Guide to Planning an Alternative Breaks Trip!
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INTRODUCTION

New York University’s Guide to Planning an Alternative Breaks Trip!

Planning and leading an Alternative Breaks trip can be a daunting task, however it is our hope that this guide will help you through the process. Please use this guide to help you fill out the three steps of the trip planning process. It provides detailed explanations and instructions for each of the sections you must fill out. In addition, this guide will outline expectations and responsibilities of site leaders, so you are aware of the role you will take on for the 2013-2014 year as an Alternative Breaks trip site leader. Please note that this is an introductory guide to leading an Alternative Breaks trip and is not all-inclusive. At the Site Leader retreat, which will take place at the beginning of the fall semester, you will receive a comprehensive Site Leader Manual that will provide further guidance and resources for leading your trip.

A Brief History of Alternative Breaks at NYU

The Alternative Breaks program, as it is structured today with an Advisory Board and student Site Leaders, was organized by the Office of Students Activities (now CSALS) in Fall 2005 as a response to provide assistance in the Gulf Region to the communities affected by Hurricane Katrina. In January 2006, 56 students traveled to Alabama and Louisiana to participate in hurricane relief efforts by delivering meals, cleaning debris, gutting houses, among other needed projects. That same spring, students returned to the Gulf, but also 4 other locations in the U.S. to work with education, housing and homelessness. Today, the program has expanded to 20 trips, six of them international, and with numerous partnerships with offices throughout the University.

Philosophy and Mission of NYU Alternative Breaks

The Alternative Breaks Program at NYU provides students with the opportunity to learn about political and social community dynamics while becoming a catalyst for collaborative social change. Through learning and practice, students will explore the theory of integrating service, education, and reflection to create meaningful change in their communities.

Our vision is a society of active citizens: people who value the community as a priority when making life decisions. As part of the Alternative Break experience, participants will become more educated and experienced in all sides of a social issue. Upon return, they will be empowered to make more informed decisions and take meaningful action that supports a greater good. They will become contributing members of society and will weigh in on issues that impact their community.

The Center for Student Activities, Leadership, and Service at NYU

The Center for Student Activities, Leadership, and Service (CSALS) is located on the 7th floor of the Kimmel Center for University Life. The Alternative Breaks administrator and graduate student advisor work out of this office in addition to the administrators and graduate student advisors involved with service initiatives on campus. Ultimately, CSALS is one of the best resources available to board members, site leaders, and participants.

Types of NYU Alternative Breaks
NYU Alternative Break trip types include: pre-selected trips, proposed trips and partnership trips to both domestic and international sites.

**Pre-selected Trips.** These trips are selected based on feedback from site leaders and participants and are ultimately decided upon by the Alternative Breaks advisory board. Site leaders will be responsible for planning and developing the logistical aspects of the trip as well as elements of the trip revolving around the 8 components (outlined below). All activities before, during, and after the trip must be in accordance with the expectations set forth by NYU Alternative Breaks. In addition, all trip activities should comply with university policies and procedures. (See page xxx for further details on leading a pre-selected trip.)

**Proposed Trips** These trips are initiated, planned, and developed by student site leaders. All activities before, during, and after the trip must be in accordance with the expectations set forth by NYU Alternative Breaks. In addition, all trip activities should comply with university policies and procedures. (See page xxx for further details on proposing an Alternative Breaks trip.)

**Partnership Trips.** These trips are in collaboration with an NYU department, office, or faculty member. Previous trips have partnered with the Residential Life & Housing Services office, the LGBTQ Student Center, and The Comm*Unity First Year Service Learning Experience program. Students may propose a partnership trip if they feel the partnership would be advantageous to the participants' experience on the trip. A partnership trip may either be open to the university student population or closed, if an adequate reason is provided for why the trip should be closed to a particular population on campus. If closed, the partnership department/office will be responsible for marketing the trip and recruiting participants. For further details, please see the Alternative Breaks Partnership Trip Agreement (link).

### 8 Components of a Quality Alternative Breaks Trip

**Strong Direct Service**
Programs should provide an opportunity for participants to engage in direct or “hands on” projects and activities that address unmet social needs, as determined by the host community. Community interaction during service projects and social activities is highly encouraged during the break.

**Alcohol and Other Drug-Free**
Issues of legality, liability, personal safety and group cohesion are of concern when alcohol and other drugs are consumed on an alternative break. Programs should provide education and training on alcohol and other drug related issues, in addition to developing and communicating a written policy on how these issues will be dealt with on an alternative break.

**Diversity**
Strong alternative break programs should include participants representing the range of students present in the campus community. Coordinators should recruit for, design, implement and evaluate their program with this end in mind.

**Orientation**
Prior to departure, participants should be oriented to the mission and objectives of Break Away, the campus break program, and the host agency or organization(s) with which they will be working.

**Education**
Programs should include educational sessions that participants attend prior to and perhaps during their alternative break. These sessions should provide participants with a sense of the history of both the region they will be working in and of the problems they will be working with during the break. Effective education
provides facts and opinions from all perspectives on the social issues, including ways that the participants’ personal life choices are connected to them.

Training
Participants should be provided with adequate training in skills necessary to carry out tasks and projects during the trip. Ideally this training should take place prior to departure, although in some instances it may occur once participants have reached their site. Examples of training include teaching basic construction skills, learning how to work with physically challenged persons, or learning to test groundwater for impurities.

Reflection
During the trip, participants should be encouraged to reflect upon the experience they are having, synthesizing the direct service, education, and community interaction components. Time should be set aside for this activity to take place both individually and as a group.

Reorientation
Upon return to campus, programs should have reorientation activities for all participants where they can share their break experiences and translate these experiences into a lifelong commitment to active citizenship. Through these activities, participants can learn about volunteer opportunities in their local area, summer internships, political avenues for continued community involvement, resources for continued education on social issues, tips for making personal decisions that benefit the entire community, and similar means for continued community involvement.

Because all of NYU’s Alternative Break trips will be quality trips, both pre-selected and proposed trips will be expected to incorporate these 8 components before, during, or after the trip and in any capacity relating to/involving NYU Alternative Breaks program.

©Break Away Site Leader Survival Manual

Roles and Responsibilities

Staff Requirements for International Travel.

For **pre-selected trips**, CSALS will find advisors for these trips and will notify the site leaders of their staff advisors in the fall. The advisor roles will be outlined at a later time, but the site leaders will have a good deal of say in what level of participation they would like from their advisors.

For **proposed trips**, CSALS is currently working on finalizing the process for staff advisor selection. It is a possibility that site leaders will need to find advisors for the trip, who may need to partially or fully fund themselves starting at 50% of the trip cost. However, CSALS may come up with a policy that will ease this process, and reserves the right to select advisors. More information will be provided by July.

Co-Site Leaders

All site leaders, regardless of trip type, will be held to the same expectations and be required to do the same amount of work. The processes for proposed trips and pre-selected trips differ only during the first application step—selecting a host site.

