



Nurses Christian Fellowship

NCF EVENT PLANNING GUIDELINES

NCF desires to encourage local/area nurse groups to offer events that reflect the purpose and mission of Nurses Christian Fellowship and meet the needs of nurses and students in their areas. The following information is to guide local/area nurse groups through the event-planning process. The NCF staff must approve all events that are associated with NCF/USA, and it will assist local Event Committees with event promotion, as is possible, by:

- Sending e-mail notices to persons in the NCF data base who live in the event target area.
- Posting event information on the NCF website.

NCF assistance will depend on the availability of resources at the time of the request.

Essential Elements for Event Planning

First Steps for Planning a Local Event

Local/area NCF groups should form an Event Committee **at least 4-6 months** prior to offering an event. A representative of the Event Committee must contact the NCF national office staff at ncf@intervarsity.org a minimum of four (4) months prior to the event date to inform NCF of the event. To assist NCF in its effort to promote the event, the Event Committee representative should provide NCF with the following information:

- Name of local NCF group (i.e., NCF of New England, Canton Area NCF)
- Local event contact person:
 - Name
 - Email address
 - Phone number
 - Mailing address
- Event date, time, and proposed title/topic
- Preliminary budget information
- Description/illustration of NCF logo use

NCF staff will communicate with the event contact person to discuss the level of assistance that NCF staff can provide and any recommendations regarding the event.

The Event Committee

An Event Committee should oversee all aspects of the event. The Committee members and their roles are determined by the tasks involved in offering an event. Here are some of the essential roles that committees usually assign to members:

- Event coordinator
- Local contact to communicate with NCF
- Budget and financial manager
- Program planner- purpose, objectives/content and presenter(s)
- Continuing nursing education coordinator- if partnership with a CNE Provider is both desired and feasible.
- Facility and A/V/media equipment coordinator
- Publicity coordinator
- Refreshment/lodging coordinator (meals, snacks, and lodging needs)
- Presenter hospitality coordinator
- Small group coordinator
- Resources coordinator (books, NCF materials (<http://ncf-icn.org/publications/main.php>), etc.)
- Handouts/folder coordinator

Continuing Nursing Education (CNE) - optional

Continuing Nursing Education (CNE) includes educational activities that are designed to meet post-basic education needs of professional nurses (hence “*continuing*” education). If the Event Committee desires to offer a CNE activity, it may collaborate with a CNE approver/provider such as a healthcare institution, school of nursing, or a professional nursing organization. The CNE approver/provider must support the Event Committee’s program that presents a Christian worldview of the nursing content. It is preferable that the CNE approver/provider’s mission be consistent with Christian Fellowship’s mission and doctrinal basis. NCF must approve collaboration with a CNE approver/provider. To determine the feasibility of collaborating with a CNE approver/provider, the Event Committee should contact the CNE approver/provider as soon as possible. See the [NCF Guide to Continuing Nursing Education](#) for more detailed information about CNE.

Program: Title, Objectives, Content and Schedule

The program planner along with committee members will design an event program that informs and encourages Christian nurses and students. The event title, learning objectives, content, and schedule should be relevant and congruent. Based on the cumulative advice and recommendations from experienced NCF conference and retreat planners around the country and NCF staff, NCF event titles should:

- Communicate, though not necessarily state, that the content relates to nursing.
- Be professional.
- Reflect Christian values
- Be universally understood, avoiding *Evangelical-ese*.”
- Be concise, to the point.
- Be interesting, even whimsical (i.e. play on words)
- Be marketable to the intended audience.

More specific information about program components can be found in the [NCF Guide to Continuing Education](#). Guidelines for writing behavioral objectives can be found at: <http://www.apa.org/ed/sponsor/about/faq/objectives.pdf> and other websites.

Presenters

Event Committees should select presenters who have content expertise and who demonstrate personal and professional characteristics and attributes consistent with Christian, biblical standards. To obtain specific background on presenters, Event planners may ask presenters to complete the [NCF Biographical Form](#). Presenters take an active role in planning program content and in evaluating their presentations. Presenters should:

- Demonstrate Christian maturity.
- Have knowledge, expertise and accomplishments that relate to the subject.
- Have appropriate academic preparation.
- Possess adequate skill and experience in presenting.
- Reflect professional depth and integrate a Christian worldview in their presentations.
- Sign NCF’s [Statement of Agreement](#) (Doctrinal Basis).

