

# Subregion F Yeah Event

May 18-20, 2012

<http://tinyurl.com/fyeah2012>

Bright Lights.  
Big Service.



Circle K International  
**5<sup>th</sup> Annual Subregion F Yeah Event**  
May 18 to 20, 2012  
New York, NY  
**Event Evaluation & Planning Guide**





Table of Content	
Introductory Letter	Page 1
Schedule & Evaluation	Page 2-4
Budget Analysis	Page 5
<b>Recommendations</b>	
Team Set Up	Page 6
Planning Schedule	Page 7
Event Schedule	Page 8
Budget & Cost	Page 9
Misc Recommendations	Page 10
Sub F Event History	Page 11
F Yeah 2012 Remarks	Page 11

## Introductory Letter

To the leaders of Subregion F during the 2011-2012 and 2012-2013 Year(s):

My name is Josephine Lukito and, this year, I had the great honor of organizing and running the 5<sup>th</sup> Annual Subregion F Event.

This year's subregion event not only continued a line of successful previous events, but also made some new records that we hope will be broken in future years of this event (regardless of whether the "Subregion" title continues or not). During the 5<sup>th</sup> Annual Subregion F Event, we had a record attendance, reached over 600 hours of service and had a full three day schedule, which I hope sets precedence for future events to come.

In writing this evaluation, I would like to thank the members of Subregion F who helped plan this event with me and who made this event possible. They are as follows:

**House Hosts:** Kelly Chan & Matt Maran

**Team Leaders:** Kelly Chan, Hans Butler, Dylan Gross, Jia Shi, Nicole Tardif

**Others:** Rob Acerra (Int'l Rep), Khian Lukito (my mother), 2011-2012 & 2012-2013 Sub F Governors

And of course, I would like to thank all of our attendees and guests for the 5<sup>th</sup> Annual Subregion Event.

This evaluation serves as a review of the past Subregion F Event and will hopefully act as a guide for future subregion events, particularly now that it has reached the size that it has.

If you have any questions or concerns, do not hesitate to email me (Lukito.cki@gmail.com), or call me (646.467.2114) at your convenience.

Yours in Service, Leadership & Fellowship,

Josephine Lukito  
5<sup>th</sup> Annual Sub F Event Chair

Why sleep when you can serve?



Servicing in the City that Never Sleeps

## Overall Evaluation

Total Registration:	68	Cap Reg:	4	Saturday Projects:	10
Cancelled:	9	ECan Reg:	3	Sunday Projects:	1
Day-of Registrants:	2	NE Reg:	1	Total Service Hours:	603
Total Guests:	2	NJ Reg:	19		
Total Attendees:	61	NY Reg:	33		

## Friday Evaluation

Events: Opening Session, Dinner & Team Meet Up

Overall, Friday was the busiest and most difficult of the three days. Due to an incident with the location we were having our session at, we had to move our location to Central Park, which was relatively unsuitable for holding the opening session.

In total, there were over 70 registrants, but several cancelled within the week, and 7 cancelled day of. 2 attendees were no-shows, coming to a total of 67 attendees, about 50 of which were there on Friday. Due to these difficulties, we had to move several individuals around between teams to balance the amount of attendees for each service project. One event (Central Park's Pitch In, Pick Up) was intimately removed, and the group was split between the remaining events during the afternoon session.

Registration occurred during this day, in which we collected the majority of the money and distributed wristbands and t-shirts.

No service was done during this day, but attendees got to meet their team leaders. In total, we had six teams: *Coruscants* (Kelly Chan), *Five Points* (Jia Shi), *Gotham* (Josephine Lukito), *Empire* (Dylan Gross), *Urban Jungle* (Hans Butler) and *Big Apple* (Nicole Tardif). Teams were assigned their service projects on Friday and had introduction on Friday.

Despite the location hiccup, Friday Opening Session started at roughly 8:00 PM and ended at 10:30 PM.

On Friday Night, I distributed some of the food between the housing hosts (Matt Maran, Kelly Chan and myself), moved baggage around, and the attendees staying at my house offered to make the lunch wraps. I did some last minute movements (several attendees requested to switch teams because they were staying in Manhattan and had events in Queens).



