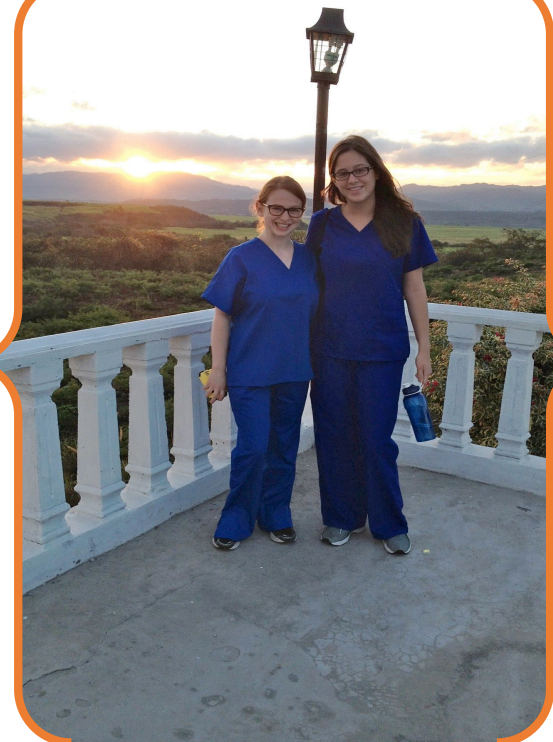


Alternative Breaks

A Student Leader's Guide to Organizing a Meaningful Volunteer Trip



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Trip Planning Timeline (Adjust Timeline as Needed for Your Trip)

- | | |
|----------------|---|
| ASAP | <input type="checkbox"/> Hold first student coordinator meeting
<input type="checkbox"/> Attend Student Activities Fair
<input type="checkbox"/> Meet with the DCS Program Coordinator for Service Initiatives.
<input type="checkbox"/> Plan a meeting schedule for coordinators & book rooms.
<input type="checkbox"/> Determine tentative budget needs
<input type="checkbox"/> Make provisional schedule of fundraising dates
<input type="checkbox"/> Brainstorm potential sites
<input type="checkbox"/> Determine if you want a faculty/staff advisor to attend on the trip |
| 6 months out | <input type="checkbox"/> Finalize volunteer sites and housing
<input type="checkbox"/> Determine if CORIs are required
<input type="checkbox"/> Create tentative budget and determine participant co-pay
<input type="checkbox"/> Hold an info session
<input type="checkbox"/> Make participant applications available.
<input type="checkbox"/> Hold participant interviews
<input type="checkbox"/> Select participants and waitlist participants
<input type="checkbox"/> Turn in budget to A-Board for early rush (<i>if applicable</i>) |
| 5 months out | <input type="checkbox"/> Hold first meeting for trip participants
<input type="checkbox"/> Begin to collect deposits for participants; set payment timeline.
<input type="checkbox"/> Formulate a schedule for your trip with community partners.
<input type="checkbox"/> Finalize transportation and tickets |
| 4 months out | <input type="checkbox"/> Finalize the budget for trip
<input type="checkbox"/> Hold second meeting with whole group |
| 3 months out | <input type="checkbox"/> Hold group meeting and Risk Management training |
| 2 months out | <input type="checkbox"/> Begin planning reflection and post-trip service activities for trip
<input type="checkbox"/> Create a menu & establish dietary restrictions
<input type="checkbox"/> Hold group meeting to visit health center |
| 1 month out | <input type="checkbox"/> Hold a final pre-trip meeting
<input type="checkbox"/> Contact sites for a final reconfirmation of logistics / activities
<input type="checkbox"/> Contact airlines/buses/vans to reconfirm reservation
<input type="checkbox"/> Have a pre-departure meeting with DCS Program Coordinator. |
| Trip! | <input type="checkbox"/> Do individual check-ins, ongoing team-building, and reflection. |
| 1 month after | <input type="checkbox"/> Post-trip activities: send out thank you to donors, sites, etc.
<input type="checkbox"/> Complete a trip summary form and send to Program Coordinator
<input type="checkbox"/> Make plans for ASB Trip Symposium & plan a group reunion
<input type="checkbox"/> Advertise for next year's coordinator positions with application |
| 2 months after | <input type="checkbox"/> Hold interviews for coordinators
<input type="checkbox"/> Present at ASB Symposium; Hold trip reunion/reflection
<input type="checkbox"/> Select final coordinator team
<input type="checkbox"/> Have coordinator team for next year meet and create list of goals |

Researching and Choosing a Site

Research/ Choosing Trip Sites – things to keep in mind when researching potential sites

- Determine a topic for your program for this year (Poverty, HIV/AIDS, Hunger and Homelessness, Animal Abuse and Awareness, Environment, Social Justice, Housing, GLBT etc.)
- Where is this topic most prevalent? Is there a real need for service?
- Where can you realistically travel? Is it a safe place for students?
- Are the agencies community-based, national, or international?
- What level of community interaction do the agencies provide/allow for volunteers?
- What transportation is needed? (*12-hour driving radius limit for vans)
- How many people can the site(s) handle?
- Does the site offer housing?
- What about cooking or showering facilities?
- Does the host organization seem flexible and willing to create a program? Can they give you an itinerary?

- Consider:
 - Volunteer service projects and interest to Brandeis students
 - Housing
 - Transportation
 - Access to kitchen and shower facilities
 - Level of community interaction
 - Level of community/ organizational “need”
 - Responsiveness of host site supervisor
 - Total cost
- When you have found a partner, complete the Community Service & Learning Agreement with help from the [Community Service Director](#)



Selecting Participants

After you have confirmed the sites and publicized your trip to the student body, you are now ready to begin selecting participants. This is a rough outline to guide your process.

Info Session:

- An info session will help students to see exactly what your mission is, the site(s) that are chosen for the year, and have the opportunity to ask any questions. The info session should include as much information as possible about the trip itself, the social justice issue to be addressed, and the requirements of participants (fee, if applicable; attendance at pre-trip meeting; attendance at post-trip activities; cultural sensitivity; etc.). You should share details about the info session, as well as applications, through the “This Week in Service” listserv through the [Department of Community Service](#) (DCS). After you have the info session, you are ready to start the application process.

