

<b>Phase 1: Identify</b>	<b>Fall and Winter Breaks</b>	<b>Spring and Summer Breaks</b>
Identify what dates for the break	May 15	May 15
Identify and specify social issue/concern	May 15	May 15
Identify and secure trip location	May 15	May 15
Identify goals for break	May 15	May 15
Research social issue (EX: definitions; causes; effects)	July 31	October 1
Research historical, political, cultural and social history of location as it relates to social issue.	July 31	October 1

<b>Phase 2: Organizing and Coordination</b>	<b>Fall and Winter Breaks</b>	<b>Spring and Summer Breaks</b>
Identify community partner organizations to contact. <u>Know:</u> -community partner programs that need volunteers -dates/times of volunteer opportunities you are interested in -mission; history; context of each community partner	By July 1	By September 1
Contact community partner organizations—ask if they would host a group of 8-12 student volunteers <u>Know:</u>	By July 15	By September 15

<ul style="list-style-type: none"> <li>-dates of break</li> <li>-how to explain AB program</li> <li>dates/times of volunteer opportunities that the community partner offers</li> </ul>		
<p>Call/Email VSLC staff with update on community partner</p>	<p>By July 15</p>	<p>By September 15</p>
<p>Contact all potential housing site options</p>	<p>By July 15</p>	<p>By September 15</p>
<p>Determine and coordinate transportation logistics</p> <p><u>Know:</u></p> <ul style="list-style-type: none"> <li>-mode of transportation</li> <li>-how will group get to and from the housing site from Buffalo State? (Directions? Bus routes?)</li> <li>-how will group get to and from community partners from housing site? (Directions? Bus routes?)</li> <li>-where is the nearest grocery store for our food?</li> <li>-where is the nearest hospital?</li> </ul>	<p>By July 31</p>	<p>By October 1</p>
<p>Organize a draft schedule for service projects, travel time, meals, reflection</p> <p><u>Know:</u></p> <ul style="list-style-type: none"> <li>- days and times you will be at each organization</li> </ul>	<p>By August 15</p>	<p>By October 15</p>
<p>Finalize all details with a housing site</p> <p><u>Know:</u></p> <ul style="list-style-type: none"> <li>-any fees</li> <li>-when group can arrive</li> <li>-who to contact about updates</li> <li>-kitchen facility? showers? sleeping space?</li> </ul>	<p>By August 15</p>	<p>By October 15</p>

<p>Confirm final schedule (dates/times) and service projects with ALL community partners and housing site by phone or email</p> <p><u>Know:</u> -if waivers, volunteer applications, photo releases or other documents are needed by community partners</p>	By August 31	By October 30
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<b>Phase 3: Recruit</b>	<b>Fall and Winter Breaks</b>	<b>Spring and Summer Breaks</b>
Design or use template to create flyers for on-campus and social media marketing	Draft due: July 15 Final due: July 30	Draft due: October 1 Final due: October 15
<p>Start on-campus recruitment campaign</p> <ul style="list-style-type: none"> <li>- Edit PowerPoint for information session using template</li> <li>- Table in Student Union</li> <li>- Host Information Sessions (minimum of 2)</li> </ul>	<p>August 20</p> <p>-draft due: August 26</p> <p>-By September 15 -(hold AFB and AWB info sessions together) #1- week of September 16 #2- week of September 21</p>	<p>December 1</p> <p>-draft due: December 15</p> <p>-By January 15 -(hold spring and summer info sessions together) #1- week of February 1 #2- week of February 8</p>

<b>Phase 4: Facilitate</b>	<b>Fall and Winter Breaks</b>	<b>Spring and Summer Breaks</b>
Edit Orientation Packet specific to trip for participants. Use research gathered in Phase 2	Draft due: September 15	Draft due: February 1

Prepare PowerPoints & materials for Orientation Meetings	Draft Plan due: September 15	Draft Plan due: February 1
Identify articles, videos, etc. to use in Orientation Meetings	By September 15	By February 1
Decide on 5 icebreakers to use as group building activities during Orientation Meetings	By Sept 30	By January 1
Decide on 5 team builder to use on AB experience	By October 30	By March 10
Host Orientation Meetings with participants (minimum 4)	<p><b>Fall –</b>  <i>Optional-</i> week of October 5  #1- week of October 12  #2- week of October 19  #3- week of October 26  #4- week of November 2</p> <p><b>Winter—</b>  #1- week of October 26  #2- week of November 2  #3- week of November 9  #4- week of November 16  #5- week of December 1</p>	<p><b>Spring —</b>  #1- week of February 22  #2- week of March 1  #3- week of March 8  #4- week of March 15</p> <p><b>Summer –</b>  #1- week of March 28  #2- week of April 4  #3- week of April 11  #4- week of April 18  #5- week of April 25  #6- week of May 2</p>
Preplan reflection questions and activities	October 20-November 15	March 10-April 15

<b>Phase 5: Action</b>	<b>Fall and Winter Breaks</b>	<b>Spring and Summer Breaks</b>
Go on your AB trip experience! <ul style="list-style-type: none"> <li>- Lead reflections</li> <li>- Act as service liaison</li> <li>- Motivate group</li> <li>- Ensure safety</li> <li>- Facilitate evaluations to participants and partners</li> </ul>	break	break

- Closing activity/take away		
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<b>Phase 6: Reorientation</b>	<b>Fall and Winter Breaks</b>	<b>Spring and Summer Breaks</b>
Send thank yous to: -all community partners (cards) -housing site (card) -staff Trip Advisor (card) -participants (email)	Fall Break-- By November 30  Winter Break-- By December 31	Spring Break-- By April 20  Summer Break-- By May 30
Invite participants to join the AB Student Leadership Team or become a Site Leader (by emails or through coffee meet-ups)	Fall Break-- By December 1  Winter Break-- By December 31	Spring Break-- By April 1  Summer Break-- By May 31
Host a Reorientation event	By February 15	By April 30
Submit Site Leader assessment to VSLC staff	By December 31	By May 31
Follow up with VSLC staff or Co-Coordinators to discuss Positives; Challenges; Next Steps for trip partners, housing, etc.	By December 31	By May 31