## Saturday Evaluation

Overall, Saturday went very well. In total, there were 10 projects split into 2 different sessions (morning and afternoon). There were four attendees who did not attend the morning session, but in total, there were 56 total attendees on Saturday (52 in the morning).

**In the morning, 203 hours of service** was completed. There were 5 projects total. For a more complete breakdown, please inquire with the event chair. In the afternoon, there were 5 projects total. **236 hours of service was completed in the afternoon** due in part to the few increased attendees who came to the afternoon only session.

I tried to call each team leader once in the morning and once in the afternoon. However, by the afternoon, most of their phone has died. Future team leaders should be urged to conserve as much battery life on their phones as possible or should designate at least one other individual as the "reserve phone."

Overall, from the reports I received, the events went very well. Leaders were able to handle their groups, each group found their project relatively easily, and my phone did not die, so I was able to coordinate between team leaders and their missing members. Most Saturday-only attendees were able to find their groups. Projects were fun and most of the coordinators seemed to do a good job with finding things for our volunteers to do.

Most service projects were found in large part to *It's My Park Day* which was held on May 19, 2012 in New York City. Out of the 10 projects, 6 projects were *It's My Park Day* projects.

After the projects, teams were encouraged to hold a team dinner, which was the concluding event of the day. Teams held dinners in various locations, including Dallas BBQ, Olive Garden and SMAC (a Mac and Cheese place). Some teams chose to have joint dinners (example: *Big Apple, Gotham and Empire* all had dinner at Olive Garden), which prove to be hectic but still enjoyable.

Subsequent the dinners, most teams went sightseeing or traveled around the city before returning home.

This day was the majority of the service that was done over the week. Individuals participated in a serious amount of service, spanning from as early as 7AM to as late as 6PM. The 603 hours of service did not account for travel time between any of the service projects.

**On average, each individual participated in 10.7 hours of service on this day (and roughly 2 hours of accounted travel\*).**

\* To my knowledge, most districts count ½ of the travel time as service hour time as well. In total, most groups traveled 3-4 hours for all the projects, which means roughly 2 hours of that travel time is counted.



## Sunday Evaluation

Sunday was the concluding day of the events. Teams met together for a closing session on Friday morning which started at 9:45 AM. This was a large gathering of all the attendees. In total, there were 41 members in attendance. Of the attendees, 36 were “weekend” attendees. 5 individuals came for Sunday only, including 3 on-site registrants. In total, there were 41 attendees, resulting in **164 hours of service**.

In total, 37 people participated in the walk, which took a little over 4 hours. 4 individuals volunteered to stay and watch the bags of people who were leaving that day. I am fully in debt to those individuals who stayed, as they not only helped watch the bags, but they hauled the bags over to the location of the Kiwanis Family Picnic and helped gather the individuals for the picnic after the walk. These individuals are: **Robert Acerra, Sabrena Lopez, Tyler Foote** and **myself**.

After that, we held our Kiwanis Family Picnic. In total, we have 3 Kiwanis Family Branches present (Kiwanis, Key Club and CKI). The largest 2 by far were Key Club and CKI. In total, there were over 80 attendees at the Kiwanis Family Picnic. Roughly 30 were Circle K members and a little over 50 were Key Club members from Divisions 8, 8a, 9, 10 and 11 (the NYC area) of the New York District of Key Club International. Noteworthy attendees were Daniel Lin, the NYDKC District Governor, Carla Pancho, Division 8a Lieutenant Governor and Herman Li, Division 11 Lieutenant Governor.

## Overall Evaluation

While there were several hiccups along the way, the event largely went off well. The most important date (Saturday) seemed to go off without a hitch, and we were able to organize a large scale service event for Subregion F at a very minimal cost. Although there were several cancellations at the last minute, we were still able to accommodate the high amount of service that we expect from a Subregion F Event.