Next, applications:

- Make application! (Check out this [sample application](#))
- What are you looking for in participants?
 - Some good questions are: Why do you want to participate? What previous community service experience do you have? How do you work in a group setting? Describe a time you experienced a culture other than you own – how did you handle it?
- Give participants two weeks to fill out and turn in the application
- Look at applications – Anonymously! (Assign each person a letter or symbol; then only look at those – black out the names after you’ve made a key)
- Rank applications – who you like the most, who you’d like more info from, who you’d rule out if it was up to you alone

Set up & Hold Interviews:

- Who will give the interviews?
- What if friends apply?
- Will you have an ‘impartial’ jury?

Select participants

- Meet all at once and make your decisions
- Do you give preference to former participants?
- Decisions are often the best without names – less biased
- Create a waitlist of participants: 3-4 for each site
- Email all applicants, whether they were accepted or not

Budget

Creating a solid budget is critical to designing a successful program. The key to making a budget is to secure your community partners as early as possible in the beginning of the year so that you can begin to plug in numbers and have an estimate of how much fundraising you will need to do.

Things to consider when you finalize a budget:

- How many individuals will be participating?
- What kind of transportation will you need? Are there group discounts?
- How much will food cost? Will you be eating out, cooking, or a combination?
- Where will you be staying overnight? Are there group discounts?
- Will you donate to your community partners? If so, how much?
- Add a cushion of money for the trip in case of unexpected expenses
- [Find out what A-Board will finance that particular year](#)
- For international trips, keep the exchange rate in mind

	Credit	Debit
A-board credit	6600	
Fundraising Account	759.25	
Participant Fees	3060	
Krispy Kreme	122	
Uno's	92.68	
Silent Auction	500	
Crush-a-gram	700	
NY Trip		
Bus ride		614
Registration Fee		1725
Lodging		1680
Food		700
NC Trip		
Airfare		5601.22
Lodging		700
Van (without tax)		539
Gas (estimated)		125
Food (estimated)		840
Total	11833.93	12524.22

Funding

There are a variety of ways to fund your program! The following are a few examples that have worked for students groups in the past, but don't hesitate to be creative. Remember – think and prepare early! See DCS staff for additional ideas/resources!

1.1 Funding through Brandeis Allocations Board

Regular Marathon Funding

Regular Marathon provides funding for most of the semester, beginning about one month into the semester. This funding expires near the end of the semester, usually on the study day, with forms being due two weeks prior. You cannot keep unused funds for the following semester.

- REGULAR MARATHON REQUESTS: Requests must be submitted by the date specified by the Student Union, usually late September or early October for the fall semester and late January or early February for the spring.

How to Sign Up For Marathon

Separate forms must be submitted AND processed before the end of each marathon period. The Student Union will send official deadlines toward the end of each marathon period. Sign-up for respective meetings once the A-Board Chair sends out an e-mail notifying the dates and times of meetings.

- Go to brandeisweb.com
- Log-in with Club login and password (if unknown, email clubfinance@brandeis.edu)
- Click on the "Club" tab, and then the "Club" subtab
- Under "Club Summary", click the pencil icon next to your club name to edit your club information
- Under "Allocations", go to "Marathon Session" and click the drop-down list to sign for a time slot.
- Make sure your "Club Details" on the left are inputted and accurate.
 - *Allocations Board will not meet with you if this is blank*
- Click "Save and Close"

Reimbursements

Please be mindful of the following when requesting reimbursements:

- Original receipts must be submitted
- Travel related expenses should use a Brandeis expense report available through the Student Union



On Meeting Days

All meetings are held in the Student Union Office in Shapiro Campus Center 301, unless otherwise notified. Please remember the following:

- Arrive at least 10 minutes before scheduled appointment time
- Bring proofs of cost for all requests
- Be represented by a knowledgeable club leader who can discuss and explain the need for every request
- The A-Board members will ask several questions, for example:
 - How requests will be funded if the A-Board does not fully fund them
 - How requests benefit students and the campus
 - Is the club/activity accessible to the whole student body
 - How requests serve organization's purposes
 - How requests serve event's purposes
 - Club history
 - Logistics of events
 - Any other pertinent questions
 - Number of total members and active members
 - Number of people on an organization's mailing list
 - Outside funding sources
 - Fundraising events done by an organization
 - If it's an event, the number of students you expect to attend
 - If you are planning on ticketing the event
 - Any other information an organization feels necessary for the A-Board to know



After Meetings

For Marathons, decisions are made usually within a week to 10 days after the conclusion of all funding requests. The A-Board Chair will send out a confirmation e-mail via the *club leaders* e-mail list as soon as the results are finalized. You will be able to see the allocations on your club's SUMS page.

Participant fees

Participant fees can contribute a substantial amount to funding needs. Here are some things to keep in mind when deciding how much participant fees should be:

- What is needed that can't be covered by club funding?
- What is reasonable to expect students to be able to pay?
- What will keep certain students from participating?
- What are the resources to subsidize some fees? Consider scholarships. See DCS staff to see if A-Board allocated additional funds for need-based scholarships for your specific club trip(s).

- Determine who will be collecting the participant fees (club leaders or DCS staff). If offering scholarships, it may be best to have a [Department of Community Service](#) staff member track this. If a staff member is in charge of receiving funds, then all funds will be kept in a department lockbox for safe keeping. Meet with the Program Coordinator for Service Initiatives to discuss your fee-collecting options and determine what is best for you and your trip.

Fundraising

Fundraising is a big part of funding and participant commitment before the trips!

A: Start brainstorming

- Based on the [sample budget](#) determine how much you must raise
- What fundraisers have or haven't worked in the past?
- What did the participants have to say about last year's fundraisers?
- Keep corporate donors in mind, and be creative!
- When soliciting potential donors remind them of what you can do for them (advertise, wear their logos etc). You can get a tax exempt certificate from the Department of Procurement or contact Will (wbrummett@brandeis.edu),
- See the Appendices for some guides to holding a [Silent Auction](#) and [Restaurant Fundraiser](#)

B: Choose a fundraiser and fundraiser leader, and advertise around campus

- Choose a lead student coordinator or team for the fundraiser
- Flyer around campus and send out an email via listserv
- Have participants sign up for fundraising responsibilities
- Review fundraising guidelines below

Clubs are permitted to raise funds for their clubs in various ways, such as holding a bake sale, selling tickets to performances, selling t-shirts, and so on. Clubs may collect this money as either cash or checks, payable to Brandeis University.

