

Alternative Spring Break

Registration: In order to reserve space on a trip, registration with a deposit of \$75 must be completed six months prior to spring break. If you intend to register for a trip after it has been filled up you have the option to put your name on a wait-list but this will not guarantee you a spot. If you register for a trip but later are unable to attend please notify the coordinator of that trip as soon as possible so that it can be filled otherwise. Deposits cannot be refunded.

Funds: Every student is responsible for their fee of the trip. Should the student be unable to fulfill this requirement, a scholarship is available to help aide this fee. Additionally, fundraising events will be held in order to help offset other costs. These fees and extra funding from the University will be needed for meals, lodging, transportation, a monetary donation to the affiliate, and cultural engagement.

Transportation: Vehicles to be used for travel will be supplied by Krammes Service Center. Should you be interested in driving for these trips, you must be approved by the Krammes Service Center at least one month before the scheduled trip. For each vehicle there must be two approved drivers of good-standing and two navigators, other than a GPS system.

Waivers/Insurance/Safety-on-site: Each site has specific safety instructions and guides that are expected to abide by. While working on-site, there are hazards to be cautious of, so precautions are a must. An on-site liability waiver must be signed for every participant for each work site, as well as an off-campus liability waiver for Heidelberg University at the time of registration. Additionally, each and every participant needs to supply a copy of his or her health insurance as well as a photo ID.

Food/Groceries: Meals for the week will consist of continental breakfast, bagged lunches, and a cooked dinner. The budget given for food may allow for a couple of group meals to be at a local restaurant. A trip to the grocery store will be made at the beginning of the week and will allow for participants to purchase additional items of their own had they forgotten any materials, such as a toothbrush or deodorant. These extra items should be paid for by the participant(s) individually.

Drug and Alcohol Policy: Illegal use of alcohol or drugs will not be tolerated. Please respect the guidelines of the facilities in which you are lodging and remember that you are representing Heidelberg University at all times and your purpose for this trip.

Devotions/Reflections: Throughout the week, for meals, travel, at work-sites, and more, there will be opportunity to reflect on what has been granted in our lives, reason to be thankful for our safety and basic needs, and to share our thoughts together. Each day, a participant may be asked to guide a reflection or devotion or to share some input about the week's events. Any and all forms of reflection and devotion are welcome and encouraged. Please respect the practices of those around you.

Contacts: Every participant will be given a list of contacts for the week of service. This list will consist of phone numbers for all participants, advisers, affiliate offices, lodging offices, and local emergency numbers.

Communication: Any and every time that a group is split, participants should check in with at least one adviser every hour to maintain safety and communication protocol. This includes the trips from Heidelberg to the service location, when separated at the work-site, and during social hours. Consistent and clear

communication between all participants and leaders is crucial. Failure to adhere to proper communication can result in stress-levels that no individual wants to endure during this trip that is meant for service, opportunity, and making a difference.

Emergency Information: If you have an allergy, medical need, injury or any other item that may need emergent attention throughout the trip PLEASE be sure to notify the coordinator of the trip at time of registration. On the same note, if you have any other dietary restrictions or practical needs it is important to notify the coordinator at the time of registration. These needs should be documented on your registration form and should include a name and phone number of your emergent contact.

Timeline Checklist

1. Contact Affiliate to Reserve Volunteer Space
2. Set Budget
 - a. Registration deposit
 - b. Donation to affiliate
 - c. Transportation
 - d. Food
 - e. Entertainment
 - f. Lodging
 - g. Misc/Emergency/Cash
3. Reserve vehicles
 - a. Krammes Vehicles request completed and turned in by January 1st.
 - b. If not enough University vehicles are available contact:
 - i. Tiffin Enterprise
 - ii. Ford Tiffin
4. Set registration/deposit/funds deadline dates
 - a. Heidelberg closed from March 2nd to March 17th (2013)
 - b. Full payment of \$200 due October of 2012
 - i. No exceptions past Thanksgiving Break
 - c. Deposit of \$75 due at time of registration
 - d. Registration due by the 1st of October
5. Recruit Faculty/Staff Advisers
 - a. Announcements, SAO, Honors, Greek Advisers, Graduate Assistants
6. Publicize
 - a. Include information about trip in Orientation Packets and have on-campus publicity set prior to move-in
 - b. Contact Office of Media and Communications in July
 - i. <http://www.heidelberg.edu/offices/creative/request>
 - ii. <http://www.heidelberg.edu/offices/creative/smrequest>
 - iii. <http://www.heidelberg.edu/offices/creative/webrequests>
 1. Digital Display
 2. Flyers
 3. Facebook/Twitter/Tumblr