From an informal evaluation, the Sub F Event left many people exhausted from the service (in a good way, since we did a lot of it in a weekend), but everyone seemed to have a great time. There was a good variety of service, which was well appreciated by the coordinators, and the weather was really fantastic for the whole weekend, which helped us out since most of our projects were outdoors (in parks or for the walk).

Finally, we completed a total of **603 hours of service**, with **61 attendees** total (between Weekend, Saturday Only and Sunday Only Registrants).

# Budget Analysis



**Weekend Attendees: 48**  
**Saturday Attendees\*: 8**  
**Sunday Attendees\*: 7**  
**Total Attendees: 61**

**\*Some attendees registered for Saturday + Sunday**

Friday Food: 100  
Saturday Breakfast: 120  
Saturday Lunch: 232  
Sunday Breakfast: 100  
Sunday Picnic: 100  
**Total Food Costs: \$652**

**Transportation: \$825.65**

Shirts: 420  
Bracelets: 74  
**Total Swag Costs: \$494**

Sharpies: 10  
Printing: 30  
Water: 15  
**Total Misc Costs: \$45**

AIDS Walk\*: 40  
Eliminate: 61  
**Total Donations: \$101**

**TOTAL COSTS: \$2117.65**

\*AIDS Walk was a rough estimate based on the number of attendees on Sunday.

## Attendance

Total Weekend: \$1400  
Weekend No Transportation: \$250  
Late: \$100  
Saturday Only: \$125  
Sunday Only: \$60  
**TOTAL PAID: \$1935**

**Current Under/Over: - \$182.65**  
**CURRENTLY UNPAID: \$160 (4 individuals)**  
**Final Under/Over: - \$22.65**

## Cost By Weekend Attendee

Transportation: \$16.85  
Donation: \$2.00  
Friday Dinner: \$1.50  
Sat Lunch: \$4.00  
Sunday Picnic: \$1.50  
Breakfasts (x2): \$4.00  
Misc: \$1.00  
Shirts: \$7.00  
Bracelets: \$1.50  
Total: ≈ 40.00\*

\* Meals are rough estimates. In actuality, the costs of meals went slightly over the prices seen above, hence the difference in numbers.

Misc. Money (late fee) went into the added expense of meals and misc, mainly in water and in the Sunday Meals.

Several individuals also registered for the weekend and opted out of transportation without notification (as a result, there were several "extra" metrocards by the end of the event), which counted as a cost incurred by the event as a whole.

Several other costs (costs of folders, misc printing, part of Saturday Lunch) were incurred without being included in the budget. This totaled to roughly \$50, although the amount was not measured into the overall budget.



## Recommendations

### Team Set Up

In November, when the Sub F Planning Team was determined, there were 4 individuals appointed. By February, there were technically 6 individuals assigned (the original team and 2 District Coordinators).

Note here that I say *technically*, as by this point, there was essentially only one individual working on Sub F (myself). Although an Event, Fellowship and Service Chair were designated; neither the Fellowship Chair nor the Service Chair contributed to the event. By February, it was clear that neither had any plans to do any work.

Registration opened in March. During March, hosts were assigned and Team Leader applications were opened. By this time, there were 2-3 individuals working on the Sub F Event. By May 1<sup>st</sup>, there were over 64 registrants, although the anticipated attendance was only 50. 6 Team Leaders were selected. By this time, the Sub F Planning Team totaled 7 individuals.

For an event of this magnitude (with more than **60 attendees**), it is no longer excusable to have only one individual working on the event for the bulk of the year. It is unfair for one individual to plan housing, find service projects, front the \$1000+ dollars necessary, handle registration, create the schedule, organize events, make food, form teams, promote and still have the time to breathe.

In the future, I would strongly suggest the following team for the Sub F Event (with notes attached to each position):

**HOST DISTRICT:** These are positions that **MUST** be held within the district that is hosting the event. For future events, I would strongly recommend that it is not *one individual* running the event, but *a district* hosting the event. This gives the event more support from one district and shifts the responsibility from one individual to a group.