Please Note: If you wish to do any of the above, and you are also receiving money from A-Board, you must ask permission from A-Board. Since students already pay the Student Activities Fee, which is the money that A-Board allocates, asking students to pay can be seen as double charging.

All fundraising cash and checks received by clubs must be deposited with the Student Union as soon as possible. To do so, complete and print a Fundraising Deposit form in SUMS, then bring the form and funds to a Student Union Treasurer's office hours. Note that a deposit may contain only cash or checks, but not both, so you may need to fill out two deposit forms (one for cash and one for checks). No deposit may contain more

than \$25 in coins nor more than two rolls of coins. (Talk to the Department of Student Activities if either of these conditions affects you.)

The Department of Student Activities has cash boxes that can be borrowed for fundraising. Contact the Department for details. If a Union Treasurer is unavailable, money can be stored in the Department of Student Activities; to do this, you must bring the money to Student Activities.



DSA Presence, Supers

If you do not feel comfortable carrying a significant amount of money across campus, please contact fellow club members, the Department of Student Activities, and/or the Department of Public Safety at 781-736-5000. If you are using Brandeis Tickets, your revenue will automatically be deposited into your account by the end of the semester. If a department wishes to donate to a club, it may only do so via internal transfers (journal entries). The department must send their chart string and approval by email to the Budget Analyst (Stephen Costa), for this to occur. It is illegal for clubs to purchase items using the Brandeis tax-exempt status if they intend to sell those items.

Gifts vs. Raffles vs. Donations:

- Gifts: If there is a benefit associated with the money exchanged, it is not considered a gift (e.g., Waltham Group shuttles are not “gifts” because you get a ride in exchange for the money you give).
- Raffles: Raffles are never considered donations/gifts because you are buying a “chance” to win something.
- Donations: If you are charging \$20 to a dinner event and part of that goes to the cost of dinner and part of that is a donation, you must disclose that \$10 is for dinner and \$10 is for the donation.

Gifts Policy

Clubs may solicit donations provided the donations act in accordance with all of the policies of the Brandeis University Office of Institutional Advancement.

- Options for obtaining gifts:
 - Individuals may donate by credit card via the Development website, as long as they specify the club to which they are donating.
 - Individuals may write a check, payable to “Brandeis University,” with a club’s name and the annotation of either “Gift” or “Donation” in the memo field.
 - Due to IRS regulations, if a check is mailed, a club must also turn in the postmarked envelope, as well as any letter of intent included with the payment.

- Most gifts to Brandeis University are considered tax-exempt, as long as donors do not receive any physical or monetary benefit for their contributions, and will result in a donor receiving a form from Brandeis confirming this fact.

Receiving Donations

Gift donations are a great way to help fund your club. Please follow the following procedures:

- Donations to clubs can be used to cover costs that Marathon funds won't cover, or for programming.
- Tax-exempt donation checks made out to "Brandeis University" can be given to the Budget Analyst in the Students and Enrollment office, or sent directly to Advancement Services (MS 124). Credit card donations can also be made [online](#). Please be sure to include what club is receiving the donation in the memo field, as well as all information pertaining to the donor (name, address, restrictions, and postmarked envelope, if applicable).
- Gift donations may not be mailed to student mailboxes.
- If you are interested in hosting a silent auction as a fundraiser, please contact the Department of Student Activities for important information and regulations.

Making Donations

If you wish to donate some of your fundraising to charity, the club should first deposit the money into their fundraising account and then create a Payment Request Form (PRF) to make a donation using the normal payment process. You cannot donate SAF or gift funds.

Auction/Raffle Prizes and the People Who Donate Them:

You can hold an auction or raffle to help fund your event. Here are some procedures to be aware of:

- If the donor wants a tax letter from Brandeis for the donation Paula Lee (Development x64128) needs the following:
 - Donor's name
 - Address
 - A description of the item (including: brand/make, model, color, year, condition, visual description, quantity, and **price or estimated market value, if they know it**).
 - If a donor purchased the item for your event and provided the sales receipt, Paula Lee (Development x64128) can give them a tax letter based on the sales receipt.
- If Brandeis purchases items for auction, then Paula Lee (Development x64128) needs to know all the above and how much Brandeis purchased the item for... if sale price, then also the retail price.
- You also need to let Paula Lee (Development x64128) know how much the item was sold for.

Auction/Raffle Winners:

- Information you need to collect for an auction and send to Paula Lee (Development x64128):
 - Name
 - Address of winner
 - Item won
 - How much he/she paid for the winning bid.
 - If the items are purchased for (not donated to) the auction, we need to know how much of the "bid price" went toward purchasing the item initially and how much is the "donation."

- You do not need to collect the information of a raffle winner.

Risk Management

Risk Management is the process of identifying conditions that can cause injury or loss of assets, then devising strategies to eliminate or control those conditions. It is a way to help ensure that you are running a safe program, to prepare in advance so that neither you nor any of your participants suffer any injury or harm while you work with them, and to avoid the possibility that someone might sue you or your university in connection with your community service work.

The most useful tool in risk management is **common sense**. Try to prevent accidents. If something you are about to do seems risky or unsafe, then don't do it. If you notice a hazard when you're volunteering on site, report it or try to fix it, and try to keep your volunteers safely away from it. Use your best judgment and be cautious.

Strategies to Prevent Accidents

- Select people for your trip who will be professional and who have the skills and experience to run a safe program.
- Train your participants to operate safe programs and to pay attention to potential safety issues. At the beginning of each service project or day spend 5 minutes to go over possible safety issues.
- Require every volunteer to go through training about operating programs that are harassment-free and culturally sensitive.
- Take a First Aid and CPR class. Although not a requirement, this is great stuff to know, and is especially recommended for service trips.
- Arrange your program's activities so that you don't have to rely on cars when possible. Make drivers aware that they are liable if they have an accident while driving for your program. University insurance will only be used if the driver of a rented vehicle uses a Brandeis University credit card to rent the vehicle. All drivers of rented cars must take the Brandeis Van Training Course. Instead of driving personal vehicles, use Waltham Group/DCS vans. Drivers who are driving a Waltham Group van are often covered by the University in an event of an accident but are first required to go through a van driving certification.
- Keep important documents, health information, and contact information on hand in case of emergency.
- Identify emergencies most common to the region and to individuals, and develop plans for these emergencies.