Deadlines can be found on the “Calendar of Important Events” on page XXX. All potential site leaders will be interviewed before being fully accepted as a site leader and will subsequently work with their co-site leader and designated board mentor to plan their trip.
Two students (undergraduate or graduate) will serve as the co-site leaders of the Alternative Break trip and will ultimately be responsible in leading and preparing for all aspects of the trip (further details on site leader expectations on the next page).

A co-leader can:

- Balance your strengths and weaknesses. Perhaps you are miraculously alert, cheerful and inspired both early in the morning and late at night . . . but could use some help with financial record-keeping.

- Provide checks on your thorough preparation. For example, before your break begins, it is critical that you confirm your housing plans—and it is good for your effectiveness, and definitely for your sanity, to have a fellow participant double-check your plans during the planning process.

- Share the responsibilities. For example, two days before break, when you have a paper due in a class you have been neglecting, you will be ecstatic that your teammate can go to the Center for Student Activities, Leadership, and Service or Alternative Breaks office to pick up any necessary paperwork or speak with a board member about a certain issue.

- Address the needs of different participants: Some people respond better to extroverts, or maybe to those more quiet, approachable personalities; others are most relaxed and willing to participate in the company of women/men or both. For this reason, it is best to try to pair people who balance each other, who are of different genders, and/or whose strengths combine to form something close to an “Ideal Site Leader.”

For applicants applying for a pre-selected trip:

You will apply on your own by filling out the “2013-2014 Site Leader Application” on OrgSync. If there is someone you would like to co-site lead with, you must both apply separately. In your (separate) initial interviews, please note with whom you would like to work, detailing why you will work well together. However, this is not required, nor is it guaranteed that you will be paired together. The Alternative Breaks Advisory Board will pair you with your official co-site leader after the interview process.

For applicants proposing a trip:

We ask that you determine a co-site leader whom you would like to work with and apply for a trip together. Both site leaders of a trip should separately fill out the “2013-2014 Site Leader Application” found on NYU AB’s page on OrgSync.

After both applicants have submitted their application on OrgSync, only one “Preliminary Trip Proposal Form” (also found on OrgSync) must be submitted. Both leaders should be involved in acquiring the information requested on the form and we encourage site leaders to fill out the form together when both persons are present or creating a Google Doc with the questions of which both site leaders can add information to before submitting the final proposal. Please note that co-site leader pairs will be interviewed together and the dynamic of the leader pair will be taken into account when determining which trips will be accepted.

Determining a co-site leader to work with.

You may work with someone you know, or reach out to other unpaired prospective site leaders who have shared their social issue interests and contact information on the “AB Potential Site Leader Contact Information” Google Document. Be sure to meet in person to discuss your ideas for the trip and your particular leading style to ensure that you two will work well together and complement the other’s strengths/weaknesses. There are several Leadership Style quizzes that you can take if you want to have a more open discussion about your own leading style (such as http://psychology.about.com/library/quiz/bl-leadershipquiz.htm). You will be spending an entire year with this person, so make sure you are 100% willing and able to work with your chosen co-site leader. From this point forward, all aspects of the trip planning should be worked on together, with work being evenly divided between the two trip leaders.
Please put a lot of thought into the person you would like to work with and do not just pick a friend because you think it would be ‘fun’ to work together. Consider asking yourself: Will we work well together as a team? Do our strengths and weaknesses balance each other out? Are both of us willing to put in the effort to make this trip as successful as possible? Is my co-site leader knowledgeable of the social issue? If the answer is yes to all of these questions, then the co-site leader pair will most likely make a good team. Please be aware that the Alternative Breaks Advisory Board will have the final say as to whether a site leader pair is accepted for a proposed trip.

Site Leader Expectations
All site leaders will be held to the expectations outlined below beginning in May 2013 and extending through the 2013-2014 academic school year.

General Site Leader Responsibilities
● Commit 1 academic year to the site leader position and AB program
● Attend the MANDATORY site leader retreat at the beginning of the fall semester.
● Attend all site leader meetings
  ○ Normally Thursday evenings at approximately 6:30pm
  ○ OR communicate with your board mentor the reason for your absence at least 24 hours in advance
● Check email on a daily basis and respond to all emails within 24 hours
● Meet with board mentor every other week to discuss:
  ○ Logistics pertaining to the trip
  ○ Any necessary paperwork
  ○ Fundraising ideas
  ○ Education, orientation, and training ideas
  ○ Reflection ideas
  ○ Group updates
  ○ Any group, site, or co-site leader issues
  ○ Questions for the board mentor
● Complete all necessary paperwork given to you by your board mentor, CSALS, or site organization
● Pass all important information on to your participants and send them reminders of important deadlines

Alternative Break Trip Site Leader Responsibilities
● Meet with your co-site leader at least once a week
● Facilitate participant interviews for your group
● Schedule and run mandatory weekly meetings with your group; each meeting should contain:
  ○ Education materials (i.e. information on site organization/location traveling to, etc)
  ○ Orientation (i.e. understand mission of site organization to become allies to their mission)
  ○ Training (i.e. provide training in necessary skills: teaching, tool handling, language, etc)
  ○ Reflection (reflect upon experiences, education material, and other trip components)
  ○ Alcohol & drug free environment for all AB-related events (group meetings, fundraisers, etc)
● Coordinate at least one service project per semester for your group
● Coordinate at least three group fundraisers throughout the academic year, with at least one being off-campus, & encourage participants to do individual fundraisers
● Serve on one AB fundraiser focus group to help develop, execute, and market a program-wide fundraiser

Alternative Breaks Trip Proposal Review Committee
The Alternative Breaks executive board will make up the Alternative Breaks proposal review committee. Once all preliminary proposals have been submitted, and the site leaders interviewed, the committee will review each proposed trip and notify site leader(s) whether the preliminary proposal has been approved or rejected. Site leaders whose preliminary proposals have been accepted will then be paired with a logistics board member and move on to part 2 of the proposal process. Parts 1, 2, and 3 of the process are outlined below in further detail.

PROPOSING AN ALTERNATIVE BREAK TRIP

PART 1 OF PLANNING A PROPOSED TRIP: THE PRELIMINARY PROPOSAL
Preliminary Proposal Due: Friday, April 19th, 2013

Select a social issue you would like to focus on.
The first, and perhaps the most fundamental, step in planning an Alternative Break trip is selecting what social issue you would like to focus on. You can choose to work with an issue that you are passionate about and have experience with, or you can choose a social issue you may not have as much experience with but are interested in learning more about. However, keep in mind that regardless of which location and host organization you work with, it is likely that there will be an interplay of multiple social issues at hand. If you are unsure of which social issue you would like to focus on, perusing news outlets and social justice blogs/websites may serve as good resources.

Additional questions to ask yourself and your co-site leader when deciding on a social issue:
  • What issue am I most knowledgeable about?
  • What issues am I least knowledgeable about?
  • What issues are underrepresented in Alternative Breaks trips?
  • Do I want to re-propose a trip done this year?
  • What issue am I most interested in and will thus be able to share my dedication to the issue with my future participants?

