



*Sample Site Leader Retreat Agenda  
Hosted by Sample College  
Friday - Saturday, Oct. 9 – 10, 2009*

**Friday**

5:45 - 6 pm

*Arrivals and Registration*

6 – 6:45 pm

**Welcome and Group Building**

6:45 – 7:45 pm

**Introduction:** Overview, and Expectations

- The 8 Components
- The Active Citizen Continuum
- Goals and Expectations for the retreat

8 – 9:30 pm

**Site Leaders as Facilitators**

- Facilitation vs. Leadership
- Creating the fully engaged group
- Stages of Group Process
- Facilitation vs. Leadership: The skills
- Conflict Resolution: Conflict as a Tool
  - The Steps: Keeping the group functioning
  - LARA

**Saturday**

7:30 – 8 am

*Breakfast*

8 – 8:15 am

*Review*

8:15 – 9:15 am

**Learning Components:** The “Meat” of an Alternative Break

- Education, Orientation, and Training defined
- Benefits to us, and benefits to community
- Planning the Components
- Utilizing other resources

9:15 – 10:15 am

**Site Development**

- Roles and Responsibilities
- Sharing expectations
- Creating co-educators
- Sustaining the relationship

10:30 – 11:45 am

**Recruitment and Selections**

- The importance of diversity
- Creating a plan
- Getting the word out
- The selections process

12 – 12:45 pm

*Lunch*

12: 45 - 2 pm

**Reflection**

- Definitions
- *What, So What, Now What* model
- Practical ideas for my trip
- *The Triangle of Quality Community Service*

2 – 3:15 pm

**Fundraising**

- Establishing a Budget
- The power of an elevator speech
- Broad and target fundraising concepts
- Ideas that will work on your campus

3:30 – 4:45 pm

**Reorientation:** Bringing it all back

- Definitions
- Transferring lessons learned into life-long Active Citizenship
- Sustainability: Building our program for the future

4:45 – 5:00 pm

*Closure, Summary, Evaluation*