



## 2009 Site Leader Retreat Responsibilities

### One Day Retreats

#### Break Away provides

- **Trainer** presents all workshops  
*(Break Away Staff Person or Consultant)*
- **Retreat packet** and workshop hand-outs
- **Agenda** design and workshop presentation
- **Contacts** throughout state for **recruitment**
- **All materials** needed for workshop
- **Post training packet and evaluation summary**

#### *Pros*

- Participants may have an easier time committing to the amount of time
- Host school responsibilities are minimal

#### Hosting school/organization provides

- **Recruitment:** answer questions regarding the retreat and remind retreat participants of dates
- Send payment of **training fee** to Break Away and collects registration fee from schools
- **Meeting space** – including a large, open room
- **Snacks/Meals** or a food plan
- **Housing and transportation** for Break Away trainer

#### *Cons*

- Allows less time to delve into workshops
- Provides less free time for networking
- Training time can be exhausting and less effective because of lack of time for processing
- Inhibits the effectiveness of a retreat atmosphere

### Two Day Retreats

#### Break Away provides

- **Trainer** – presents all workshops  
*(Break Away Staff Person or Consultant)*
- **Retreat packet** and workshop hand-outs
- **Agenda design** and workshop presentation
- **Contacts** throughout the state for **recruitment**
- **All materials** needed for workshops
- **Post training packet and evaluation summary**

#### *Pros*

- Allows more time for thorough workshops
- Provides more free time for networking
- Training time is more effective because of time for processing
- Offers a more comfortable and effective retreat atmosphere

#### Hosting school/organization provides

- **Housing** for participants (if needed)
- **Recruitment:** answer questions regarding retreat participants and remind of dates
- **Meals/Snacks** or a food plan
- Send payment of **training fee** to Break Away and collects registration fee from schools
- **Meeting space** – including a large, open room
- **Housing and transportation** for Break Away trainer

#### *Cons*

- Participants may have difficulty attending for so long
- Host school must take on additional responsibilities