In addition, please see the list below for social issues that previous Alternative Breaks trips have focused on. The sky is the limit for what social issue you can choose to focus on, so do not feel restricted to these as they are simply examples!
  • Poverty and Homelessness
  • Public Health
  • Community Development
  • Disaster Relief
  • Low-income Housing
  • Youth and Education
  • Animal Rights
  • Fair Trade Impact Exploration
  • Environment
  • Disabilities Respite
  • Women’s Empowerment
  • LGBTQ Advocacy
  • HIV/AIDS Education and Outreach
  • Street Children and Child Workers’ Rights and Advocacy
Determine a host organization and site location.
After you have decided on which social issue you would like to work with, the next step is deciding which organization you would like to work with and where you would like to carry out your work. One way to do this would be to first research organizations that relate to the issue you have chosen, and then to research the locations in which that particular organization serves. Although this method is preferred, if there is a particular location that you have in mind that relates to your social issue, you can research organizations that work in that particular area. However, please make sure you are choosing a location based on the social issue and not simply a location you would like to travel to!

In selecting a host site organization, begin by considering:
- Are they available during the dates you are asking to come?
  - Winter break dates: Monday, January 6 - Saturday, January 25 (you choose a week/two weeks within this window of time)
    (International trips are usually 10-14 days, domestic 7-10 days)
  - Spring break dates: Friday, March 14 - Sunday, March 23
  - Weekend dates: FALL: Nov 8-10, Nov 15-17, SPRING: Mar 28-30, Apr 4-6
- What kind of service will you be doing? Is it relevant to your social issue?
- Are they able to provide 6-8 hours of direct service each day of the trip?
- Is the host site a reputable, trusted organization?
- Is there a program fee? Is it expensive?
- What does the host-site provide (i.e. lodging accommodations, on-site transportation, etc)?
- Is the organization a “broker” organization (see below)?
- Has NYU worked with this site before? Have other schools? How would they rate their experience?

“Broker” Organizations. One important distinction to make before moving forward is the difference between a “broker” organization and other organizations. A “broker” organization typically offers a pre-packaged trip, with some room for changes and modifications. Broker organizations usually connect you to another smaller organization through which you will perform your service. These trips are usually all inclusive, with the program fee including housing, meals, transportation and educational activities. The benefits of working with such an organization is that they will handle the majority of the groundwork and research, however they are usually MUCH more expensive. Many organizations do not offer this type of package, and it will be your responsibility to research lodging options, nearby grocery stores and public transportation -- but at a much lower cost to you and your participants :)

Resources available to you during your search for a host site and organization:
- “Domestic Volunteer Organizations” (shared with you and available on your Google Drive)
- “International Volunteer Organizations” (shared with you and available on your Google Drive)
- BreakAway Site Bank: a comprehensive database of organizations that have been previously used by Alternative Breaks programs nationwide
  - URL: http://www.alternativebreaks2013.org/resources/sitebank_overview/
  - Username: newyor05
  - Password: nyuab2013
- Google! If you and your co-site leader find a non-profit organization you would like to work with that is not listed on any of the resources shown above, go for it! (Just be sure they meet the university’s insurance and liability requirements.)
- Other Alternative Break Programs: there are hundreds of universities across the country that coordinate Alternative Break trips. If you research trips that that university has coordinated then you could also reach out to that university and ask about their experience working with the organization to get feedback on how the organization is run.
- Additional resources:
Global Exchange, www.globalexchange.org
International Volunteers for Peace, www.vfp.org
Building Bridges Coalition, www.wevolunteer.net
NYUServiceConnect, www.nyu.edu/service-connect

Safety and Liability.
If the host organization charges a program fee, it must abide by NYU’s insurance requirements in order to receive payment. The requirements are as follows:

a) Commercial General Liability Insurance, written on an occurrence basis in amounts of not less than US$2,000,000 per occurrence
b) Workers’ Compensation Insurance as required by applicable law and Employer’s Liability Insurance in an amount not less than US$1,000,000 for each accident
c) Automobile Liability Insurance for a combined single limit of not less than US$1,000,000 if the organization will own, hire or lease any automobile in connection with this Licensing Agreement.

The organization must submit certificates of insurance evidencing the coverage described in (a) - (c) above, to the extent applicable, and the additional insured endorsement; such endorsement will name NYU as an additional insured and state that NYU is not to be responsible for payment of premium for such additional insured status. A sample required certificate of insurance is available at: www.nyu.edu/insurance/Minimum%20Limits.pdf

The certificate holder must be issued to:
NEW YORK UNIVERSITY
INSURANCE DEPARTMENT
838 BROADWAY - 4TH FLOOR
NEW YORK, NY  10003-4475

Please share the above information with your host site and verify that they are able to comply.

LEADING A PRE-SELECTED ALTERNATIVE BREAK TRIP
Application Due: April 19th, 2013

PART 1 OF LEADING A PRE-SELECTED TRIP: TRIP SELECTION

Pre-selected trips offered for the 2013-2014 year:

Winter Break Trips

Volunteers of America – Mobile, Alabama – disaster relief/homelessness
Description: Mobile is a city located at the southern tip of Alabama, right along the Gulf coast. While its location has allowed it to serve as a major port for the state, it unfortunately also made the city susceptible to considerable damage brought on by Hurricane Ivan in 2004 and then Hurricane Katrina 2005. These natural disasters exacerbated poverty in the area.

Over past years, Mobile has seen a slight reduction in the overall poverty rate, but it continues to fluctuate around 20%, a higher rate than the state of Alabama as a whole. The percentage of children living in poverty has risen to 29%. There is still much work to be done in order to give youth the environment they need in order to escape their current situations.
As participants of Volunteers of America, we will be working with Habitat for Humanity. We will spend most of our time on home construction and renovation for families which have been impacted by the high level of poverty and crime brought about by natural disasters. Volunteers of America is a movement organized to reach and uplift all people and bring them to knowledge and active service of God. Volunteers of America serves people and communities in need and creates opportunities for people to experience the joy of serving others.

**Website:** [http://www.voasoutheast.org/](http://www.voasoutheast.org/)

**Dorothy’s Place – Salinas, California – homelessness/hunger**

*Description:* Salinas, California is at the heart of Monterey County, a region that has a history of being particularly vulnerable to economic downturns. During the Great Depression and the recent recession, the region was one of the most hard hit, resulting in the existence of a large homeless population. Dorothy’s Place was established in April of 1982 after a small group of Catholic workers made 65 egg sandwiches, packed them up in their cars, and distributed them on the streets to aid the homeless population.

