

## Alternative Break Checklist

### Logistics:

- We have transportation to and from the site.
- We have on-site transportation.
- We have city, state, and regional maps and a procedure to follow in case a group gets lost on the road.
- We have a place to sleep at night.
- We have access to bathroom facilities.
- We have made eating arrangements.
- We have planned a tentative menu for the week.
- We have addressed group dietary concerns (vegetarian, vegan, low salt, etc.)
- We are bringing our own eating utensils, so as not to create extra waste.
- We have planned one celebration meal with our hosts.
- Participants have been given a list of what to bring and have been informed of logistical details.
- We have discussed the trip itinerary as a group.
- We have assigned committees of participants to take care of logistics on site (cooking, cleaning, etc.)
- We have someone assigned as treasurer (collect receipts, hold the credit card or travelers' checks, etc.)

### Sites:

- We are in weekly communication with our site hosts.
- We have confirmed the number of volunteers with our site contact.
- We have a place to work each day.
- We have rainy day as well as back-up plans.
- We have purchased any needed materials for the site.
- We have worked with our site and participants to plan the week's itinerary.
- We have incorporated community interaction into the week.

### Participants:

- We have distributed a name/address list of all participants.
- We have planned our budget for the week and collected all fees.
- We have spent group time getting to know each other.
- We have planned night group building activities, games, and free time.
- We have noted cliques that might form and have plans to get people to work and travel with new people.
- We have a camera, film, and a group journal.
- Participants have been given reading materials on the issues the site addresses.

### Safety and Liability:

- We have collected emergency information and waiver forms from all participants.
- Participants have been given emergency information to give to their parents or significant others.
- We have a first aid kit for each vehicle.

- ❑ We have consulted with the American Red Cross for first aid guidelines and procedures.
- ❑ All participants have attended a personal safety workshop.
- ❑ WE have established emergency procedures.
- ❑ We have discussed alcohol policies.
- ❑ We have trained drivers in van-driving safety.

### **Orientation/Training:**

- ❑ We have brought up and discussed issues surrounding the work site.
- ❑ The group feels comfortable with the work they will be doing.
- ❑ Time has been taken to answer all questions about this experience.
- ❑ Any pre-training that was required has been given.
- ❑ We have spent time learning about the community agency we will be working with.
- ❑ We have scheduled an on-site orientation session with the agency/site contact.

### **Education and Reflection:**

- ❑ We have given participants a packed o f reading materials about the social issues to be confronted on-site.
- ❑ We have conducted a cultural sensitivity training for all participants.
- ❑ Reflection has been discussed as a group (what it is, why do it, etc.).
- ❑ We have started to write in our group journal.
- ❑ Site Leaders have a tentative idea of exercises and activities to use to spark effective reflection.
- ❑ Group and individual reflection time have been built into the itinerary.
- ❑ We have scheduled a strategic planning session at the end of the week to plan post-break programming.
- ❑ Some post-break activities have been planned to encourage further volunteering.

### **Media:**

- ❑ We have contacted the school newspaper and radio station about our program.
- ❑ We have met with our school's public relations office to tell them what we are doing.
- ❑ We have written a press release and sent it to the media in the towns in which we will be working. (your public relations office may do this for you).
- ❑ We have contacted local alumni in the area in which we will be working.
- ❑ We have let the community know about any media contacts.

### **Evaluation:**

- ❑ We have designed a trip evaluation for participants to complete.
- ❑ We have designed an evaluation for the community organization to complete.
- ❑ The evaluation covers issues such as reasons for participating, the purpose of an alternative break, continued and/or current involvement in service, as well as site specifics, all of which can be used to improve the program.
- ❑ We have incorporated a time to complete and discuss evaluations as a group at the end of the week.