**Event Chair:** (Not a District Governor)\* Responsible for fronting money, creating schedule and managing team

**Housing Chair:** Responsible for finding and coordinating housing for out-of-state attendees

**Service Chair:** Responsible for finding and organizing service projects (including in-house projects)

**Logistics Chair:** Handles transportation, budget, food and any other costs incurring function

**NON-HOST DISTRICT:** These are positions that do not have to be held within the district that is hosting the event.

**Publicity Chair:** (Int'l Rep) Responsible for promoting the event to all the districts (should be the Representative)

**Registration Chair:** Handles registration online and sends registration updates to the rest of the event team.

**6 Team Leaders:** (Recommended from Host District). Although I originally wanted team leaders only from NY, Nicole Tardif proved to be a great Team Leader, thus opening up the possibility of Team Leaders who are not from the area.

**Total Positions: 6 Chairs + 6 Team Leaders**

\* I suggest that the Event Chair should not be a Governor. However, Governors are more than encouraged to fill the other chairs, particularly the host governor.



## Recommendations

### Planning Schedule

As previously mentioned, planning this event takes a full team of leaders who are willing to go above and beyond (this is the leadership aspect of Sub F ☺). In order to ease the planning of Sub F in the future, this planning schedule was created to serve the needs of any future event chairs.

#### **May/June** (Subsequent the Event)

- Select Location of next Sub F Event

#### **August**

- Applications for Event Chair, Housing Chair, Service Chair, Logistics Chair, Registration Chair and Publicity Chair should be out.
- Event and Service Chair should be selected no later than late August to September.

#### **September**

- The rest of the chairs should be selected
- Date of Sub F Event should be determined
- Service Chair should start looking into service projects
- Housing Chair should look into housing
- Logistics Chair should look into transportation
- Rough draft of schedule should be created

#### **December/January**

- Housing and *most* service projects should be determined
- Schedule should be released
- Event Chair should release applications for Team Leaders
- Registration Chair should develop a way to register /work with Event Chair to coordinate event site.
- **Late January:** Publicity should be out for Sub F (Design, Videos, Etc) in time for Dcon season

#### **February**

- Publicity should be in full swing
- Service Projects should be finalized (at latest, mid-March)
- Event Chair should coordinate with Logistics to finalize scheduling and transportation logistics
- A budget should be created by this point
- **Late February/March:** Team leaders should be selected

#### **April**

- Service projects confirmed
- Housing chair should start informing people of where they are being housed
- Put in order for shirts
- Finalize location of sessions & budget

#### **May / June**

- **3 weeks before:** Send out Packing List, finalize housing details, Close early registration
- **2 weeks before:** Visit sites of service projects, finalize transportation details, receive shirts
- **1 week before:** Close regular registration, send out final reminder emails, buy materials necessary
- **Day before:** Buy necessary food and perishable goods, hold a Sub F Team meeting
- **Day of:** Have fun!





# Recommendations

## Event Schedule

Several regrets I had for the event was in regards to planning time. While it is fantastic that we achieved 603 hours of service (I'd like to see any other subregion event achieve that much service, particularly hands on service), it definitely wore out all the members and gave little time for sightseeing and traveling.

I have included 2 suggested schedules here. Both are for 3 day long events.

### Event A

#### Friday

- Registration
- Opening Session & Dinner
- Team Meeting

#### Saturday

- Morning Session (11AM to 12PM)
  - In house service
- Lunch (12PM to 1PM)
  - Group lunch (as a whole)
- Afternoon Service (1PM to 5PM)
  - Separate service projects led by team leaders
- Team Dinner
- Sight Seeing

#### Sunday

- Closing Session
- "Spirit Day"

This event focuses on fellowship (note the spirit day and the later hours, as well as the morning session, as opposed to project). It is more "time management" friendly, and is much easier on the organizers, because breakfast and lunch can be served in a central location, as opposed to team leaders carrying food around. In total, people would participate in **5 hours of service**.