All groups traveling abroad must register with the following:

- The Brandeis Department of [Risk Management](#)



- ☐ ACE Insurance (through the Department of Risk Management); *Note: Students who graduate BEFORE they leave on their alternative service trip abroad (Ex. Graduate in May; leave in late May for an ASB trip abroad) must purchase travel insurance out of their own pocket from a Brandeis-approved vendor. See DCS staff for information about approved vendors.
- ☐ All US citizen participants must enroll in the US Department of State [Smart Traveler Enrollment Program](#)

If an Emergency Occurs...

An emergency is any event that poses a genuine risk to, or has already endangered, the safety and well-being of those traveling abroad. This includes, but is not limited to, the following types of incidents:

- ☐ Serious accident or injury
- ☐ Serious illness, whether physical or emotional
- ☐ Hospitalization for any reason
- ☐ Physical assault
- ☐ Sexual assault or rape
- ☐ Robbery or mugging
- ☐ Disappearance of a student
- ☐ Local or national political crisis that could threaten the student safety/wellbeing
- ☐ Terrorist threat or attack
- ☐ Arrest or questioning by police or other local security force
- ☐ Any legal action (lawsuit, trial, etc.) involving a student

As soon as a relative level of safety is reached, an incident needs to be documented and reported to the [Department of Community Service Director](#). An [incident report form](#) should be filled out soon after the incident occurs while details are fresh in the mind. Follow the guidelines below, but remember that these guidelines do not replace common sense and good judgement.

- ☐ If you believe there is a health or safety risk to participants:
 - First contact your onsite partner for immediate assistance
 - Next contact the University Police (781-736-2177) to determine next steps if the situation allows
- ☐ In a non-medical emergency, contact the local police and follow procedures
- ☐ In a medical emergency, first seek medical attention immediately. Then contact the appropriate medical insurance provider to help coordinate necessary arrangements.
- ☐ If a sexual assault occurs, the trip coordinators are required to tell this information to the Title IX Coordinator, Sonia Jurado (781-736-4802 or sjurado@brandeis.edu). For more information about supporting a student who has experienced a sexual assault, visit the [Prevention, Advocacy and Resource](#)

[Center website](#). For more information on Title IX, visit the [Sexual Misconduct and Title IX website](#).

- If abroad, in the event of an arrest, detention, crime victimization, disappearance, or death of one of the students, contact the nearest US Embassy or Consulate. If they cannot be reached, contact the State Department’s Office of American Citizens Services and Crisis Management at 1-202-501-4444. Make sure to contact a DCS official as soon as possible as well.
- In the event that participants would have to be evacuated, the Department of Community Service would work to facilitate the safe return of participants.

Document Checklist: Keep on File for DCS Staff and Volunteers

All DCS copies should be shared through a Google Drive folder. You will receive an invitation from DCS to your trip’s folder. **Access is for coordinators only.** Coordinators will be able to create/edit/share folders within your trip’s overall Google folder, but coordinators are advised to make sure to not share any confidential information of a trip participant (i.e. medical info) with other participants.

DOCUMENT	You	DCS
Pre-Departure form that covers the addresses of your volunteer sites, housing, as well as a contact at your site who may be reached in case of an emergency	✓	✓
List of volunteers , including their health and emergency contact information	✓	✓
Emergency contact cards for all participants that include contact information for your community partner, DCS, local emergencies, ACE insurance, student coordinators, and information about local phone use (if abroad). This is helpful for them to have on hand in case of an emergency.	✓	
Itinerary that lays out your schedule – when you’re leaving, returning, what airline you’re using	✓	✓
Copies of written proof of insurance and a valid driver’s license for anyone who will be driving	✓	
If traveling internationally, copies of all passports	✓	✓
Copies of all Brandeis ID cards	✓	✓
CORIs for programs with children under 18 or other vulnerable populations	✓	
Sign-in/sign-out log that tracks where all participants and volunteers are during all of your program hours	✓	

Incident report of any accident that occurs at a program site. Provide a copy of your report to DCS in the event of any accident or emergency.	✓	
form signed by all participants (and their parent or guardian, as applicable)	✓	✓
Trip consent form signed by all participants (and their parent or guardian, as applicable) - this includes safety policies and code of conduct	✓	✓
Community Service and Learning Agreement , to be completed with trip coordinators, trip partners, and the Department of Community Service Director or Program Coordinator for Service Initiatives. This is primarily only for new trip locations and new partners who we don't already have an Agreement with on hand.	✓	✓
Waivers required by your partner , if applicable	✓	

Pre-Trip Meetings

Pre-trip meetings are extremely important to educate, train, and prepare your participants for your trip. **At the very minimum**, you should hold monthly pre-trip meetings with your group after selecting participants if able. The timeline and number of meetings can be adjusted based on how many weeks you have between the time of participant selection and leaving for the trip.

A COUNTDOWN TO YOUR TRIP...



5 Team Building, Expectations, and Fundraising

Team Building

- Do at least one icebreaker/[teambuilding](#) activity. The participants are together for the first time – they should start getting to know and trust each other!

Be sure to go over expectations of all participants

- Mandatory meetings and trainings
- Payment of fees (if applicable)
- Important documents they will need to provide
- Cultural expectations
- Code of conduct – all participants are held to the standards of Brandeis’s [rights and responsibilities policies](#)
- Support of fundraising efforts
- Attendance of [post-trip reflection](#) and service event; mention ASB Symposium.
- Registration encouraged for the [Commitment to Service Award Program \(CTSA\)](#) to log volunteer hours

Fundraising

- Decide what fundraisers you will do and choose committees/chairs for each
- Set dates for each fundraiser



4 Cultural Sensitivity and Social Justice

Cultural sensitivity training must be provided for all of your participants. The goal of this training is that your participants are knowledgeable and respectful about the culture they will be working in. This goes both for international trips and domestic trips! Culture does not just exist across national borders. Some things to keep in mind are:

- Predominant religion
- Income/poverty levels
- Body language norms (personal space, eye contact, physical affection, etc)
- Gender roles and relations

- Importance of age/seniority

The format of this training is up to you as a coordinator, but here are some resources:

- Contact the [Study Abroad Office](#) for their support and resources
- Contact the [Department of Community Service](#) for their support and resources
- Check out [GlobalSL's list](#) of cultural sensitivity and privilege activities

This meeting is a great time to also discuss the social justice issue(s) that you will be learning more about during the trip. Some things to consider are:

- What social justice issue(s) will be addressed on this trip?
- What community is affected?
- What are the root causes of this issue?
- What is currently being done to address the issue?
- How will your activities address or affect the issue?
- How will your presence be important to the community? Discuss ["voluntourism"](#) and be sure participants recognize the personal reasons they are going on this trip (i.e. skills learning, cultural exposure, etc).



