



NYU Alternative Breaks

Site Leader Curriculum

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NYU Alternative Breaks

Center for Student Activities, Leadership, & Service
2013-2014 Alternative Breaks Site Leader Curriculum

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Dear NYU Alternative Breaks Site Leader,

Congratulations! You have been selected as a result of your outstanding leadership qualities and entrusted to take on the responsibility of co-leading a quality Alternative Breaks trip at NYU! You are probably feeling both excited and nervous (which is totally normal ☺) about the opportunity and responsibility but don't worry, the NYU Alternative Breaks committee is here to support you through your entire learning experience.

What follows is a largely comprehensive curriculum based off of years of observations and experiences in Alternative Breaks programs and other student activities as well as academic research, theory, and philosophy. This curriculum is intended for you to use and implement during your group meetings and includes 8 sets of agendas, Site Leader outlines, and detailed descriptions of each agenda item. All 8 weeks are also woven together to create a seamless, progressive learning experience for you and all of your group members.

While this curriculum provides a solid framework for you to implement, understand that it is not universally applicable. For example, this curriculum covers 8 group meetings but if your group only meets 7 or 9 times before your service trip, you will have to adjust accordingly. Additionally, the focus of this curriculum is on the relationships you develop between and among your group members as well as how well you prepare your group members for your service trip, which means that it does not discuss how to integrate the AB committee, your host organization, or your staff advisors (if applicable) into the group process.

With that said, as supportive and resourceful as this curriculum is, it is still your responsibility to lead. Plan ahead, be organized, be intentional, use your resources, utilize your creativity, communicate with your stakeholders, respond to your group members' needs, and have fun!

In service and solidarity,

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agenda

MEETING #1

- Intro: Name game (10 min)
- Group guidelines (10 min)
- Group development: Concept map (15 min)
- Updates & announcements (15 min)
- Thinking outside the box (5 min)
- Recap & closing (5 min)

notes

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Meeting #1 – Site Leader Outline

Objectives: Group members will...

- learn each other's names through an interactive activity
- develop and agree to a working document of group guidelines
- brainstorm what to learn about as a group for their service trip
- understand the expectations around group meetings, AB events, etc.
- begin to plan ahead logistically for their service trip
- develop best practices for communicating outside of meetings

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- 8 Components handouts x 12
- AB Commitment handouts x 12
- Important Dates & Deadlines handouts x 12
- Index cards x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Send email to participants with meeting time, length, and location as well as reminder to bring pen(cil)s and personal calendars
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda

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INTRO: NAME GAME (10 minutes)

Objective: Learn each other's names through an interactive activity

Purpose: It is crucial that participants begin to learn about whom they are entering their service-learning experiences with. Generally, it is a good idea to begin with low-level, low-risk activities and slowly progress to activities that challenge the mind, body, comfort, etc. in coming weeks. This week's activity will focus on introducing group members/learning everyone's names while getting group members to move around and (perhaps) slightly step outside of their comfort zones.

Materials: Meeting agendas

Preparation: Print meeting agendas

Description:

- Distribute meeting agendas and introduce yourselves ☺
- Ask participants to stand up and join you in forming a circle
- Each person in the group will take turns introducing themselves and then saying they like to [insert verb], using a verb with the same first letter as the one in their name, while also acting out the verb
 - **Example:** "Hi, my name is Brian and I like to bounce!"
[Say while bouncing]
- After someone introduces themselves, the other group members respond by mimicking the introduction
 - **Example:** Everyone says "Hi Brian who likes to bounce!"
[Everyone says while bouncing]
- After everyone has shared, ask if anyone can repeat everyone's names (bonus point if that person can repeat everyone's names and verbs)
- You can also ask if everyone would like to go through the activity one more time to learn each other's names

Notes:

- Site leaders should go first to ease the discomfort and role model the silliness of the activity
- The auidial and visual cues make this activity fun and effective
- You don't have to use the entire 10 minutes

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GROUP GUIDELINES (10 minutes)

Objective: Develop and agree to a working document of group guidelines

Purpose: Group guidelines serve to provide a foundation from which group members can seek direction while feeling safe and included. It's imperative to develop guidelines as a group so that everyone has the chance to voice and discuss different guidelines which they can then all agree and hold themselves accountable to during your service-learning experience.

Materials: White board/poster paper, index cards

Preparation: Post paper in area where all group members can see

Description:

- Inform group members that you want to create a set of guidelines that will help shape how you interact, behave, and grow with one another
- Distribute index cards and ask them to write down one group guideline that they would like to contribute to the group
- After each person has written down a guideline, ask them to take turns sharing verbally while you write them on the board/paper
 - Ask participants to elaborate on group guidelines that may not be entirely clear to everyone
- After each person has shared a guideline, ask if anyone has any others they would like to add or existing guidelines that they aren't completely satisfied with and would like to amend
- Add any essential guidelines that are missing (e.g. value everyone's time, respond to communication within 24/48 hours, etc.)
- Once everyone is satisfied, inform that the group can revisit the list to add or amend guidelines at any time
- Keep the guidelines posted (if possible) for the rest of the meeting
- Ask everyone to flip their index card over; write down their name, contact #, and email address; and return the cards to you

Notes:

- Make sure to record the group guidelines (write them down, take a picture, etc.) so you can distribute them to the group after the meeting

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GROUP DEVELOPMENT: CONCEPT MAP (15 minutes)

Objective: Brainstorm what to learn about before the service trip

Purpose: Education, orientation, and training are three critical components of a successful, meaningful, and quality AB trip. Thus, it is important to focus on EOT during every meeting so group members can educate themselves and engage in dialogue with one another about the service issue, site location, and required skill sets prior to the service trip.