Dorothy’s Place serves the marginalized of the Salinas area. Many of these people live on the streets, some in camps near the Salinas River, in cars or in motels. Immersion groups at Dorothy’s will get a firsthand account of poverty and homelessness. Volunteers will cook and serve food to the homeless and get the opportunity to directly interact with the community. They’ll get a chance to share stories, play games and simply talk with the guests at Dorothy’s Place. Volunteers spend time at the Day Room that’s designed to be a place where the volunteers and guests can socialize. Participants will also get the opportunity to work in the only no-questions-asked emergency walk-in shelter for women in Monterey County. The objective of the shelter is to create a safe, non-judgmental, and nurturing space for women.

**Website:** [http://www.dorothysplace.org/](http://www.dorothysplace.org/)

**Youth Service Opportunities Project – Washington, DC – homelessness/hunger**

*Description:* YSOP is committed to helping young people become part of the solution to societal problems by showing them how even their smallest actions can make a difference in the lives of others. We welcome individuals, schools, colleges, faith-based groups, service organizations, businesses and other groups exploring ways they can help others in a variety of contexts.

YSOP prepares future service leaders through a unique method- YSOP Workcamps. By combining meaningful volunteer work with a orientation and reflection, YSOP’ers provide vital services to people in need and at the same time are able to reflect on their experiences and broaden their perspectives.

**Website:** [http://www.ysop.org/](http://www.ysop.org/)

**Service for Peace – The Philippines – environmental sustainability/education**

*Description:* This program is in line with the UN MDG Goal 7; To ensure environmental Sustainability. For the year 2009-2010, SFP Philippines have come with a project for environmental awareness campaign for the restoration of Laguna Lake, one of the country's largest and most useful lakes. Sadly, water pollution seems to be a main problem due to some irresponsible doings of the people along the coast line and not to mention the industrial wastes. In partnership with Bodyshop Foundation, interventions to restore the lake has been started.

**Website:** [http://www.serviceforpeace.org/chapters.php?id=23](http://www.serviceforpeace.org/chapters.php?id=23)

**Spring Break Trips**

**One Heartland – Minneapolis, Minnesota – HIV/AIDS population**
Description: One Heartland has been a leader of camping programs for children impacted by HIV and AIDS for nearly 20 years. Our commitment to providing outstanding recreation and support services for our campers is matched by our responsibility to educate the community about prevention, awareness, and compassion.

One Heartland’s Vision: A world where everyone feels appreciated, celebrated and free of stigma and discrimination. We want a community where individuals have the opportunity to learn and grow so that they may lead healthier and more productive lives.

Website: http://oneheartland.org/

St. Aemilian–Lakeside – Milwaukee, Wisconsin – Foster Care
Description: This trip will focus on the intricacies of the foster care system and will work to bring to the forefront issues faced by foster children. We will discuss educational and economic viability in the tumultuous environments of foster agencies, and the circumstances that make the system necessary in the first place. This trip will work to reveal the complexities of the issue that are not typically represented in the media or to the general public.

This is a unique opportunity to work with the foster care system and with an exceptional organization. Additionally, we will take time to explore Milwaukee and its neighboring cities’ local culture. We plan on visiting Milwaukee’s RiverWalk and plenty of other local sites (which will be kept a secret until the trip!) during downtime.

Website: http://www.st-al.org/

Patch Adams Gesundheit! Institute – Hillsboro, West Virginia – Public Health
Description: Gesundheit! itself is still an ongoing project, and the purpose of this trip is to help make it a reality while further educating one's self on Patch’s vision of public health and holistic healthcare. Participants work on a variety of projects to perpetuate the institute, such as helping develop and maintain a subsistence garden to increase Gesundheit!'s sustainability, improving its existing facilities, and even assisting in the institute's construction. The trip also presents participants with the opportunity to go "clowning," or participate in a practical application of Patch’s teachings by interacting with patients at a nearby hospital.

Located in Pocahontas County, WV, the Gesundheit! Institute plans to, once completed, consist of not only a rural community hospital - to hopefully start construction in 2013 - but also of the Patch Adams Teaching Center and Clinic, as well as an art center, library, and living facilities for staff members, patients, and the families of both.

Website: http://www.patchadams.org

Outreach360 – The Dominican Republic – Education
Description: The Dominican Republic is a nation of resilience. Despite the country’s history of government corruption and the resulting infrastructure, the vibrancy of the citizens remains strong. Progress has been made throughout the years, especially in the education sector. As volunteers participating in the Outreach360 program, we will be part of the progress. Outreach360 in Monte Cristi works year-round to supply volunteers to teach the English language at local Dominican schools. Since tourism is one of the largest industries of the Dominican Republic, a knowledge of the English language is crucial to job placement.

The students range from the preschool to high school age group, depending on the class the volunteers are assigned. Volunteers will work in small groups to teach each class based on lesson guidelines. It is our
responsibility to teach English in a fun, engaging manner so that energy is reciprocated back from the class. Some English topics that a volunteer might teach are numbers, the alphabet, and the weather. Knowledge of the Spanish language is not necessary to teach English, but a volunteer will likely find that he or she will pick some Spanish up from the children as the week progresses! An average of six hours a day will be spent at the schools; most of the time devoted to teaching and learning, and the other part to recess. Recess is a time to form bonds with the children, read them books in English, teach them songs, and have fun!

Website: http://www.orphanage-outreach.org/

Service for Peace – Guatemala – Education/Construction
Description: Quimal is an indigenous Mayan community located in the highlands about three hours outside of Guatemala City in the Chimaltenango region. Volunteers will be able to interact daily with members of the community during service and cultural activities. The library initiative has been identified by the community as their top priority, as it serves as the next step in the transformation of El Quimal’s educational capacity. Eventually, the community envisions the construction of two new classrooms to be able to facilitate middle school. This will also be coupled by a community-driven drive toward transforming the mentality; traditionally, families expect kids to drop out of school after grade 5-6 and start to work on the family farm. The library will serve as a gateway for both kids and families to access education on a new level, and will serve as a resource for kids who are no longer able to attend school.

SFP also provides skill-based education and leadership training for the volunteers to help them develop civic mindedness, personal character development, conflict resolution skills, and tools to help them make a contribution to the community and society.

Website: http://www.serviceforpeace.org/

Determining which pre-selected trip you would like to apply for:
Questions to ask yourself:

- What issue would I like to explore from those listed?
- Is there a particular social issue you are passionate about or have experience with? If you haven’t had experience with any of the social issues, is there one that you are interested in learning more about and sharing the knowledge you learn with your group?
- Were you a participant on one of the trips listed above and wish to continue your relationship with that organization? (And thus be more familiar with the program as you begin the trip planning.)
- Are you willing to commit at year of your time to this trip? Will you remain dedicated to the organization’s mission in additional to the mission of NYU’s Alternative Break program?
- Do you feel more comfortable leading a domestic versus international trip, or vice versa?

We highly encourage you to do research on each organization beyond the description listed above. The website of each organization is given, so you may look through their website to learn more about the program’s mission and what kind of service you may be doing with your group.