Risk Management

Risk management training is also **required** for your trip! Please [see the section in this handbook about risk management](#) for training. Coordinators are required to attend a Risk Management training with the Department of Community Service and/or meet with a DCS staff 1-on-1 about risk management for their specific trip. Coordinators must train their participants on this information. This meeting is also the time to have participants fill out [waivers](#) and participant information forms. Be sure to check to see if your partner site requires volunteers to fill out waivers.



Immunizations and Packing List

If your group is going abroad, you and your participants will be required to get vaccinations! This meeting is a good opportunity to go with your group to the [Student Health Center](#) to get your vaccinations. Be sure to notify the health center in two months in advance so they can research and prepare vaccinations for your group. Schedule the time for your group to arrive in advance. Schedule a time to go as a group! This will save both the Health Center and you time. This meeting is also a good opportunity to distribute packing lists.



Final Logistics and Expectations

Before leaving for your trip, you should have one final pre-trip meeting a week or so beforehand. During this meeting you will be reminding volunteers of their responsibilities and what will be expected of them. You should also be sure everyone is clear on the logistics of the trip and has turned in all required documentation.

Coordinators are REQUIRED to meet with DCS at least one month prior to their departure date. Email wbrummett@brandeis.edu to schedule a meeting.

Trip Logistics

Making the logistics of the trip smooth is key to making it successful! Follow these guidelines and suggestions to make your trip as smooth as possible.

1. **Brandeis University Vans**
2. **Food**
3. **Airline Transportation**
4. **Bus Transportation**
5. **Van Rentals**
6. **Lodging**
7. **Official Documents**
8. **Health Concerns**
9. **Safety and Emergency Contacts**

1. Brandeis University Vans

If you need van drivers for your trip, either to bring participants to the bus or airport, or if you are using the van as a mode of transportation, you need to make sure those van drivers are certified by the Brandeis University Department of Safety and Transportation.



Contact Katie McNamara (kmcnamara@brandeis.edu if non-Waltham Group club) or Lauren Shortall (lshortall@brandeis.edu if Waltham Group organization) at the Department of Community Service to book a DCS van, or to get a driver certified. Plan at least a month in advance to have a driver certified, as the certification takes time! You can also book vans and drivers through [Public Safety](#), but you must pay for this service. Waltham Group vans can be taken by ASB trips within a 12-hour driving radius (ballpark of 800 miles) of Brandeis. That includes all of the East Coast, West Virginia, most of Virginia, some parts of North Carolina, some parts of Ohio, and the edge of Kentucky.

Drivers should not drive more than 4 hours before taking a break and switching drivers. All vans should include a driver and at least one backup driver in case of an emergency. If your trip is under 4 hours, then you need only 2 drivers (one driver and a backup) per van. If your trip is between 4-8 hours, then you need 3 drivers minimally per van (2 drivers at least and a backup). If your trip is 8-12, then you will need 4 drivers (3 drivers at least and a backup) per van. Because Waltham Group newer vans are leased and have a mileage limit of how far we can take them in a given year (around 4,000-5,000 miles), if your trip takes up a large chunk of those miles in one trip (ex. 1600 or so of 4,000 max. for the year), then you may be asked to help pay for us to increase our lease

mileage limit. For any trip outside of this 12-hour driving radius, students are still encouraged to go but they will be required to fly and not take a WG van.

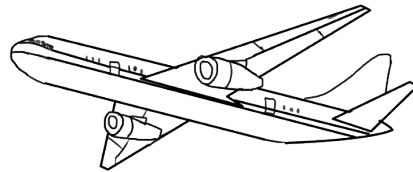


2. Food

Food is an important logistical factor when deciding how to pack and budgeting. Depending on where you are (aka near a lot of food options) you might need to prepare menus and food lists for most or all of your meals. Be sure to get a clear idea of what facilities, resources, etc. your accommodation has! Please be sure to accommodate all special dietary restrictions and allergies of your group. A typical weekly budget for food for a group of about 13 people might be between \$600-700. Consider whether you'll be eating out or cooking, and whether any of your volunteers have food allergies.

3. Airline Transportation

If you need to fly to your site, make sure that you make flight arrangements **ASAP**. Some of the best deals are found online, however, because online sites often do not let you book many tickets at once, you may need to make a group booking.



If you are a Waltham Group organization planning a trip, the [Community Service Director](#) has to authorize the transaction on the purchasing card to pay for the air tickets. Most airlines ask you to pay an initial deposit, and then pay the full amount one month prior to travel. You can choose to pay the full amount once, or pay it in that installment. Once the purchase has been made, ask the airline to email you a confirmation receipt of the tickets/[itinerary](#) and give copies to the Allocations Board to reimburse the cost of travel.

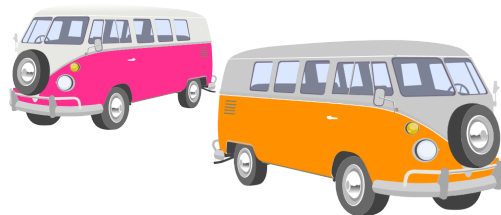
4. Bus Transportation



[Greyhound](#) and [Peter Pan](#) have traditionally been used as the primary bus companies for bus travel. You can book bus tickets online – be sure to search around a little bit for promotional codes! The best way to reach the bus is to have a van driver drop your group off at South Station so that they can board there.

5. Van Rentals

If your site requires that you have to rent a van and you do not have access to a WG van, book a van in advance to secure a good price. Brandeis has a partnership with Enterprise, so they should be the preferred vendor. [Book](#) with a university credit card.



