



# FUEL 2008 Coordinator Guide

## Early Preparation (6-12 months out)

1. Choose which FUEL to attend
  - Consider church and district calendars
    - Camps
    - Retreats
    - Etc.
2. Estimate Students – buy block of tickets to obtain early bird discount (before Feb. 1 - \$99/person for groups of 10 or more)
3. Estimate Sponsors (Ratio – 1:\_\_\_)
  - Headquarters requires 1:10 minimum per group
  - Check your district/local church policy
  - Determine whether sponsors will pay full, part, nothing for attending.
4. Determine desired place to stay [area hotel info is on the website]:  
Consider:
  - Other Churches
  - Price
  - Location
  - Elevators
  - Meeting Rooms
  - Food Service
  - Phone service
  - Internet access (free? Wireless?)
  - Recreation area
  - special needs?
  - proximity to church
5. Travel: Fly/Bus/Van/Train
  - Consider all area airports
  - If you fly or travel by train, you'll need to rent a vehicle to get to the church, hotel and food
  - Arrange vehicle rental
6. Financials
  - Budget Management (accountability)
  - Credit Cards
  - Spending limit
  - Reimbursements vs. advancements
  - Scholarships??
  - Determine Group Cost
    - Use the following equation:
      - Registration costs + hotel costs + estimated food costs + transportation costs + Contingency Fund + Costs for sponsors (students paying sponsor's way?) - (minus) any district/local church budget funds / (divide) # of paying people
    - Establish Payment Plan
      - All \$\$ due at once?
        - Registration due by Feb. 1?
        - Other monies due by June 1?
        - Who will serve as your FUEL treasurer?

### Notes:

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7. FUEL Committee

- Key youth workers on the District/local church
- Prayer leader for district/local church
- Treasurer
- Registrar
- Registration process (forms, payments, dates)
  - Final registration date June 15, 2008
  - Forms due upon arrival
- Spiritual Development/ Preparing
- Follow-up (Make sure you have a plan!)
- Disciplinarian (set and announce) policy
- \_\_\_\_\_
- \_\_\_\_\_

8. Personal pre-site visit:

- If district is traveling by air...seek free flight(s) w/travel agency
- Call restaurants ahead - set up meeting with manager (free meal(s)?)
- Local travel companies...at least two bids.
- Get contracts early to lock in your District

9. Security/Safety/First Aid

- What kind of security does the hotel offer?
- Will the hotel offer us a safe for money/important papers?
- Taking a 'District/ Local Church Group Nurse' to handle minor physical illnesses.
  - \* Note: A medical Doctor/team will be available during FUEL 2008.
- How do we handle medications?

10. Promotion:

- Begin Now!
- D.S./ Pastor support
- Use every District NYI event/ Local church event to promote
- Pastor's & Spouses Retreat/District Assembly/Pastor's Meetings/NYI Convention/Youth pastor gatherings

Notes:

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## *As You Are Getting Close (3-6 months out)*

1. Determine food locations
  - Breakfast – provided by hotels!!!
  - Restaurants
    - Determine menu and set up contracts with each restaurant.
2. Select sponsors
3. Sending Service:
  - Why are you having one?
  - Where? (Church?)
  - Entire family invited?
  - Meal?
  - Communion?
  - Final Instruction
4. Departure/Arrival Arrangements
  - Well communicated
  - District responsible for getting to airport/picking up at airport?
  - How many departure times? (Flights only)
  - Is travel to and from departure site financially included in overall cost?
5. Extras:
  - District Identity/Unity
  - Shirts
  - Back-packs
  - Hats
  - Name tag holders
  - Merchandise
  - Etc.
6. Technology:
  - Cell phones
  - Walkie-talkies
  - Emergency phone number (pager)
7. Communication
8. Confirm all contracts & reservations
9. Make sure your rooming list is complete and turned in to hotel
10. Group Shirts ordered
11. Emergency phone numbers for parents published
12. Planning daily district/local church group huddles:
  - i. Location
  - ii. Hotel is providing these each night as part of cost
  - iii. Communication
  - iv. Instructions for next day
  - v. Spiritual development (by youth group or small group)
  - vi. Trouble-shooting

**Notes:**

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### ***Contacts:***

***the FUEL 2008 office: (816)333-7000***

- Brian Hull – FUEL 2008 Coordinator– [bhull@nazarene.org](mailto:bhull@nazarene.org)
- Sarah Bechtold –  
FUEL 2008 Assistant Coordinator – [sbechtold@nazarene.org](mailto:sbechtold@nazarene.org)