STEP 2 OF PLANNING AN ALTERNATIVE BREAK TRIP: LOGISTICS
(Applicable to both pre-selected and proposed trips.)
Due: June 17th, 2013

Remember: at this point in the trip planning process, you will have a logistics board member assigned to work with you and your co-site leader. If you have any questions or need any help contacting people/obtaining information, do not hesitate to reach out to your board mentor and ask them for help! Either way, they will
be checking in with you frequently throughout the summer to make sure everything is going well and that all necessary information for the trip logistics is being collected. Your board mentor is your best resource and can act as a pseudo third site leader for your trip as they help during this planning process!

**Working with Your Host Site**

It is imperative that you develop a professional and respectful relationship with your site contact, as well as maintain consistent communication with them through the summer and throughout the academic calendar year. Who your site contact is will depend on the host site organization; many organizations have volunteer coordinators that will serve as your main contact as they are the ones that will organize your trip details, however others will not. When beginning conversations with your host site, make sure you are given the contact information for the person who is actually responsible for the planning and details of your trip, as they will have the most pertinent information for planning the trip. The following topics are areas you will need to discuss with your site contact as you work on Part 2 of the trip planning process.

- **Service:** What kind of service will you be doing? Is it relevant to the social issue your trip is focusing on? Do you have flexibility when planning the day-to-day service activities or is it a pre-set schedule? Do they offer 6-8 hours of service every day on the trip? If not, can they accommodate the group and find 6-8 hours of service work each day that the group can participate in? What is the target population you will be working with? What skills or training are needed and does the host organization offer this training before the trip or once you have arrived at the site? Will the host provide an on-site orientation that covers the context of the work and any safety concerns?

- **Housing.** Will the host organization provide housing for you? How much does it cost? Does the housing include a place to shower? Is there a kitchen? How many people will be in each room? Will there be private rooms or a common sleep space? Will beds and linens be provided or will you have to bring sleeping bags? Will anyone else be staying at the housing location while you are there? Does the housing include a large, quiet space where you can hold reflections? If not, where can you hold reflections? How far is your housing from where you will be doing service? If housing is not included, is too far, or is very expensive, can they recommend churches or hostels that might offer a safe, inexpensive place to stay as an alternative?

- **Meals.** What meals are provided? Can they provide options for vegetarians and other dietary needs? Is it possible to buy your own groceries and prepare your own meals? What are good places to eat in the area? Are there nearby grocery stores?

- **Transportation.** How will you be getting around from place to place? Is there public transportation? If you are flying, will they arrange your transportation to and from the airport?

- **Cost.** What are the program fees associated with partnering with this organization? What does this fee cover (i.e. food, housing, transportation, etc.)? Are there any additional fees that you need to know about?

- **Educational and Cultural Activities.** What will your daily schedule look like? When does your day begin and when does it end? Will you have time for educational and cultural activities in the evenings? Are any activities, such as educational meetings with local universities, political leaders, or other community organizations, included in the program fee? If not, can they recommend any local, inexpensive activities such as these?

**Creating A Budget**
Before creating your budget, keep in mind that you are estimating the costs associated with your trip and they very likely may change. However, it is important to have a strong estimate of your total trip cost in order for you, your co-site leader and your participants to plan finances accordingly. Participant costs will be based on your budget.

Before moving forward, keep the following in mind:

- Previously, **domestic** Alternative Break trips at NYU have ranged from $400-$500 per person.
- Previously, **international** Alternative Breaks trips at NYU have ranged from $1000-$3000 per person.
- The cheaper the cost of the trip, the BETTER!
- Please keep in mind that there will be a minimum of 12 people (2 site leaders + 10 participants) on all trips, and possibly more if you have staff members travelling with you. Therefore, all individual costs and expenses, such as airfare and program fees, need to be multiplied by 12 to calculate your total cost.
- Overestimate on the most critical expenses: airfare, lodging, food, and other essential fees.
- Immunization expenses (if applicable) may be an additional participant expense. All participants are responsible for their own immunizations, however you will be responsible for alerting them about the recommended shots and medications needed as well as their fees.

Budget Template:

<table>
<thead>
<tr>
<th></th>
<th>PER PERSON COST</th>
<th>TOTAL COST (x12)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HOST SITE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Fee</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Donation</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Other</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>TRAVEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Airfare</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Van Rental</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Gas</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Tolls</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Parking</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Rail/Bus</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>FOOD ($8/person/day)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ONLY if not included in program fee)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>LODGING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>During travel to/from site</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>On-site (ONLY if not included in program fee)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Total</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>GRAND TOTAL</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

Line Item Descriptions

Host Site.

Program Fee: The program fee is the cost associated with each participant to work with your host site organization. Be sure to clarify what this fee does and does not include.  
Donation: Some host site organizations do not charge a program fee but do recommend or require a donation. Please be sure to include money for donation if one will be given.  
Other: Be sure to inquire whether there are additional fees associated with working with your host site organization. For example, if the host site does not provide a shower and you must pay to use a shower facility, you would include this cost here.

Travel.

Airfare: If your trip includes airfare, you must estimate the cost of a round-trip flight to your destination. Be sure to look up flight costs for the exact dates of the trip to increase accuracy.  
Van Rental: If you are driving to your Alternative Break destination or will be driving when you get there, then you must include the cost of van rentals in your budget. Keep in mind that you will need two vans, not one, as you will have at least 12 people. As we typically use Avis Car Rental to book vans, you can estimate the cost of your van rental here: http://www.avis.com/car-rental/avisHome/home.ac  
Gas: If you are renting vans, you must also include the cost of gas. Since this is a little tricky to estimate, please use the following gas cost calculator to estimate the cost of gas for your trip: http://gasbuddy.com/Trip_Calculator.aspx  
Tolls: If your driving route includes tolls, please include this cost in your budget.  
Parking: If your host site does not provide parking and you must pay an additional parking fee, please include that cost here.  
Rail/Bus: If you will be using public transportation, research the exact costs and multiply them by the number of times you will need to use public transportation.

Food.
Food: If food is NOT included in your program fee from the host site, allocate $8 per person, per day for food from the day you depart NYC to the day you return to NYC.

Lodging.
During travel to/from site: If your destination takes more than 15-17 hours of driving to reach, you are required to stop overnight during your drive. To estimate this cost, locate the approximate midpoint of your driving route and research nearby hostels or hotels and multiply the hotel/motel’s per room fee by the number of rooms you will need. You must then multiply this number by 2, as you will need to stay there on the drive to the site as well as on the drive back to NYU.
On-Site: If lodging is NOT included in your program fee, you must look into nearby housing options. Ask your site contact to recommend nearby and affordable hotels, hostels or churches. When comparing options, keep in mind that the further away from the site you are, the higher your ground transportation fees may be in terms of gas. After you have contacted these locations and selected one, multiply the per room fee by the number of rooms you will need and the number of days you will be staying there.

