

HOW CAN THE CENTRE HELP YOU?

1. We will communicate with you regularly. We will provide forms for you to complete to help with your stay.
2. Remember we are here to serve you. Our staff will try and make your stay, and the organisation of it, as enjoyable as possible. Remember though that many of the staff will work long hours and be on relatively low pay. Many do it because they want to serve the Christian community. They would see themselves as a ministry in the same way as a church or Christian organisation would see their role in serving.
3. We have a lot of experience. Ask us questions. Ring us up for help. We love to hear from group leaders (well, not every day!). We can always provide you with some tips and advice in a friendly way.



This leaflet is produced by CCI to help group leaders plan their events more effectively. For further information contact CCI at:

2 Leon House Queensway Bletchley Bucks MK2 2SS t 01908 641641

www.cci.org.uk

Registered Charity No: 326637

HOW CAN INSURANCE HELP YOU?

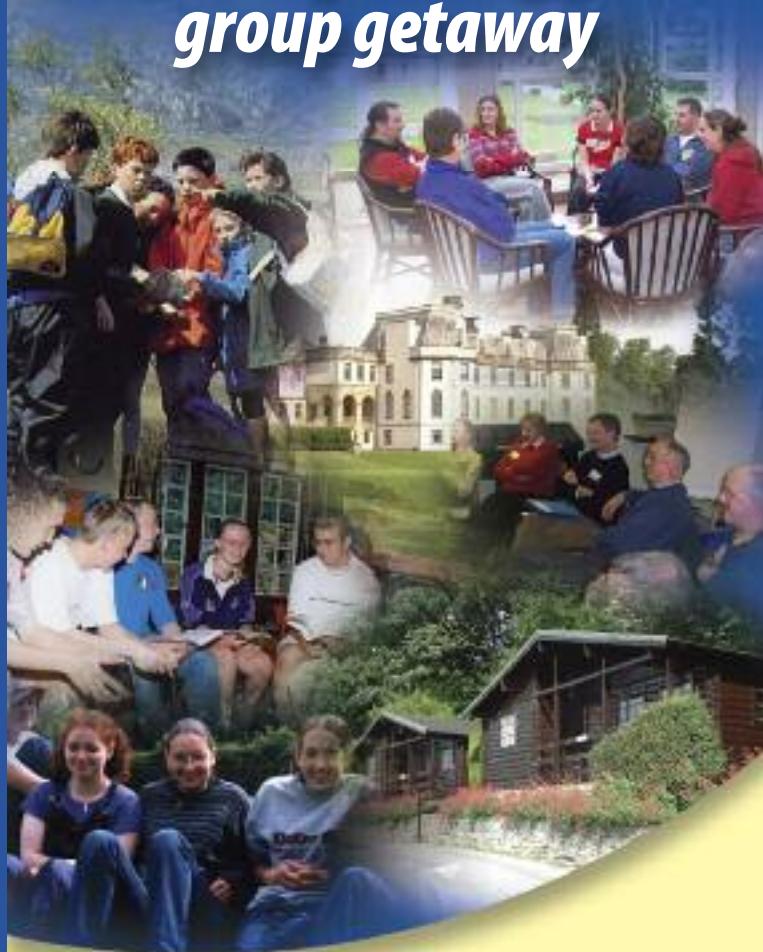
The centre can provide you with the details of a low cost holiday insurance policy. This includes cancellation cover, (useful to have), personal liability, and for individuals, personal accident and loss of luggage or items of particular value. You can contact *Access Insurance*, who are authorised and regulated by the *Financial Services Authority* for more details, on 020 8651 7420 or email: insure@accessinsurance.co.uk. They have lots of experience of insuring residential events.

HOW CAN CCI HELP YOU?

CCI is the association of people and organisations who think that residential events have a profound effect on people's lives. CCI provides group leaders with resources, advice, low cost membership, help with legislation and planning. In fact their series of *Key Resource Sheets* gives fuller answers to all the ten points shown on the previous pages. Ring them for help on 01908 641641 or visit their website www.cci.org.uk to buy resources to help make your task as group leader even easier.

TOP 10

things to remember when organising your group getaway



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1 IT'S A MARATHON, NOT A SPRINT

You have embarked on a really great task to get your group away. Keep at it and don't get discouraged! Now you have chosen a venue, go and have a look round it.



2 HAVE CLEAR AIMS

for the event. What will you do? Why? What do you aim to achieve? Are your priorities reflection, team building, activity or spiritual input? What you aim to achieve will significantly effect what you do.



3 PLAN WELL AHEAD

You can't start too early, but you can start too late! It will almost certainly take months to plan your group's event. Make a detailed list of all that you have to do. You won't be able to do this on your own, so look to recruit some helpers and delegate areas of responsibility to each person. Then check up from time to time if they are doing OK. Meet regularly with the helpers. Train the team for the task ahead.



4 BUDGET

carefully for the event. The sums of money involved and your legal liability to the venue you choose can be significant. Draw up that budget in detail now. Pay on time, you may incur penalties if you don't.



5 PROMOTE

the event thoroughly. You may want to produce a simple leaflet. Don't assume people will come because you had the great idea to go away. It *is* a great idea but get them to sign up early and pay a deposit – even your closest friends! Never assume they will come until they pay the whole fee! Issue a simple receipt.



6 TAKE OUT CANCELLATION INSURANCE

The centre can provide you with details of a good value for money policy. It provides cover for your group for what could be expensive financial liabilities in the event of cancellation. This will be subject to the policy terms and conditions. You can contact *Access Insurance*, who are authorised and regulated by the *Financial Services Authority* for more details, on 020 8651 7420 or email: insure@accessinsurance.co.uk.



7 PROGRAMME

the event. Write down times and details of activities. Ask the centre for advice if you are not sure about meals. If it is a large group remember that it takes time to move people around a large venue. They also need to go to the toilet at least once during your packed day! Don't fill the programme too much. Good programmes allow space.



8 READ THE INFORMATION

provided carefully. Small print can seem boring, but it is vital and usually very helpful. Many venues provide a group leaders' booklet which lists a lot of helpful detail. Complete any forms and submit them on time. Be as accurate as you can with the information requested.



9 GET SOME RESOURCES FROM CCI

to make your life easier. There are books, resource sheets, checklists, even a CD to help you prepare your team of helpers. Subjects covered include safety, programme ideas, activities, menus and much more. You can join the association on line either as a church or 'Associate' group leader – go to www.cci.org.uk



10 EVALUATE

after the event whether you achieved the aims you set out in item 2. Give some friendly and constructive feedback to the centre or complete their feedback form. Start planning after that for the next event! Go back to item 1 – after a strong cup of something!