



Site Development: *As the primary contact between your alternative break team and the Community Partner, it's important to establish a strong, communicative relationship in the months leading up to your trip. Start with some of these essential questions, but remember that strong relationships are built when we share our enthusiasm and passion for the work we do.*

ESSENTIAL QUESTIONS FOR YOUR COMMUNITY PARTNER

- Communicate that you are going to be working with participants to develop an understanding of the community, the organization, and the social issues you'll come into contact with. Is the Community Partner aware of any additional **educational materials** they would suggest to help you prepare the group to be effective and well-informed volunteers? (Possible options include brochures, handouts, books, articles, movies, websites, podcasts, and simulation activities.)
- Explain that you'd like to be developing skills to most effectively work with the Community Partner. What kinds of **skills will participants need**, in order to complete the job effectively? Will they be working with any tools or machinery?
- Share that as you develop the schedule for the trip, you'd like to build-in evening activities that would help participants learn about the area and engage with the community. Share a few ideas you have (such a shared meal with community members) and ask if the Community Partner has any additional suggestions of unique **local activities or community events**.
- What are the goals or **intended outcomes of the service** you'll be doing? What does your team need to prepare in order to best meet those outcomes?
- Briefly convey your team's leadership (Site Leaders, Learning Partners etc). Who will be **supervising the project** for the Community Partner? Will there be on-site supervision at all times? How can your leaders support the project coordination and best work with the project supervisor(s)?
- Are there **materials or tools required** to complete the service project? Are there in-kind donations your group could bring that would benefit the Community Partner organization?
- If participants finished the proposed projects earlier than expected, is additional service work available? Is there an **alternate plan** for bad weather or should we develop one?
- What **policies or rules** will apply to your group while working with the organization?
- Does the organization have **insurance** (medical/accidental and liability) that covers the group? Does the organization require volunteers to have insurance?
- If your Community Partner is able to assist with **logistics** such as housing, food, and/or on-site transportation, what are the details? Is there a fee associated or do they accept **donations**?