- c. Build article material for Kilikilek, Note Bene, This Week, Advertiser Tribune, Announcements
- d. Make Registration Form available on Community Engagement/ASB web-page(s)
 - i. James Fuller, Web & Electronic Communications Manager, Duplr
- 7. Set Account with Business Office/Fund Requests
 - a. <http://www.heidelberg.edu/studentlife/studentorgs/studentsenate/budget>
 - b. Civic Engagement Student Committee
 - c. Alternative Break Student Organization
 - d. Check Request Form
 - e. Community Engagement Committee Request
- 8. Reserve Room Space for meetings
 - a. <http://web1.heidelberg.edu/forms/conference-events-contract.html>
- 9. Registered Members needed materials
 - a. Copy of health insurance – within one week of registration
 - b. Copy of ID – within one week of registration
 - c. Completed Affiliate Waiver – at time of registration
 - d. Completed Heidelberg Waiver – at time of registration
 - e. Deposit – at time of registration to reserve spot

Full Payment – October 2012 (Thanksgiving is absolute deadline)

Job Descriptions: Before the trip, and during, and after there are a number of tasks that need to be completed in order for a successful trip to take place. To take on one or more of these tasks please check it off on your registration form.

Cook:

Purpose: To ensure nutritional food that accommodates all dietary restrictions due to health or religious/personal preferences, to ensure that everyone has the proper nutrition for health during the week.

Develop Menu

Develop Grocery Shopping List

Develop a Budget for Food

Develop a plan for packing lunches

Oversee Grocery Shopping

Develop plan for kitchen sign-up for meal preparation—number of people and time

Clean-up—number of people and time

Cultural Engagement

Purpose: To help the group learn of new cultures in different regions of the world thus further developing global citizens.

Research the different cultural venues: religious, government, social services, justice, music, ethnic, culinary, festivals, night life, etc.

Develop a proposals for the group to discuss

Develop a budget for cultural engagement

Make reservations when possible for the group and seek discounts, possibly paying in advance

Community Building

Purpose: To help a variety of students/staff/faculty/community members who participate in the trip to develop relationships of friendship and mentoring.

Provide ice-breakers for each day of reflection for the group

To divide the group into small groups that mix the participants so that people may get to know one another. These groups will not be the same as the daily work groups

To address issues within the entire group as well as issues between individuals seeking peaceful mediation and reconciliation

Service-Learning

Purpose: To lead small groups in reflection on the actions of the day encourage an educational component derived from the praxis.

Provide daily reading that focus on issues of poverty and social justice

Provide daily questions for reflection for individuals and for small groups

Drivers

Purpose: To transport passengers safely to and from destinations.

The following is the policy for CDL licensed employees, and while a CDL is not required, these same rules apply for driving a vehicle on Alternative Break trips:

No CDL licensed employee may be involved with The University vehicle activities and possess, be under the influence of, or use any drug or other substance identified under this policy as a banned/illegal drug or any controlled substance regardless of whether or not the individual may safely perform with the exception of the possession or use of a substance administered to an individual by or under the instructions of a licensed physician who has advised the individual that the substance will not affect the individual's ability to safely function in their role as a safe, skilled and competent employee.

No CDL licensed employee shall be in possession of an intoxicating beverage, regardless of its alcoholic content while involved with employment unless prescribed by a physician. Cold medications are contained in this category.

No employee shall be involved with employment if his or her general appearance or conduct indicates the use of a banned/illegal substance or intoxicating beverage.

An employee of The University who tests positive for the use of a banned/illegal substance or intoxicating beverage will be medically and physically unqualified to function as an employee, and will be immediately terminated from employment at The University.

There will be no use of cell phones while driving.

Drivers will stop every 2 to 3 hours to switch drivers and to allow passengers to stretch and use the rest rooms.

Navigators

Purpose: The navigator is someone who is not a driver for the trip. The navigator is to sit in the front passenger seat and to assist the driver in navigation as well as assisting the driver with any other needs.

Read maps and try to prepare driver to follow directions.

Talk with driver and help driver maintain alertness.

Give driver food or drink as needed

Remind driver of necessary stops

Adjust GPS tool as needed

Devotions

Purpose: To coordinate different students from a variety of religious/spiritual/philosophical backgrounds who will lead a 5-minute reflection/devotional during the large group time.

