בס"ד

Chayolei Tzivos Hashem
Handbook Series

# Handbook

## THE PROJECT COORDINATOR

There will also be the option this year to go on Mivtzoim with an older Bochur to peoples houses to help them light the menorah and to bring the spirit of Chanukah to peoples houses.

Each Chayol will need to bring $10 to help cover the costs of transportation, Menoros, Candles and Paraphernalia.

You must notify the Chayolei Office by the **20th of Kislev** if your unit wishes to choose this this option.

Notes:



# Table of Contents

**Introduction** ..... 2

**Responsibilities** ..... 3

**Effective Leadership** ..... 5

**Chanukah Mivtzoim** ..... 7

Helping a Shliach or visiting an Old age Home ..... 8

Performing a Play ..... 11

Mivtzoim with a Mitzvah Tank ..... 13

# Introduction

You've been elected Project Coordinator? That's pretty impressive. It must say a lot about you.

Why? Well, being a Project Coordinator is quite a tough one, involving lots of planning, arranging, coordinating and communication.

Each member of the unit will have a part to play in making the unit's projects. However, the biggest responsibility is yours.

To help you, we have put together this handbook to guide you through a successful season of "projecting". This will help guarantee your unit - as well as yourself - a blast of a time.

With the deadline of each project approaching, it's possible that you may feel a little pressured or frustrated. In times like these, a good idea would be to speak to your Madrich and ask him for some help or advice. Remember, that's what he's here for.

Good Luck!



- 6 Chayolim = $47 a Chayol
- 7 Chayolim = $40 a Chayol
- 8 Chayolim = $35 a Chayol

**Deciding when to go:**

- 1st night (Sun.)
- 2nd night (Mon.)
- 3rd night(Tues.)
- 4th night (Wed.)
- 5th night (Thurs.)

**Please Note:**

If your unit is interested in reserving a tank, you must notify the CTH office no later than the 14th of Kislev. Each reservation must include a 50% deposit, with the remaining 50% to be paid by Yud-Tes Kislev. There will also be a required $5 deposit per Chayol upon entering the mitzvah tank that will be returned to the Chayol at the end of the day, providing that the tank is returned clan and with nothing damaged or broken.

# MIVTZOIM WITH OLDER BOCHUR

have divided the responsibilities between the unit and the CTH office:

### The CTH Office's Commitment:

- Renting the tank
- Purchasing and installing outside speakers
- Hiring a reliable, licensed driver
- Getting a Madrich, should your Madrich be unable to accompany you.
- Arranging a location for Mivtzoim
- Buying Menorahs & Candles for mivtzoim
- Buying brochures for mivtzoim
- Buying dreidels for mivtzoim
- Preparing and loading the supplies onto the tank

### Your Unit's Commitment:

### Renting a Tank:

### Points of Interest

- There may be up to 8 Chayolim per tank.
- Each group's shift will last 6 Hours..
- Your unit may join up and go together with another unit. However, there must be one representative from each unit on the tank and it cannot exceed the 8-passenger limit.
- Each shift will be $280



# Responsibilities

In a nutshell, the job of project coordinator is to make sure that everything outside the unit meetings "happens". It involves planning, organizing, managing and coordination. To simplify things, we've broken down the responsibilities:

- **Leadership & Responsibility.** Everyone in you unit will be looking to you for leadership and direction. Make sure to set a good example and give your unit the feeling of high morale, directing each project in a kind and responsible manner; don't go around, giving orders! Remember to keep in mind that the most important thing is to make sure that everyone is having a good & fun time together!
- **Educate Yourself.** Make sure to understand everything involved in each project before presenting it to your unit. Remember that each project's result will depend on how well-informed you are, as well as how well you will inform your unit. Don't be shy to ask questions!
- **Communication, Coordination and Organization.** For each project to work communication is needed. This will prevent anyone from missing out on any information, resulting in unnecessary misunderstanding and frustration. Don't forget to coordinate and work together with the unit leader and treasurer in regards to all costs, expenses and planning involved, such as transportation to and from an event, purchasing materials, raising money, arranging a time and place for the unit to get together; to rehearse a play or to finalize plans for a particular project.

