

# 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/or gps) 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 needs (vegetarian, vegan, 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, cash, etc.)

## Sites

- ☐ We are in weekly/bi-weekly communication with our site hosts.
- ☐ We have confirmed the number of volunteers with our site contact.
- ☐ We have direct service work planned for each day.
- ☐ We have rainy day as well as other 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/contact 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 nightly 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 and a group journal.
- ☐ Participants have been given educational 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 or other organizations 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 list of materials (films, podcasts, etc.) 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, blog, etc.
- ☐ 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 action on the issues.

## 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.
- ☐ We have contacted local alumni in the area in which we will be working.
- ☐ We have a plan for our social media presence.

## 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.