Creating a Trip Title and Description

The trip title and description will be used on marketing material over the summer and into the fall semester to market trips to the student population on campus. It is helpful to be both creative & informative in order to catch the attention of as many prospective participants as possible!

Trip Title
The trip title should incorporate both the social issue of the trip as well as the location.
Examples of trip titles from other university programs:
• Healing and Development After Genocide: Rwanda – American University
• Seeing Beyond the Screen: Preserving Nature for the Future – Wartburg College
• Voices of Resistance: The Fight for Workers’ Rights – Gettysburg College
• Reclaiming Identities: The Fight Against Human Trafficking and Domestic Violence – Rice University
• Factory Farming: The Rights and Welfare of Farm Animals – Xavier University

Trip Description
The trip description will be a prospective participant’s introduction to the organization the group will be working with in addition to the service work the group will be doing while on the trip. The trip description should include a description of: the mission and vision of the organization and the work they do, the social issue(s), the history and relevance of this issue to the location you have chosen, and a description of the service you plan on performing. (Try to keep this below 400 words, if possible!)

Trip description example:

The Bresee Foundation of Los Angeles: Building Hope for Youth and Seeking Justice for Prisoners

Over 25% of Los Angeles’ gang-related crimes occurs within the three police divisions located in Bresee Foundation’s service area, located in Downtown L.A. Youth in this community are at high risk of victimization as a result. Some join gangs in a misguided attempt to secure protection from violence while addressing their sense of powerlessness.

The fact remains that California has a problem with its juvenile justice system. Among larger states, California consistently has had the highest youth incarceration rate, with more than double the national average youth incarceration rate, which critics decry for contributing to chronic
overcrowding, unsafe conditions, poor health services, and numerous related problems, including gang violence.

What to do these statistics do? They motivate us. Of all age groups, youth have the highest portion of persons in poverty. By participating in a youth empowerment program in this area, keeping in mind incarceration rates and gang activity, we hope to help both at-risk youth and other children look forward to a productive future where they can actually achieve and live their hopes and dreams. Youth empowerment helps these individuals set goals and make a plan to succeed in what they most desire. Most of all, youth empowerment helps provide our youth with practical skills that they can use each and every day of their lives to enjoy a greater quality of life and become tomorrow’s leaders.

The Alternative Break trip to California will explore the culture of the massive, dynamic city of L.A. Participants will see how society views juvenile offenders, and will learn about the realities of the California Juvenile Justice System. The trip will focus primarily on at-risk youth in LA, considering education, gang-violence and immigration. The group will be introduced to a number of service sites, including Bresee Foundation, an organization that serves at-risk youth and provides gang intervention. Every morning, before our volunteering at Bresee, we will incorporate speakers and site visits that prompt participants to draw connections between social issues and policy, while considering their experience in the context of their academic and personal studies. Our morning visits will be to organizations like Sunrise Outreach Clinic, a Juvenile Hall Visit, a look into the Probation System by meeting with representatives from the department, and more.

STEP 3 OF PLANNING AN ALTERNATIVE BREAK TRIP: TRIP DETAILS

Creating an Itinerary

You will be responsible for creating a detailed day-by-day itinerary for your trip that will be shared with your board mentor in addition to your participants. Rest assured that this task will be very easy to complete once you have had the aforementioned conversations with your site contact; after you have collected that information you should have more than enough details to create a sufficient day-by-day itinerary. Try to view your itinerary as a constant work in progress, as things WILL change and not everything will go as planned! The day-by-day itinerary will be a great resource for the group participants to have an idea of what each day will look like, but be sure to stress flexibility as this will be critical in the case that the itinerary is not followed exactly (and this almost always happens!).

While creating your itinerary, please be conscious of the following:

- Each day should include an hourly schedule with exact locations and times for each activity
- Sequencing is important; if you will be taking part in educational activities that will better inform the service you are doing, be sure to schedule this earlier rather than later
- Be realistic about how long it will take your group to accomplish ordinary tasks, such as showering and eating meals, and be sure to account for this in your itinerary
- Give yourself enough time to get from one location or activity to another so that you avoid being late!
- Schedule some FUN activities as well as some free time to allow for group bonding and journaling
- You will also be responsible for creating a daily reflection schedule for each night, so as you begin create your itinerary you should also be thinking about which reflection activities would be most effective for each day. For more information on reflections, please see page xx.

Itinerary example:
**ASB - Stone Mountain, Georgia**

**Saturday - Sunday March 10th – 11th, 2012**

- 8:00 am  
  Pick up vans from Avis
- 8:30 am  
  Group meets in front of Kimmel Center to load vans – away we go!
- 1:00 pm  
  Stop for lunch
- 8:30 pm  
  Arrive at Hotel Rest Stop – Best Western Raleigh North
- 9:00 pm  
  Clean-slate

**Sunday: DAYLIGHT SAVINGS (SPRING FORWARD 1 HOUR!)
  9:00 am  
  Resume Driving
- 6:00 pm  
  Check into Best Western at Stone Mountain and Unload
- 7:00 pm  
  Grocery Shopping
- 8:00 pm  
  Late Dinner
- 8:30 pm  
  Movie Viewing
- 10:30 pm  
  Free time / Sleep!

**Monday, March 12th, 2012**

- 7:00 am  
  Breakfast at Hotel (continental breakfast)/Energizer/Today’s Schedule
- 7:30 am  
  Drive to International School
- 8:00 am  
  Volunteer at International School
- 12:00 pm  
  Lunch (Fast Food or at the Hotel)
- 1:15 – 5:45 pm  
  Refugee Family Services
- 6:30 – 7:30 pm  
  Oakland Cemetery Tour
- 8:00 pm  
  Dinner
- 9:00 pm  
  Reflection about First Day and Four Corners
- 10:00 pm  
  Free Time/Sleep catch up!!

**Tuesday, March 13th, 2012**

- 7:15 am  
  Breakfast at Hotel (continental breakfast)/Energizer/Today’s Schedule
- 8:00 am  
  Drive to International School
- 8:30 am  
  Volunteer at International School
- 12:00 pm  
  Lunch (Fast Food or at the Hotel)
- 2:45 - 5:45 pm  
  Refugee Family Services
- 6:00 – 8:00 pm  
  Emory
- 8:00 pm  
  Fish Bowl Activity

**Wednesday, March 14th, 2012**

- 7:15 am  
  Breakfast at Hotel (continental breakfast)/Energizer/Today’s Schedule
- 8:00 am  
  Drive to International School
- 8:30 am  
  Volunteer at International School
- 12:00 pm  
  Lunch (Fast Food or at the Hotel)
- 2:45 - 5:45 pm  
  Refugee Family Services
- 6:30-7:30pm  
  Underground Atlanta
- 9:00pm  
  Triggers & Sad Face, Neutral Face, Happy Face
- 9:00 pm  
  Sleep/Free Time
Interviewing and Selecting Participants

The participant selection process will more or less go as follows:

- After the deadline for participant application submissions passes, the Alternative Breaks board reads through each application and ranks each application taking into account:
  - The participant's expressed interest in the program and the particular trip they have applied for.
  - Their commitment to Alternative Breaks’ mission and in doing service.
  - Their background experience with the social issue or with service to see if they would be a good addition to the group dynamic.
  - The overall quality of, and effort put into, their application.
- The site leaders are then given the names and applications of 15 potential participants.
- Site leaders conduct in person interviews with the applicants. (Both site leaders should be present.)
- Site leaders deliberate and then choose the ten participants they wish to have on their trip; if the site leaders feel they do not have ten strong applicants, they can ask their board mentor for more applicants to interview.
- The applicants who were not accepted on the trip are placed on a waitlist in the order of preference the site leaders have for that applicant to be a participant on the trip.