 **Planning and Strategy.** Start off by sitting down with the unit and discuss the different options of the particular project (ex.: when it's time for Chanukah Mivtzoim, have the unit discuss what they would like to do: visit an old age home or Shliach, make a play or possibly to rent a tank. Maybe someone in the unit has an original idea to share!). Keep a record of all ideas and suggestions as they as they might come in handy when making a final decision. Remember to be sensitive to everyone, especially to those whose ideas may have not been chosen.

 **Supplies.** Compile a list of items and supplies needed to make each project work. A suggested list is found in this handbook for most projects.

 **Directing & Supervising.** See to it that everything runs smoothly and on time. If you see something is not working quite the way it should or a Chayol is having a bit of difficulty at his task, step in and help him; he may be too shy to ask. Remember not to take the project away from him - you're there to help him.

 **Delegation.** When working on a project, delegate (i.e. divide) the different responsibilities between everyone in the unit, giving each group a deadline to finish. However, always remember! Although it's important to get everyone involved, the responsibility is ultimately yours; you can delegate a job but never can you delegate a responsibility!



 To provide you with material to make costumes.

**Backdrops:**

 Material

 Paints

 Brushes

**A Location to Perform:**

 To arrange a place for your unit to perform your play.

 To provide directions to and from the play.

**Staff:**

 Arrange a Madrich to go with your unit if your Madrich can't.

# Mivtzoim with a Mitzvah Tank

## - A Checklist -

Every year you pass by Kingston & President to see all those mitzvah tanks, lined up and ready to go out and take over the streets of New York with the light and message of Chanukah. Oh, how you wished you could be part of it! It looked so exciting and you would be doing so many mitzvos just as the Rebbe wants. Well, it's finally come your turn!

Chayolei Tzivos Hashem will be renting several Mitzvah tanks for Chanukah. To make things easier for your unit, we

- Decide on how many backdrops you will be making.
- Decide on what type of backdrops you will be making (a forest, town square, palace, etc.)
- Decide on a place to paint the backdrops.
- Pick up any materials needed from Tzivos Hashem - see below (if needed)
- Get someone to draw an outline of each backdrop.
- Painting the backdrops.

### Arranging Transportation:

- Have one or two parents drive your unit
- Have one or two parents lend their car to the Madrich.
- Hiring a taxi or two (depending how big your unit is).
- Have the CTH office help you arrange transportation (the unit will pay for all expenses). You must notify the CTH office in advance if you plan to use this service.

### The CTH Office's Commitment:

### The Script:

- To provide a script of the Chanukah play.
- To provide copies of the play for each Chayol in the unit.

### Costumes:



- **Involvement.** Get everyone involved. If a fellow chayol not involved, it may mean that he may be shy or was never given the opportunity to try his hand at anything. Try and show him you care, encouraging him to take part of the unit's project by giving him something that he will agree to do. Your Madrich will be there to help and advise you in case you will need it.

## Effective Leadership

Here are ten tips and practical ideas that might help you be an effective project coordinator:

- **Be a good communicator.** A good project coordinator knows how to get and give information so that everyone understands.
- **Keep your word.** Don't make promises you can't keep.
- **Be fair to all.** Show no favorites. Don't allow friendships to stand in the way of being fair to all chayolim in your unit.
- **Be flexible.** Be prepared to shift to "Plan B" if "Plan A" fails.
- **Be organized.** Write down who is responsible for each task when a project is planned.
- **Delegate.** Most people like to be challenged with a task. Let them try doing things they haven't tried before.
- **Set the example.** Whatever you do, your fellow Chayolim

are likely to do the same. Having a cheerful attitude can help everyone be in good spirits.

 **Be consistent.** Nothing is more confusing than a leader who is one way one moment and the opposite a short time later. If your unit knows what to expect from you, they will more likely respond positively to your leadership.

 **Give praise.** Always compliment a Chayol. "Great job!" is all the praise necessary to make a Chayol feel he is making a worthwhile effort.

 **Ask for help.** When facing a situation you don't know how to handle, ask someone with more experience for some advice and direction.

### You Can Do It!

There is a famous saying, "According to the camel is the weight given to him". On one hand, the responsibility of a Project Coordinator is a big one. On the other hand, being elected, "Project Coordinator" says that you have what it takes to do the job.

