groups working with M&O.
7. Social time/free time: Provide for times and places to socialize, sing, share intergenerational activities, partake of refreshments and hot drinks, or have alone time.

CHILDREN'S PROGRAM

1. Have one person on the planning committee be a Children's Program Coordinator.
2. Recruit needed children's program leaders.
3. Typically infant and preschool childcare is provided, often by person(s) paid for the weekend.
4. Recruit leader(s) for one or two organized programs (depending on numbers and ages of expected children) for grade school age children, and for a program for Central Friends (6-8th graders).
5. Leaders work with the Children's Program Coordinator to develop curriculum and manage supplies, materials and other resources.
6. WQM requires that two adults be with each children's group at all times and that safe adult/child ratios be maintained. Volunteers may be used, usually in two hour blocks, to supplement children's program staff.

7. Information about children's program and a contact person should be included in the registration packet. The registration packet must include an emergency medical care form for minors who attend without their parents/guardians.
 - For Jr. Friends, these are to be held by the advisors
 - For younger children, these shall be with the leaders of the children's program.

VOLUNTEERS

1. The planning committee coordinates volunteers for the session.
2. Have a place to sign up for volunteer slots on the registration form and post a sign-up sheet in the registration area.
3. Volunteers are typically needed for food work, assistance with children's program, clean-up, and small worship group leaders, among other tasks.

CLEAN-UP

1. Post sign-up sheets at registration for specific clean-up duties.
2. Coordinate the "whole camp: clean-up after the last meal," with one person overseeing the process.
3. Designate one person to participate in any camp inspections required by the contract for the site.

EVALUATION

1. Provide and collect evaluation forms asking:
 - "What worked well at this Quarterly Meeting session?"
 - "What changes would you suggest?"
 - "What didn't work well?"
 - "What kind of site do you prefer? Suggestions?"
2. Pass the results on to the Clerk (or the WQM M&O Clerk if there is no clerk) and the next Quarter's Planning Committee.