6. Lodging

You must have a plan for where you and your volunteers will be staying overnight, showering, and cooking. Some host organizations offer free lodging, or have deals with nearby hotels/hostels to house volunteers for a discounted price. Be sure that you book in advance, and then confirm right before leaving for your trip. It's always a good idea to have a backup plan.



7. Official Documents

For international trips, be sure that all participants have a valid passport that expires no sooner than six months after your planned return to the U.S. Consider visas as well; most countries will require a tourist visa or permit for short-term visits, but some may require volunteer visas.

8. Health Concerns

Check with your organization to see if they require their own health or confidentiality forms to be filled out by the participants. If they do, make sure you get your participants to fill them out early and make copies for yourself.

- All volunteers traveling abroad are required to be vaccinated. Two months prior to departure, contact the [Student Health Center](#) to request that they order the vaccines necessary for the destination country. Once ordered, your group should schedule a two hour time slot with the health center to come in and get vaccinated (see previous section). Students without health insurance through the university should take special care to research whether their personal insurance has international coverage, and a plan in case of an emergency. These students should also be sure they are vaccinated in plenty of time.



9. Safety & Emergency Contacts

Before you leave on your trip it's important to create a channel of communication and have a clear understanding of it before you go. To do this, have a conversation with the [Community Service Director](#) about how and when you will check in with DCS staff once you arrive at your site and once you return safely back in the United States.

Coordinators should keep important documents for all volunteers, as well as contact information printed and with them at all times during their trip. Brandeis University also requires that all participants fill out a DCS Waiver form as well as a before volunteering.



The Trip!!!

So, you're all set and ready to go on your trip? Here are some extra tips and suggestions.

1.) Pre-trip preparations

Before you leave on your trip here is a checklist of things/ items to cover before you go

- ✓ Distribute a packing list to participants at least two weeks before departure
- ✓ Designate and outline key responsibilities of each coordinator and make sure those tasks are clear to leaders. Examples of this might be responsibilities for being the accountant, photographer, or leader for [reflection activities](#)
- ✓ Call your host organization a week before you leave to confirm your time of arrival and any last minute details
- ✓ Confirm your lodging arrangements a week before you leave
- ✓ Assemble a folder with important documents including: all reservation confirmations, [participant information](#), contact information, envelopes for spending cash and receipts, contact info for [Community Service Director](#) and site supervisor for your community partner, and any maps or transport documents

2.) During the trip

- ✓ Be flexible
- ✓ Get enough rest
- ✓ Do individual check-ins to see how everyone is doing
- ✓ Be on the same page as your co-leader in front of volunteers, even when you disagree

Remember that an important element of a service-learning trip is to make sure the participants connect with the community and have powerful [reflections](#) on their service.

“THE SECRET OF CHANGE IS TO FOCUS ALL OF YOUR ENERGY, NOT ON FIGHTING THE OLD, BUT ON BUILDING THE NEW.”

— SOCRATES

To create an environment that fosters that learning, you should plan for ongoing reflection activities and team building activities. You may want to have pairs of participants sign up to lead their own choice of reflection activity for the group, so that they can choose what style works best for them.



Post-trip

Congratulations! You have completed the biggest part of program – the trip! But before you put your planning hats away there are just a few more items to cover when you get back.

1. Send out Thank You's and donations

- Thank You's should go to both your donors and your volunteer sites!
- You may have already done this, but now you have a real update on what you were able to accomplish that you can write to others.
- Thank You's are best when they are hand-written letters or cards. Be specific about why your group is grateful, including what you learned from working with the partner.
- Have everyone who attended sign
- If you are sending a donation to your site, send the organization's mission statement from their website and their W-9 to the Program Coordinator for Service Initiatives.



2. Design evaluations

Design evaluations so participants can provide feedback on their experience and so next year's coordinators will be able to incorporate some learned lessons into future trips. Check out a [sample evaluation](#). These evaluations can be sent via email or given to participants during the reunion/reflection meeting. You want to make sure that not too much time goes by in between the trip and evaluations. Remember to:

- Be fair and let people speak their mind anonymously
- Ask questions about everything! (the pre-trip meeting, the partner, the activities, the community engagement, the coordinators, the logistics, the team building and reflection activities, etc.). Make sure to include a few open-ended questions or comment boxes where participants can include comments/suggestions that are not explicitly included in the evaluation form.

3. Have a post-trip coordinator meeting

Organize a post-trip meeting for all the coordinators to get together to share their experiences and tie up some loose ends. At this meeting, remember to:

- Summarize the events, achievements, and challenges of your trip and send the completed trip summary form to the [Community Service Director](#) or Program Coordinator for Service Initiatives.
- Share your stories and photos with the [Department of Community Service](#) and [Brandeis University media](#). See if the [Justice](#), [Hoot](#) or [BrandeisNOW](#) wants to do a feature on your service trip.
- Finalize the budget and if a Waltham Group organization trip, make sure to give any extra petty cash to DCS who will safely deposit the funds back into the appropriate account. Update the budget and see how much is left over for the group reunion/reflection.

4. Group Reunion/Reflection & ASB Symposium Prep

Check in with the Department of Community Service staff to see if you are required to present at an end-of-year Alternative Break symposium. If so, organize a group reunion/reflection after the service trip to prepare for the symposium as it also gives you a great opportunity to see everyone again after they have had plenty of time to think about their experience. It is up to the coordinators to choose what kind of event you want to have; it can be in the form of a casual dinner or meeting up at the Stein.

Here are some items to include:

- A power point or slide show from the trip
- Have people share favorite, funniest, hardest, or most unexpected moments
- An organized [reflection activity](#) that will prompt participants to think critically about their experiences, and the issues they were working to address.
- Prepare (or assign others) to create a poster for the ASB symposium; assign who will present on behalf of the group.
- Mention that you are (probably) looking for new coordinators for next year!



5. Present at the ASB Symposium

- Assign a trip coordinator and participants to prepare and present at this end-of-year poster presentation where ASB trips can share their experiences and all they learned with the rest of the Brandeis community! See DCS staff for more details as the symposium draws near. This presentation is usually in conjunction with the Celebration of Service event in April.