Get ready for the experience of a lifetime! Hatzlacha Rabba!



 Dreidels

 Latkes or Doughtnuts

 Yarmulkas

 Coins for Tzedakah

## Performing a Play

### - A Checklist -

Everyone loves a good play, especially when performed by children. A play brings the story of Chanukah to life - provided that it is well presented. We have divided the responsibilities between the unit and the CTH office to make things easier for your unit:

### Your Unit's Commitment:

### Deciding when to go:

### Rehearsal:

 Each Chayol should learn his lines well before the first practice (this will save your unit much time later on).

 Arrange a few rehearsals together before performing.

 Arrange the location of each rehearsal.

 Notify each member of your unit where and what time the unit will be together to rehearse.

### Backdrops (Optional):

### Schedule & Program:

Plan what your group's program will be once you are there:

- Appointing an M.C. to wish everyone a happy Chanukah and thanking them for letting you come.
- Tell them about the Yom Tov of Chanukah.
- Call a volunteer from the crowd to light the Menorah.
- Sing and dance to Chanukah songs & niggunim.
- Present a special performance for everyone.
- Invite everyone to light their own Chanukah.

### Sing & Dance to Music:

- Have someone who knows how to play the keyboard or another instrument play by your program or…
- Have a tape recorder and instrumental tape with lebidiker music.
- Choose and practice what songs you will sing (and dance).
- If you have a juggler in your unit, you can put on a little show!
- A little reminder: they love kules!

### Costs & Expenses:

- Gas for both ways of your trip (if taking a vehicle)
- Menorahs & Candles
- Brochures



# Chanukah Mivtzoim

As Chanukah approaches, it's important to be well-prepared to take on the Yom Tov just as the Rebbe wants us to.

### The Mitzvos of Chanukah:

- Light the Menorah & Pirsumei Nisah (Mitzvah)
- Have a Chanukah Party (traditional)
- Eat Latkes, Doughnuts and play Dreidel (traditional)

Listed below are three options which your unit can do. Each option is complete with a detailed checklist of items needed. Carefully read through each option. It will help save you time deciding which tools you will need.

At your first or second unit meeting, your unit should begin discussing what they would like to do for Mivtza Chanukah:

### The Options:

- Helping a Shliach or visiting an Old Age Home
- Perform a Play
- Going on mivtzoim with a Mitzvah Tank
- Visiting people in their homes

Your Madrich will give you a contract. It will list all the options listed within your handbook. Once your unit decides which project they will work they should fill out the contract, checking off the appropriate options, enclose the

required deposit (if requested) and send it back to the CTH office with your Madrich so that your request may be processed.

A few days later you will get a confirmation letter acknowledging your order as wll as any additional information or requirements you will need to complete.

# Helping a Shliach or Visiting an Old Age Home

### - A Checklist -

Going to a Shliach or Old Age Home will give your unit the opportunity to spread the light of Yiddishkeit to those who otherwise may not have the chance to celebrate the Yom Tov of Chanukah. Carefully read through the following options as they will to help in making your event a success:

### Deciding when to go:

- 1st night (Sun.)
- 2nd night (Mon.)
- 3rd night(Tues.)
- 4th night (Wed.)
- 5th night (Thurs.)

### Arranging Transportation:

- Have one or two parents drive your unit
- Have one or two parents lend their car to the Madrich.
- Hiring a taxi or two (depending how big your unit is).
- Have the CTH office help you arrange transportation (the unit will pay for all expenses). You must notify the CTH office in advance if you plan to use this service.

### Supplies Needed:

- Mivtzoim Menorahs & Chanukah Candles - ask yourself::
- Are they needed? If yes, how many?
- Who is buying them and from where can we get the best deal?
- Are we selling them; is it possible to sell them? If yes, for how much?
- A Menorah to light by the event.
- Candles (depending on which night of Chanukah it is) & matches.
- Silver foil to put under the Menorah(s) that are lit (if the people will be lighting their own Menorah there).
- Yarmulkes for the men who may not have.
- Tzedakah Box/cans.
- Coins for everyone to give Tzedakah.
- Dreidels for everyone (find out how many people will be in attendance before you leave).
- Latkes or Doughnuts for everyone (find out how many people will be in attendance before you leave).
- Chanukah Brochures.