### Event B

#### Friday

- Registration
- Opening Session & Dinner
- Team Meeting

#### Saturday

- Morning Service (9AM to 1PM)
  - Separate service projects led by team leaders
- Lunch (1PM to 2PM)
  - Group lunch (as a whole)
- Afternoon Service (2PM to 5PM)
  - Separate service projects led by team leaders
- Team Dinner
- Sight Seeing

#### Sunday

- Closing Session
- In House Service or "Spirit Day"

This event is much more similar to the 5<sup>th</sup> Annual Sub F Event, where it's very heavy on service. Service, however, should not start earlier than 9 AM. The schedule overall is tighter. However, the group could have morning service, late lunch and an afternoon session (the reverse of Event A). In total, people would participate in at least **7 hours of service** (7 on Saturday and the potential for 1-2 on Sunday)



## Recommendations

### Budget

Budgetary issues have remained a problem for Sub F since its creation in 2008. Since one of the goals of Sub F is to keep it at a low cost (relative to other events), event chairs have had to work around Sub F to make sure that it is a fun **and** inexpensive way to visit a large and popular city.

Since its development, the Subregion F Event registration price has not exceeded 50 dollars. In 2010 (Boston), the cost was \$40, but the event did not facilitate housing. In 2011 (Atlantic City), the cost was \$45 (including housing), but the event was two days long. Similar events can cost exceedingly more (examples: LSSP is \$100 without housing, Y'All is \$125), so it is no surprise for us to expect an increase in **registration fees** for Sub F in future years.

**Things that Registration is Expected to Cover:** Food (at least 3-4 meals), T-Shirt, Service Project, Housing Support.

**Anticipated Future Cost of Sub F:** Food (\$15) \*, Housing (\$40) \*\*, Shirt (\$10), Misc/Donations (\$5), Trans (\$15) = \$85

\* Food: Friday (4), Saturday Breakfast (3), Saturday Lunch (5), Sunday Breakfast (3)

\*\* Calculated at \$20 a day (if staying at a hotel, hotel should be no more than \$75 per room per night)

### Keeping the Budget Low

Below are some ways in which you can help keep costs relatively low for future Sub F Events:

- Don't cover transportation
- Housing should be done by volunteer hosts or at a large gymnasium (look into staying at the gym of a YMCA or local church with a shower).
  - o Housing can be the most expensive and difficult part of any event planning. If you are planning an event, *talk to Kiwanians* in the local area to see if they have any suggestions (some Kiwanians are associated with YMCAs, colleges or churches that may let you stay in their area).
  - o Be wary and ask about appropriate times to leave and enter the building if you are staying in a gym.
  - o Hostles/hotels are a slightly more expensive but occasionally viable option.
- Cover 3 meals: Friday Dinner, Saturday Breakfast, and Sunday Breakfast
- Get shirts *early*. That way, you have plenty of time to look for a deal on printing shirts.
- Preemptively warn people that they will have to spend money at the event (that way, they do not complain when they realize so-and-so is not covered in the event).

### How to Pay for Registration

For future events, it is strongly recommended that people are required to pay PRIOR to attending (or face a late fee). This is something that is done for LSSP and similarly sized events. Requiring a late fee for on-site registration will discourage people from paying on-site. Furthermore, the use of applications like paypal will allow your members to pay online (as opposed to sending a check).