6. Begin search for next year's coordinators

If you need to fill a spot for coordinators next year, those positions should be filled before the year is over so that the coordinators can begin planning in the summer. Here are some suggestions on how to go about choosing leaders for following year:

- Decide what type of coordinator(s) your program needs – goals, background, and simple criteria
- Make an application with questions related to organizational skills, cultural sensitivity, ability to manage and work with others, dedication to the idea of service, etc.
- Make application available to the whole campus and send out an email to your program listserv
- Think about encouraging former trip participants to apply; do 1-on-1 outreach
- Hold interviews – group or individual depending on your needs and number of applicants
- Remember that actions on service trips are telling
- Choose your coordinators and send out emails to all applicants

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Appendix I: Sample Participant Application

Volunteer Vacations Alternative Break Program Participant Application

Name: _____ Class year: _____
Mailbox: _____ E-mail: _____
Phone: _____ Age: _____ Major: _____

1. Have you been on a Volunteer Vacations trip in the past? YES NO
2. Why do you want to go on a Volunteer Vacations Spring Break trip?
3. If you have any previous community service experience, please describe them briefly.
4. As a team member, what skills or strengths would you contribute to the group?
5. What would you like to gain from the trip?

As an applicant, you can apply to be considered for either or both of these trips. If you are interested in being considered for both trips, please rank them below in order of preference. If you are only interested in one of the trips, check which trip you are applying for below.

_____ Youth Service Opportunities Project (New York)
_____ Long Branch Environmental Education Center (North Carolina)

6. If you chose the New York trip, please explain why you would be interested in volunteering with Youth Service Opportunities Project, an organization that deals with hunger and homelessness. If you chose the North Carolina trip, please explain why working with Long Branch Environmental Education Center is of interest to you. If you chose both trips, please explain why you would prefer one trip over the other.

Applications are due on October 26th, 5:00PM to the Volunteer Vacations folder outside the Waltham Group Office (3rd floor of Shapiro Campus Center). **Please sign up for an interview time when you turn in your application.** Please direct any questions or concerns to volunteervacationsbrandeis@gmail.com.

Appendix 2: Silent Auction

The Silent Auction has traditionally pulled in a lot of funding. In 2008 the Silent Auction generated about \$500. The Silent Auction is usually held in conjunction with the Stein Night, as winners are announced that night and all prizes are displayed for final bidding. Here are the steps to take to create a successful Silent Auction:

Organizing a Silent Auction:

1. Check in with Student Activities to ensure you are following all updated Silent Auction protocols. See above for tips/things to consider around fundraising.
2. Ask participants to gather items/ gifts to donate for a Silent Auction. Ask them to choose carefully with things that people will want! Some examples of items that have been especially good are:
 - a. *Services* like being a chauffeur for a night, teaching a cooking lesson, hair braiding, photography sessions, etc. Ask your participants what special skills they have that they can offer for this.
 - b. *Gift certificates*
 - c. *Large items* like snowboards, electronics, etc.
3. Appoint a coordinator to be in charge of the Silent Auction
4. Book a table for Shapiro every day for one week before the Stein Night
5. Ask participants to sign up for time slots
6. Create Silent Auction sheets for each item with minimum prices already included, and lines for names of each individual that bids and their email address
7. Announce the winners via email
8. Winners can pick up prizes after they pay

Appendix 3: Restaurant Fundraiser

A restaurant fundraiser is a simple and easy way to make some contributions while chowing down on some good food. Restaurants often designate a portion (about 15%) of their profit from tables designated to your organization for the day. This means that you have to get as many people as you can out to that restaurant! This can also be a good way for participants to bond before the trip. Here are the steps you need to organize a successful restaurant fundraiser:

1. Check in with Student Activities and DCS staff to ensure you are up to date on all Restaurant Fundraiser policies and tips.
2. Appoint a coordinator to lead the fundraiser
3. Call the restaurant to see if they are willing to help out, and schedule a night to host the event.
4. PUBLICIZE the event! A good resource is faculty to go there during lunch and flyers in mailboxes
5. Van shuttles can also be a good idea if you are expecting a lot of people. Schedule two rounds of pick up/ drop off during the night. Call to reserve the Waltham Group Van if this is a good idea.
6. Have participants commit to coming and have them bring friends
7. Go to the restaurant and eat a lot
8. They will then send you a check with the total amount!

Some restaurants that have participated with Brandeis groups in the past are:

- UNOs
- Margaritas
- Five Guys
- Panera
- Chateau

Appendix 4: Sample Itinerary

Santiago Itinerary Alternative Break Club 01/01/2016 - 01/03/2016 Santiago, Chile

01/01/2016

6:00 AM - Meet participants at Shapiro Campus Center Atrium

6:30 AM - Depart from SCC by WG Van (Driver: John Son, 803-123-4567)

7:30 AM - Arrive at Logan Airport

9:35 AM - Depart on United Airways Flight 1234 to Hartsfield-Jackson Int'l Airport

12:23 PM - Arrive Hartsfield-Jackson International Airport in Atlanta, Georgia

1:45 PM - Depart United Airways 5678 to Comodoro Arturo Merino Benitez Int'l Airport

10:04 PM (8:00 PM EST) - Arrive Comodoro Arturo Merino Benitez Airport, Santiago

10:35 PM (8:35 PM EST) - Meet Santiago Partner Organization bus at airport to travel to housing site - Juan Perez (+56-9-123-4567)

11:15 PM (9:15 PM EST) - Arrive at housing site - Traveler's Hostel, Calle Santiago 9101, Region Metropolitana, Chile (Marcela Guevara - +57-9-891-0123)

01/02/2016

7:00 AM (5:00 AM EST) - Leave Traveler's Hostel by foot to shower at YMCA

7:15 AM (5:15 AM EST) - Arrive at YMCA, Calle Compania 1360, Santiago

8:15 AM (6:15 AM EST) - Leave YMCA by bus for Santiago Partner Organization site

9:00 AM (7:00 AM EST) - Arrive at Santiago Partner site, Calle Voluntario 4567

1:00 PM (10:00 AM EST) - Leave site by Partner van for lunch at Tres Empanadas

1:15 PM (10:15 AM EST) - Arrive at Tres Empanadas restaurant, Calle Hambre 8910

2:00 PM (11:00 AM EST) - Leave Tres Empanadas by taxi for a tour of Museo Santiago

2:30 PM (11:30 AM EST) - Arrive at Museo Santiago, Calle Inteligente

6:00 PM (3:00 PM EST) - Leave Museo Santiago by bus for Traveler's Hostel

6:30 PM (3:30 PM EST) - Arrive at Traveler's Hostel

01/03/2016

7:00 AM (5:00 AM EST) - Leave Hostel by bus for Comodoro Arturo Merino Int'l Airport

7:45 AM (5:45 AM EST) - Arrive at Comodoro Arturo Merino Int'l Airport

10:15 AM (8:15 AM EST) - Depart United Airways 5678 to Hartsfield-Jackson Airport

4:00 PM EST - Arrive at Hartsfield-Jackson International Airport, Atlanta, Georgia

5:00 PM - Depart United Airways Flight 9101 for Logan Airport, Boston, Massachusetts

8:04 PM - Arrive at Logan Airport, Boston, Massachusetts

8:45 PM - Depart for Brandeis campus by WG van (Driver: Jane Jones, 823-567-8901)

9:30 PM - Arrive at Brandeis University, participants travel home individually

Appendix 5: Guide to Quality Housing

Adapted from GlobalSL's guide.