Event Budget- Expenses and Income

The Event Committee should design a realistic event budget. The budget should include all anticipated expenses and income. Possible expenses may include:

- Brochure – printing, labels, postage
- Presenter(s) – honorarium, travel and lodging
- Rent – facility, meeting room, conference center, AV/media equipment
- Meals and snacks
- Handout packets – supplies, copying
- Shipping costs for NCF materials (available online at www.ncf-icn.org/resources)

The ***NCF Event Budget Worksheet*** may be used to anticipate expenses and to determine the registration fees/costs necessary to provide adequate income. Suggested fee categories are: general (nurse, retiree, and student), member (nurse, retiree, and student), and late. Please consider giving a discount to NCF members. Event Committees must develop a plan to pay for all event expenses, including the presenter's honorarium and expenses, in the event that registration income does not cover the event costs.

Processing Event Income and Expenses

The Event Committee will collect registration fees and will pay for event expenses. Before planning an event, local/area nurse groups should open a bank account to manage event funds. Prior to opening an NCF nurse group bank account, the group must obtain an Employer Identification Number (EIN) **online** from the Internal Revenue Service. See detailed instructions for applying for an EIN number at [Steps for Obtaining an EIN Number](#).

If your NCF nurse group has processed event funds through an account at the NCF national office in the past, contact NCF at ncf@intervarsity.org for important financial information as soon as possible.

Registration

The Event Committee is responsible for the participant registration process, including fee collection. The Committee can design its own registration form and process (by regular mail, email, payment by checks, etc).

Liability Insurance

Liability insurance is to protect the local/area nurse group and event participants against the risk of general liability (such as bodily injury or property damage; this does not cover professional liability for nursing services). A venue/facility may require a certificate of insurance (proof of liability coverage) from the local/area nurse group, or the venue may include the event under its own policy. NCF groups are not covered by NCF's insurance; therefore the Event Committee is responsible for providing its own liability insurance when a venue requires it. Even if it is not required, it is still a good idea to obtain liability insurance because it protects the sponsoring group. Please consult with an insurance provider to purchase liability insurance. InterVarsity chapters, including NCF groups, may use the Baer Insurance Services chapter liability insurance program at <http://baerinsurance.com/>, or they may look elsewhere if they wish.

Publicity, Brochure, and Event Promotion

Successful events are characterized by good publicity. Personal invitations (conversations, phone calls, email, etc) are the most effective means of sharing about the upcoming event. The Event Committee is responsible for designing, printing, distributing, and mailing brochures. The Event Committee must send a copy of the event brochure or other promotional materials to the NCF national office prior to printing and distribution. NCF will provide input and final approval of brochures and promotional materials that include the NCF name and logo.

NCF will assist local event committees with event promotion, *as is possible*, by:

- Sending email notices to persons in the NCF data base who live in the event target area.
- Posting event information on the NCF website.

Contact the NCF national office staff for more information ncf@intervarsity.org.

A brochure should include the following information:

- Title
- Date, time-frame
- Sponsoring organization/s

- Location, meeting place/address
- Presenter/s
- Fees – suggested categories: general (nurse, retiree, and student), member (nurse, retiree, and student), and late. Please consider giving a discount to NCF members.
- Registration information (include confirmation and cancellation information if desired)
- Local contact to answer requests for information and receive cancellations
- Lodging information, check-in times (if applicable)

For a CNE activity brochure, consult with the CNE provider about brochure requirements.

Registration forms usually request the following information:

- Name
- Nametag preference (if name tags will be prepared in advance)
- Address, city, state, zip
- Preferred phone number
- Email address
- NCF member ID number, expiration date (If granting a member discount)
- Registration fee options
- Total amount paid/enclosed
- Housing and special needs, including dietary (if applicable)

Distribution of brochures, announcements and promotional materials:

- Area healthcare agencies to place on bulletin boards, break-room tables. (Personal distribution by nurses at the agency is the most effective strategy. Items sent to the 'nursing office' may be discarded.)
- Local churches to put in bulletins or newsletters
- Radio and television stations for use as public service announcement (PSA) spots
- Local, regional, and state media outlets: newspapers, nursing organizations

Please contact the NCF national office staff for prayer and more information ncf@interversity.org.