



Team Leader Checklist for Alternative Spring Break Work Retreats

Listed below are some of the things that will help you to plan for a successful Work Retreat experience. This timeline is based on a group coming for several days during a student break and should be taken as a suggested guide. Please print this out and check things off as needed. The extra lines are for your convenience to write in things that may be specific to your group.

First Things First:

- Site Coordinator of your school contacts Good Works
- Site coordinator reads through initial information sent by Paul.
- Mail in Work Retreat Application and Deposit
- Assign site leaders and have them contact Paul
- Site leaders read through ASB Work Retreat materials on Good Works website.
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Four Weeks Prior to Work Retreat:

- Distribute Participant Packets for each member of group
- Begin planning responsibilities for members of group.
- Appoint/recruit Meal Coordinator
- Appoint/recruit Chore Coordinator
- Complete Team Profile. This should be scanned and emailed to Good Works no later than 3 weeks prior to your arrival. This information enables us to prepare for your group.
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Two Weeks Prior to Work Retreat:

- Assemble First Aid Kits for your group. Depending on the number of participants, your group will be broken down into smaller groups of about 5-7 people supervised by an adult from your group. Some of these groups will be traveling in the community. Each of these smaller groups should have at their disposal a first-aid kit with a bee sting spray.
- Begin making plans for your time-off activities. See list of Visiting Group Activities for the Athens County area on our website.
- Promote the Carter Cabin. Encourage members of your group to sign up to use the cabin for solitude and reflection for a morning or an afternoon. Let Paul know that you are interested in using the cabin.
- Your schedule will include time at the Timothy House in the evenings. Begin identifying who you think would be appropriate to join the house for dinner and the evening.
- Consider what you would like to do for the Evening Gathering times through the week.
- Assign responsibilities to group members. The following forms on our website can help you with some of these:
 - Meal Preparation Schedule
 - Daily Chore Schedule
 - Final Clean Up

One Week Prior to Work Retreat:

- Receive Volunteer Releases from all members of your group. Two copies should be made for each person. One you will keep with you and the other will be given to Good Works staff after you arrive.
- Collect each person's requested donation for the Work Retreat. This will be given to Paul on Monday after you arrive.
- You will receive a first draft of your schedule from Paul. This will give you some particulars of the people you will be serving and the types of projects you will be involved with. After reading through this schedule, contact Paul if you have any concerns for your group.
- Make sure each person in the group brings at least one pair of work gloves or more.
- Assign people to use the Carter Cabin.
- Determine who will be going to the Timothy House on Monday, Tuesday, Wednesday and Thursday evenings.
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NOW, YOU'RE WITH GOOD WORKS FOR THE ASB WORK RETREAT!!!

Follow Up:

- Invite Keith Wasserman to your school.