## Recommendations

### Miscellaneous Recommendations

- 1) **Plan with plenty of room** (time-wise). Things will take longer than you expect them to. This is particularly true for transportation and little technical logistics like that.
- 2) Typically, Sub F Events have been held in large cities (because they are popular tourist attractions). One may want to **consider hosting it in a smaller city** (ex: Baltimore, Long Island, Buffalo, Providence) since it still provides some level of city charm without the city hassle.
- 3) **Leave room for sightseeing**. Also manage this into your travel logistics.
- 4) **Warn members that they will spend money regardless**. No matter how cheap the event is, and no matter how much it tries to encompass, the attendee will almost always spend money at some point.
- 5) **Plan Service and Housing VERY EARLY**. I started planning housing in November, but none of it was finalized until January or February. I started looking for service projects in March, which is *far too late* to be looking for projects (in my defense, I was supposed to have a service chair).
- 6) **Allow the event chair to select his or her team**. The event chair will be the one who has to organize the whole event to begin with, so the event chair should know who he or she works best with.
- 7) **Have a district host the event, as opposed to one person chairing the event**. This is why most of the chairs should come from the host district.
- 8) **EVENT COORDINATORS, be prepared to throw down some serious kaching**. Sub F is not cheap. Plan to drop at least \$600 to \$1000 before the event.
- 9) **Promote the location**. ECan/NY/NE/NJ/Capital has some of the most amazing cities and locations, particularly because it is such a historic area.
- 10) Don't forget to **invite other districts**. In the past 2 years, we have seen attendees from different subregions. Let's make this Sub F event an event for districts around the entire area!
- 11) Consider **coordinating sightseeing**, particularly if you are in an area with a lot of museums.
- 12) Encourage members who don't hold positions or club officers to **apply for positions**. District officers are great, but they don't have a lot of time on their hand.
- 13) **Take advantage of Kiwanis**. Most "big cities" have many Kiwanians in the area who may be willing to help you out (financially or in finding locations or even with service projects).
- 14) **Communicate, communicate, communicate!** Speak with immediate past and incoming governors *constantly*. Speak with your team *often* to keep them on track.
- 15) **Double check with service projects** to make sure they know you're coming before hand.
- 16) Ask advise from **past chairs**. They probably have some informative tidbits.
- 17) Plan a **leadership workshop** if you seem to have time to kill during sessions.
- 18) **Plan everything ahead of time, so you have time to relax during the event**. Remember, you're supposed to have fun too.
- 19) **Use a suitcase to get things places**. Trust me, it really helps.

# Subregion F Yeah Event

May 18-20, 2012

<http://tinyurl.com/fyeah2012>

Bright Lights.  
Big Service.



## Event History

Event#	Location	Coordinator	Dates	Year
1	Washington D.C.	Kristen Reed (?)	Unknown	2008
2	New York City	Imran Yassin	4/24-4/26	2009
3 <sup>a</sup>	Boston	Rich Henderson	4/30-5/2	2010
4	Atlantic City	Jen Hsieh Avanti Kollaram	8/13-8/14 <sup>b</sup>	2011
5 <sup>c</sup>	New York City	Josephine Lukito	5/18-5/20	2012
6	[Capital] <sup>d</sup>			

<sup>a</sup> The 1<sup>st</sup>-3<sup>rd</sup> Sub F Events did not accommodate for housing

<sup>b</sup> The 4<sup>th</sup> Sub F Event was 2 days long, but was the first event to accommodate housing

<sup>c</sup> The 5<sup>th</sup> Sub F Event changed the name to "Sub F Yeah Event" and was the first to break 50 attendees

<sup>d</sup> Capital is technically next in line to host the event. Future events should follow this hosting order:  
New England → New Jersey → Eastern Canada → Capital → New York


## 2012 F Yeah Event Final Remarks

Overall, while stressful at times, the event was enjoyable to organize. With the proper planning in the future, much of the difficulties experienced this year can be easily avoided. Reaching 61 attendees has been a tremendous goal for me in planning this event, and I hope to see more and more attendees at future Sub F Events (or whatever the name may be now that the "Subregion" title has been removed).

I urge any future Event Chairs to please make sure you have the time set aside to plan this event. It is by no means easy, and the larger this event becomes, the more work you will be required to do. To my knowledge, the Sub F Event is the only weekend long event that is heavily service-oriented and completely organized by students (ex: unlike LSSP, all projects found here are organized by other students and, unlike other long events, this is completely full of service and has a long-standing tradition of awesome service projects).

As such, it is by far one of the hardest yet most rewarding events you may have the chance to organize, so please take advantage of all its advantages and disadvantages. As always, if you have any questions about this evaluation/guide as a whole, or if you need to chat it up, I am just an email ([lukito.cki@gmail.com](mailto:lukito.cki@gmail.com)) or phone call (646.467.2114) away.

Yours in Service, Leadership, Fellowship and CKI Love,

*Josephine Lukito* 

Josephine Lukito  
Immediate Past NYCKI Governor  
2012 F Yeah Event Coordinator