We have designed this participant selection process in order to give the site leaders more of a voice during the selection of participants. With this responsibility, we ask that site leaders are very intentional and deliberate with the people they do and do not accept, making sure that the trip is diverse in terms of: years in school, majors, experience with Alternative Breaks and service, knowledge of the social issue, etc. Specifically, we ask that if you have the option of choosing your friend versus an applicant who might be a better fit for the trip, that you choose the latter. We understand this can be a difficult situation and the AB board is here to help if you ever need it! Site leaders are not required to notify participants of acceptance and/or rejection; the board can take on this task if the site leaders choose. Ultimately, if you and your co-site leader discuss, together, which applicants you want to accept on a trip and are intentional with who you place, there should not be any issues. More details about this process will be shared with site leaders during the fall!

Fundraising

Fundraising is an integral part of the Alternative Breaks Program at NYU. All Alternative Break trips are required to host 3 fundraisers for their group. As a site leader, you are also expected to attend all program-wide fundraisers, in addition to serving on one of the fundraiser focus groups for at least one program-wide fundraising event.

There is a position on the board, the fundraiser/event coordinator, whose job it is to come up with unique fundraising opportunities for each group. This person will collaborate with you, your co-site leader, and your board mentor to ensure that your group fundraisers are as successful as possible. You may reach out to the fundraiser/event coordinator at any point during your fundraiser-brainstorming process for additional help! The board is here to help!

Fundraising Tips

- Everyone has fundraisers in the lobby and staircase of Kimmel, so this market is quite oversaturated. Know that there are many other places on campus to hold fundraisers, such as: Residence Halls, Rooms in Kimmel (not lobby or staircase), Restaurants, Silver Building, the space between Bobst Library and the Welcome Center, etc.
• Fundraisers are meant to be bonding opportunities for your group. Don’t let them become too stressful. Encourage all participants to help out in some way; you can even let your participants take the lead role in organizing them!
• Bake Sales are probably inevitable. So try to maximize on the profits you can get out of them. Bake the goods yourself to save costs. Rather than hosting your Bake Sale in the Kimmel Lobby, reach out to student clubs and organizations, and ask them if you could hold a bake sale during one of their big events. If you go this route, be sure to have your Bake Sale at multiple events, not just one. Also look into places off campus where there is the possibility of selling to non-students who may actually have cash on them and money to donate to a good cause!
• Utilize Residence Halls! There is a constant flow of students coming in and out of Residence Halls at all hours of the day and night. Contact the RHAD of the building to coordinate reserving a table in the lobby of the building. Be sure to give them advanced notice.
• Reach out to organizations/businesses around the city to see if they will sponsor your group. A lot of times businesses are looking to sponsor volunteer and non-profit efforts, so you should take advantage of this resource and see if any businesses in the area want to help sponsor your group!
• Go outside of Kimmel! College students only have so much money. If you go off campus there are real people with real money that will be very impressed by a group of college students who are passing on a ‘typical spring break’ to do service work. Utilize this resource of real people with real money!! Groups that have gone off-campus have had very successful fundraising events. (You can also pass out the AB Giving link in case people want to donate additional money to your group online. Trust us, it works!)
• Be sure that the costs of holding your fundraiser don’t outweigh the potential profits! Before agreeing on your fundraiser, outline all the costs associated with it. Then consider how many customers/donators you would like to reach and be sure to be very realistic about how much profit you intend to make.

You can also check out the Site Leader Resources folder shared with you on your Google Drive. This resource will be updated throughout the year and is a great way to look at previous fundraisers that have happened within the program and ideas for future fundraisers that will be the most successful!

Reflection

In the introduction section of this guide you will find “reflection” listed as one of the 8 components of a quality Alternative Break trip. Holding reflections with the group is a major part of the Alternative Breaks experience and ultimately helps enrich the service experience for the group. Site leaders will be responsible for holding reflection sessions during group meetings (both before and after the trip) and on each night of the Alternative Breaks service trip. Reflections can be one of the most meaningful and memorable aspects of the trip if done correctly; brainstorming and planning ideas now will get the creative wheels turning as you consider new and interesting ways to engage in reflections with the group. See the site Leader Resources folder shared with you on your Google Drive for specific reflection ideas!

Why reflect?
To ‘break the ice’
To discuss the events of that day
To process what they have learned, seen, felt, and experienced that day
To increase awareness of social issues
To clarify individual and group values
To evaluate your role as a catalyst for change
To discuss any issues or concerns with the group and working through them together
To engage in informed discussions with the group, making sure that each participant contributes their thoughts and ideas in some way
When brainstorming and/or planning reflection activities for the group there are a number of things to consider…

Timing
Especially on the actual trip you want to designate a specific time each day that will be dedicated to reflections. Refer back to the itinerary you have made of each day to decide what time would be most feasible to hold the reflections. Be mindful of bedtimes: you don’t want to start a reflection session at midnight when the group has to be up at 6am!

Setting
It is ultimately up to the site leaders where reflections are held, but you want to make sure that all participants feel comfortable in the selected space. Quiet, secluded areas are preferable, along with spaces that allow all members of the group to be able to see one another and to be at the same level (i.e. sitting on the floor, sitting in chairs, etc). Also be aware of such things as the temperature of the space, possible distractions (cell phones, music, etc), and the possibility of non-Alternative Breakers being nearby (this may prevent someone from sharing their true feelings if an outside person might overhear it).

Ground rules
It is always a great idea to set ground rules with the group at the beginning of the trip or at the first group meeting. This way the group can create an environment in which everyone feels comfortable and willing to share their opinions, which will make for the most effective reflection sessions. Be sure all members have agreed on the set ground rules before starting the initial reflection session. Keeping the ground rules in plain sight during reflections will remind group members what the rules are and that they should be adhered to during each reflection session.

Supplies
Reflection activities can be as creative and innovative as you want! Sometimes creative ideas come with the need for supplies. If this is the case, site leaders should inform their board mentor about what specific supplies are needed so that Alternative Breaks can supply the group with the proper materials. Be sure to talk with your board mentor in advance about what supplies and materials you will need for the planned reflections to give the board mentor adequate time to accumulate these items.

