



ALTERNATIVE BREAK CHECKLIST

LOGISTICS

Transportation:

- We have travel arrangements secured to and from the alternative break location.
- We have on-site transportation.
- We have secured drivers, planned routes, and allocated money for tolls.

Housing:

- We have a place to sleep at night.
- We have made arrangements for all necessary bedding.
- We have access to bathroom and shower facilities.

Food:

- We have planned a tentative menu for the week, made shopping lists, and identified local grocery stores.
- We have addressed group dietary concerns (vegetarian, vegan, allergies, etc).
- We have access to eating utensils or are bringing our own to reduce excess waste.
- We have planned a shared meal with our hosts.

Miscellaneous:

- Participants have been given a packing list 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, cash, etc.).

COMMUNITY PARTNER

- We are in regular communication with the Community Partner, ensuring respect for their needs and deadlines.
- We have set aside funds for fees or donations to cover Community Partner costs.
- We have confirmed the number of participants with the Community Partner.
- We have purchased any needed materials for the project.
- We have worked with our Community Partner and participants to plan the week's itinerary.
- We have a tentative itinerary planned for each service day.
- We have rainy day and back-up plans.
- We have secured a work plan and identified intended outcomes of the project, informed by the Community Partner.
- We have start and end times, dates, and meeting locations coordinated with the Community Partner project supervisor.

PARTICIPANTS

- We have distributed a name/contact list of all participants.
- We have planned our budget for the week and collected all participant fees.
- We have spent time as a group getting to know each other.
- We have an understanding of the stages of group process and our roles as facilitators of the experience.

- We have planned nightly group building activities, games, and free time.
- We have discussed policies around aspects of full engagement (e.g. technology usage, alcohol and drug free, group dynamics, food, etc).

SAFETY AND LIABILITY

- We have collected emergency information and waiver forms from all participants.
- We have given participants trip and contact information to give to their emergency contacts.
- We have a first aid kit for each vehicle.
- We have been trained on first aid guidelines and procedures.
- We have established emergency procedures.
- We have trained drivers in van-driving safety.

EDUCATION, ORIENTATION, & TRAINING

- We have given participants resources (films, podcasts, articles, etc.) about social issues present in the community and addressed by the community partner.
- We have trained participants on social justice, and they understand how systems of privilege and oppression perpetuate the social issues addressed on the trip.
- We have conducted a cultural humility training with all participants to prevent unintended harm to community members.
- The group feels knowledgeable and comfortable with the work they will be doing.
- We have scheduled an on-site orientation session to the project and the organization with the Community Partner.
- We have taken time to address participant questions about the experience.

REFLECTION AND REORIENTATION

- We have discussed reflection as a group (what it is, why we do it, etc).
- Site Leaders have planned objectives and identified models and activities to use to facilitate effective reflection.
- We have built time for group and individual reflection into the schedule.
- We have a plan for post-break reorganizing to provide support and accountability for participants.
- We have planned some post-break activities to encourage further advocacy, education, and service.

BRANDING AND OUTREACH

- Our alternative break program has contacted the school's public relations office, newspaper, and radio station.
- We have contacted alternative break alumni in the area we will be working.
- We have developed a plan for social media usage during the trip in-line with our program's policies and overall branding efforts.

EVALUATION AND COMMUNITY IMPACT ASSESSMENT

- We have designed a trip evaluation for participants to complete.
- We have designed an evaluation for the community partner to complete.
- We have a plan for collecting community impact stories during the trip that will help assess if intended outcomes were met.
- We have scheduled time to complete and discuss evaluations as a group at the end of the week.