Develop a calendar prior to trip and assign people to lead devotions in the morning and in the evening during group time.

Provide guidelines to those leading devotions for the group.

Photographer

Purpose: To record the trip and to provide a pictorial history that can be shared with archives, blogs, alumni affairs, community relations, and other areas as needed.

Take photographs of the group throughout the trip

Post photos to blogs and web sites for Heidelberg University

Historian

Purpose: To provide a written record of the trip and events that occur on the trip

Maintain a group written journal that can be passed inside the vehicles during transportation to and from as well as on location for the work site and at the lodging site.

Provide a written log of activities of the group.

Provide copies of the journal to members of the trip.

Provide a copy of the journal to the Archives upon returning to Heidelberg University.

Prepare a press release with Angie Giles prior to departure.

During the Alternative Break write an article about the trip that can be shared with Angie Giles upon return.

Social Media

Purpose: To provide a variety of outlets for family and friends to read about the trip and all that is occurring.

Work with Office of Communications and Marketing to set up and maintain a blog site where photographs, videos and journal entries may be shared.

Develop Facebook, Twitter, Tumblr pages and other formats for sharing about the trip.

Fundraising

Purpose: To oversee group and individual fundraising projects that will underwrite some of the costs of alternative breaks.

Develop fund-raising letter appeal for churches in Ohio

Develop fund-raising letter appeal that participants can use with email and postal service to solicit funds for the trip from friends and family

Develop fund-raising events that can benefit all of the Alternative Break Trips from given list

Work Coordinator

Purpose: To work with the host site that is coordinating service to understand the needs of the community and to match the abilities of the Heidelberg team to meet some of those needs.

Develop a list to gather information on all of the skills and abilities of the group.

Work with the host site to match skills with work that is needed.

Assign people to sites based on ability and needs.

On a daily basis make assignments as needed and troubleshoot any issues.

Clean-up Coordinator

Purpose: To insure cleanliness in vehicles, lodging and at the work sites.

Develop a work schedule for people to keep vans clean in transit, to clean host site in the morning before departure for work, to clean the work site and then to clean the host site before final departure.

Provide clear expectations of work expected and involve all members of the team in developing a clean, safe and secure site.

Risk Management

Purpose: To encourage risk management at all times on the trip.

Be aware of policies for drivers and for trips and encourage all to follow rules such as wearing seat belts and other wise decisions.

Encourage a spirit of wisdom and following local laws and customs in communities.

Learn about the communities where the group is working and understand how to keep participants safe.

Refer to liability and insurance forms as needed

Treasurer

Purpose: To maintain valid records of all expenditures for the trip.

Keep receipts for all purchases

Record **daily** the expenditures made, maintaining receipts.

Develop check requests and advances to make sure that all resources are available.

Provide a written report upon return of all deposits and expenditures with receipts to verify.

Turn in this report to the Coordinator of Service Learning to be turned in to Business Office

Information

Purpose: To insure that all documentation for the trip is accessible. Provide copies for vans, on-site and all legal forms required by the University.

Collect and collate forms.

Leave Heidelberg Liability forms, Contact Information, and Itinerary with the Dean of Student Affairs Office.

Ensure that all participants who are not directly related to the University are cleared with a background check and completion of a volunteer application.

Inform the Dean of Student Affairs Office when the group arrives safely at the destination and upon return. In case of a hospitalization or infraction of Heidelberg University Policies and Procedures inform the Dean of Student Affairs.

Team Biographer

Purpose: to collect biographies on every team participant including photographs.

Request a release to give permission to provide this information.

Share the biographies with the Trip Historian(s), Social Media Coordinator(s), Office of Communications and Marketing

Interpreter

Purpose: to interpret the trip to the churches and broader community with written reports and personal presentations on the trip.

Develop with Historian a written report that can be distributed to all donors for the trip.

Develop presentations and people to give the presentations for churches and other groups who support the trip and/or who wish to have information on Alternative Spring Breaks

Provide feedback report to Office of Communications and Marketing

The Service Week: Upon the first day of the trip, all participants will be expected to have all needed (bagged) items checked in the car at least 1 half hour before the scheduled departure time. While traveling on the road, the drivers should switch every two hours and allow for participants to cycle through the car as needed. An additional navigator will be necessary for every driver as well. Upon arrival to the lodging site, advisers should check in with the lodging-site staff as well as a representative of the affiliate.