Reflection Do's and Don'ts

DO
Choose activities in which participants will feel comfortable and safe expressing themselves
Use open-ended questions (not “should the welfare system be reformed” but rather “what aspects of the welfare system would you change?”)
Ask for specifics and examples
Paraphrase and summarize (Ex: “So what you’re concerned about is who defines what’s best for these communities?”)
Acknowledge contributions
Redirect questions to the group
Be creative
Take some risks by posing provocative questions
Use a variety of activities especially those that will appeal to different learning styles

DON'T
Refute people’s ideas
Put people on the spot
Downplay thoughts or feelings
Offer solutions or act like an “expert”
Force people to speak

Payments

All site leaders and participants will be responsible for signing a commitment form and paying an initial non-refundable deposit. Initial deposits will be charged to your Bursar account after you submit your signed commitment form. There will be no required payments throughout the year in order to ensure that site leaders and participants can benefit as much as possible from fundraising and donations. At the end of the year, remaining balances will also be charged to your Bursar account. More detailed information on deposits and payments will be provided at the Site Leader Retreat.

Please note: Initial deposits are non-refundable; therefore there are no refunds if you over-fundraise for your trip. Because the cost of each trip is slightly subsidized by the Center for Student Activities, Leadership & Service, funds raised in excess will go towards covering these subsidized costs.

Safety Procedures and University Requirements

Although there is a long history of Alternative Breaks at NYU, the ability to travel to different communities to perform service is a privilege, and with privilege comes a great deal of responsibility. There are a number of policies and procedures in place that will ensure you have a safe and fun Alternative Breaks experience. Please review the policies below as they are all mandatory! By applying to be a site leader you are agreeing to abide by these safety standards set forth by Alternative Breaks.

• Absolutely no drugs or alcohol allowed on an AB Site. Anyone using drugs or alcohol or in possession of drugs will be sent home at their own expense.
• Site members must always travel in groups with at least one Site Leader. Always use the buddy system.
• Site Leaders must always carry the emergency procedures and emergency contact information.
• Site Leaders must always carry their first aid kit.
• Drive Safely! Designated driver(s) of vehicle(s) must have a driver’s license that is valid for driving in the United States. No one unaffiliated with NYU should drive a vehicle or ride in a vehicle.
• It is essential that the terms and conditions of the rental car contacts are followed, particularly with regard to age restrictions and licensing of the drivers.
• All of your drivers should be well rested. On long trips such as this one, drivers should rotate every two hours. Another student should be awake and alert in the front seat. Driving through the night should be avoided.
• All drivers should be aware of hazardous weather conditions and predictions and be willing to change their travel plans accordingly. Student Activities requires that you check in to a hotel in the event of bad weather and unsafe driving conditions.
• No more than 7 individuals should be traveling in a single van at any time, while wearing seatbelts for the entirety of the ride.
• Individuals taking prescription drugs or other medication that might impact on their ability to operate a vehicle should not drive at any time during the trip nor should they operate machinery at a work site.
• Drivers should observe common safety standards when driving. Do not drive over the speed limit. Pass on the left. Use turn signals. Don’t tailgate.
• Turn lights on at dusk or in bad weather. Use wipers when conditions dictate. Don’t pick up hitchhikers. Use caution when stopping in emergency lanes and activate emergency flashers. Stay alert. Conditions in the van should not be distracting to the drive (loud music, people and/or luggage blocking drivers sightlines, eating while driving, etc.)
All auto accidents should be reported to the rental company, Associative Director of Student Activities (212-998-4997), and police department covering the location of the accident when they occur. If a police accident report is available, a copy should be submitted to the Associative Director of Student Activities when you return to campus and a Student Activities Incident Report Form should be completed. You will need the following info: date of the accident, time, place, type of vehicles involved, any injuries, names of drivers and occupants, and a report of how the accident occurred. For life-threatening emergencies, call 911 and then NYU Public Safety at 212-998-2222.

Alcohol/Drug Policy Violation and Protocol for Sending NYU Students Home

- When a violation of the AB Alcohol/Drug policy occurs, the NYU Site Leader(s) will contact the AB advisor. Site Leaders should document and be prepared to relay the incident/violation and inform the AB participant of the program’s intent to dismiss them from the program.
- The following steps will be taken to ensure the student receives due notification of dismissal from the program:
  - Site Leaders will document the incident and meet with the student to review the violation of AB policy. Student and Site Leaders will sign and date the incident report.
  - Site Leaders will contact AB advisor to review incident. AB advisor will consult with the Executive Director Student Activities. If determined that the student is to be sent home, the Site Leaders and advisor will determine the method of transporting participant back to campus. A participant found in violation must provide their own financial means (cash, check, credit card, etc.) to arrange their transportation to campus from the AB site.
  - Site contacts (host agency) will be notified of the participant being dismissed from the program.
  - AB advisor will follow-up with the Executive Director and will request that appropriate student disciplinary action be taken.

Calendar of Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 19</td>
<td>Pre-selected applications &amp; preliminary proposals due</td>
</tr>
<tr>
<td>May 1</td>
<td>Co-site leaders assigned to a board mentor</td>
</tr>
<tr>
<td>May 6-10</td>
<td>Co-site leaders and board mentor meet in person to discuss summer planning</td>
</tr>
<tr>
<td>May 10-June 17</td>
<td>Co-site leaders work alongside board mentor to prepare and finalize trip logistics</td>
</tr>
<tr>
<td>June 17</td>
<td>Part 2 (logistics) of trip planning due</td>
</tr>
<tr>
<td>June 17-August 26</td>
<td>Co-site leaders work alongside board mentor to prepare and finalize EOT material for the year</td>
</tr>
<tr>
<td>August 26</td>
<td>Part 3 (EOT) of trip planning due</td>
</tr>
<tr>
<td>August 26-30</td>
<td>Site leader training + Welcome Week 2013</td>
</tr>
</tbody>
</table>

Conclusion

Congratulations! You have successfully finished the first step in planning an awesome, life-changing, eye-opening Alternative Breaks trip! We know at this point you are at the edge of your seat, just waiting to begin planning all the details of your sure-to-be-unforgettable Alternative Breaks trip. And we promise the planning will be fun! To ensure this process goes smoothly, we want to remind you again that not only will you have your board mentor to assist you, but also the Alternative Breaks board, graduate student advisor, and program administrator to help you along this exciting journey. This guide was written by the Alternative Breaks board members in an effort to give a thorough supplementation to the proposal and pre-selected site
leader applications through the lens of students who have been involved in the program for several years. But rest assured that once fall starts, you will receive an even more in depth site leader manual that will go into detail of not only the 8 components of Alternative Breaks, but also plenty of other awesome Alternative Breaks information we know you're dying to learn about! We congratulate you on deciding to site lead a trip and taking a positive step forward toward becoming a social change agent. A better tomorrow starts with YOU! And that of course means that tomorrow you will be working on filling out your site leader application! We wish you the best of luck!! 😊

In service & solidarity,
NYU Alternative Breaks