Housing		
✓	Look for:	Comments:
	Accommodation consistent with local standards	
	Number of students per room	
	Safe location	
	Host families: - How are families recruited, screened, and selected? - who addresses problems related to placements? - how are placements evaluated? - how many students stay in each home?	
	Distance from: - service projects - grocery stores/meals - transportation	
	Clean, functional toilets and showers	
	Linens provided?	
	Cost of accommodation per person: - deposit - housekeeping fees	
	Access to laundry facilities/service	
	Accommodation for faculty/staff (if different)	

Appendix 6: Participant Info Form

Program Name Here

EMERGENCY CONTACT, MEDICAL AND DIETARY FORM

Please respond to all questions honestly and completely. Information will be kept confidential unless needed in case of emergency.

Name: _____ Cell #: _____

E-mail Address: _____

Emergency Contact Person: _____ Relationship: _____

Phone #: _____ Alternate #: _____

Medical Conditions: _____

Current Medications: _____

Allergies: _____

Major Surgeries in the past 5 years: _____

Primary Physician _____ Phone number _____

Medical Insurance Company: _____

Medical Insurance # _____ Phone Number _____

Do you have any dietary restrictions that we should keep in mind (incl. food allergies)?

Please list any other information that may affect your health or safety on this trip.

Appendix 7: Reflection

Why Reflect?

Reflection helps increase sensitivity to community issues, expanding our capacity to serve more effectively. Reflection also lets you monitor service experiences through discussion and interaction, helping you feel both challenged and supported as you:

- Think critically about your volunteer or service experience
- Understand the complexity of the experience and put it in a larger context
- Challenge, but not necessarily change, attitudes, beliefs, assumptions, privileges, prejudices, and stereotypes
- Transform a single project into further involvement or broader issue awareness
- Ask "Why?"

Ways to Reflect

People can reflect through **speaking, writing, and performing activities** - anything to help think about the experience, especially in ways that help draw connections to the class.

Volunteers can reflect **orally** through: one-on-one meetings with peers or peer leaders; large- and small-group discussions; discussions with representatives of the public benefit organization or community; leading a discussion; or presentations.

Volunteers can reflect in **writing** through: essays; research papers; journals, writing a guide for future volunteers; an evaluation of the program; or a publishable article based on the volunteer experience.

Volunteers can also reflect through **activities**: dance movement; art; simulation or role playing games; teaching others; analysis and problem solving; scrapbooks; photo essays; imaging; or any other activity that will help distill their ideas and provide an opportunity to share them with others.

Reflection is what you make of it – so, get creative!

Appendix 8: Sample Evaluation

Volunteer Vacation Participant Evaluation, 2008 Spring Break

Please be as candid and honest as you feel comfortable. This information is used solely to improve future Volunteer Vacations programming. Please do not write your name on the evaluation.

Rank your overall *Volunteer Vacations* experience on a scale of 1-10 (1 being the worst and 10 being the best) Explain your reasoning.

Did you feel prepared for your trip? (Pre-trip meetings, communication between coordinators and participants, etc.)

What was most beneficial?

What could be done to improve this aspect of the *Volunteer Vacations* program in the future?

In your opinion, did your supervisors(s) and student coordinator(s) carry out their responsibilities?

What did they do best?

What could be improved?

What kind of pre-trip training or meetings do you think should be coordinated for future years? What topics would be useful to participants?

Regarding your week of service:

- 1) Would you return to this site? What was impactful? What was disappointing?
- 2) Did you feel your dietary needs were met?
- 3) Did you feel that your opinions were heard and respected?
- 4) Did you feel comfortable and safe on the trip?
- 5) Was your sleeping facility suitable for this trip?

Would you recommend this experience to others? Why?

List any suggestions you have for the this program:

Fundraising—*please explain your opinions on 1) and 2) under each fundraiser heading:*

1) What went well?

2) What do you think could be changed?

***Restaurant Fundraiser @ Uno's
Silent Auction***

Appendix 9: Emergency Contact Cards

<p>Coordinator Name: Phone: Coordinator Name: Phone: Brandeis Contact: Phone: Partner Contact Name: Phone: Local Emergencies: ACE Insurance #: Phone: US Embassy/Consulate Phone: Address:</p>	<p>Coordinator Name: Phone: Coordinator Name: Phone: Brandeis Contact: Phone: Partner Contact Name: Phone: Local Emergencies: ACE Insurance #: Phone: US Embassy/Consulate Phone: Address:</p>
<p>Coordinator Name: Phone: Coordinator Name: Phone: Brandeis Contact: Phone: Partner Contact Name: Phone: Local Emergencies: ACE Insurance #: Phone: US Embassy/Consulate Phone: Address:</p>	<p>Coordinator Name: Phone: Coordinator Name: Phone: Brandeis Contact: Phone: Partner Contact Name: Phone: Local Emergencies: ACE Insurance #: Phone: US Embassy/Consulate Phone: Address:</p>
<p>Coordinator Name: Phone: Coordinator Name: Phone: Brandeis Contact: Phone: Partner Contact Name: Phone: Local Emergencies: ACE Insurance #: Phone: US Embassy/Consulate Phone: Address:</p>	<p>Coordinator Name: Phone: Coordinator Name: Phone: Brandeis Contact: Phone: Partner Contact Name: Phone: Local Emergencies: ACE Insurance #: Phone: US Embassy/Consulate Phone: Address:</p>