Materials: White board/poster paper, 8 Components handouts

Preparation: Post paper in area where all group members can see

Description:

- Distribute 8 Components handouts
- Ask participants to differentiate among Education (issue-specific), Orientation (site-specific), and Training (skill-specific) and explain why each one is a critical component of a quality AB trip
- Write down your trip's social issue, location, and any known service on the white board/poster paper
- Inform participants that the group will get out of the trip what they put into it, and ask them to say what they think the group should learn about and discuss with respect to your trip's social issue, location, and known service before departing for the service trip
- Write the responses down on the poster board
- When you're all done, categorize the ideas into 6 different themes (e.g. culture, history, child labor, etc.)
- Inform participants that everyone will be responsible for working in a pair to learn about one of the themes and presenting it to the group
- Use the index cards to randomly group pairs of participants
- Choose themes and schedule when each pair will present

Notes:

- Site Leaders will present next week to role model for the group
- This is a great way to fairly distribute tasks and for participants to bond and become contributing members of the group

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UPDATES & ANNOUNCEMENTS (15 minutes)

Objective: Understand the expectations around group meetings, AB events, and begin to plan ahead logistically for the service trip!

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person. This week will focus on group structure and expectations, organizational expectations, important dates & deadlines, and initial trip planning.

Materials: AB Commitment handout, Important Dates & Deadlines handout

Preparation: None

Description:

- Distribute the AB Commitment handout and start a conversation around group expectations and AB expectations
- Ask participants why they think these expectations are in place
 - You can refer to the Concept Map as one reason why
- Also ask the participants what expectations they have of the SL's
 - This is a good way to make the conversation mutual
- Distribute Important Dates & Deadlines handout
 - Point out important upcoming dates, such as:
 - AB Deposit and Commitment Letter deadline
 - AB Kick-off Event
 - AB Diversity Training
 - Group send off and departure date
- Deliver some quick updates about items to plan ahead for, such as:
 - Acquiring/renewing passports
 - Scheduling Doctor's appointment for immunizations, physical

Notes:

- These announcements will vary, depending on where your trip is going and whether you are going on a Winter or Spring break trip

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THINKING OUTSIDE THE BOX (5 minutes)

Objective: Develop best practices for communicating outside of meetings

Purpose: You will definitely need to communicate with your participants outside of group meeting times (and they will need to communicate with one another), but it's important to do so in a way that is organized, concise, and values everyone's time and preferred modes of communication

Materials: None

Preparation: None

Description:

- Explain how communication outside of group meeting times will be essential for planning presentations, emergencies, etc.
- Remind the group that you already have their contact information (see Group Guidelines description) and ask them how they would like to communicate outside of group meetings. Options can include:
 - Creating a shared Google document with everyone's info
 - Creating a Google group
 - Creating a Facebook group (make sure everyone has Facebook)
 - Sending out an email with everyone's info (least preferred)
- Introduce the concept of 1-on-1s and ask whether group members would be interested in the idea
 - Each week, participants will pair off with someone new and commit to meeting up sometime in the following week
 - The 1-on-1 could take place over coffee, a meal, in the park, etc. and last around 30-60 minutes
 - For the first week, use the index cards to assign pairs at random (don't pair off people who are paired to also present together)

Note:

- Whichever option the group chooses, everyone should have access to everyone's email and contact #. This will become essential for planning presentations, fundraisers etc.
- 1-on-1s are great for group member bonding and are highly recommended

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - The Site Leader's presenting at the next meeting
 - Upcoming dates and deadlines before the next meeting
 - You will follow up with the group with whichever method of communication you decided on to share contact info
 - Scheduling your 1-on-1 meeting times with one another 😊

Congratulations, you just successfully completed your first meeting in an hour and your participants are totally excited!

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agenda

MEETING #2

- Group development: What's in a name? (10 min)
- Revisit group guidelines & concept map (5 min)
- Brainstorm: Fundraising (20 min)
- Group presentation: Site Leaders (20 min)
- Recap & closing (5 min)

notes

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Meeting #2 – Site Leader Outline

Objectives: Group members will...

- learn about the meaning behind each other's names
- revise and/or confirm the group guidelines and concept map
- brainstorm fundraising ideas, dates, details, etc.
- learn new content and critically engage in a dialogue about their trip based on the group presentation

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- Group guidelines x 12
- Concept map/group presentation schedule x 12
- Fundraising planning sheets x 12
- Presentation planning sheets x 12
- Any materials needed for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Send email to participants with meeting time, length, and location as well as reminder to bring pen(cil)s and personal calendars
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Prepare group presentation and bring any materials necessary for set-up (laptop, projector, images, charts, handouts, etc.)

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INTRO: WHAT'S IN A NAME? (10 minutes)

Objective: Learn about the histories of each other's names

Purpose: Even though last week's intro focused on everyone learning each other's names, it is helpful to do another name activity during week 2 so everyone will continue to learn each other's names. Also, you may have participants at this meeting who missed the first meeting for whatever reason and will need to learn everyone's names. This week's activity will focus on learning about the meaning behind each other's names.

Materials: Meeting agendas

Preparation: Print meeting agendas

Description:

- Distribute meeting agendas and welcome everyone ☺
- Ask participants to pair up with someone else in the group (preferably someone they do not know very well or at all)
- Each person in the group will take turns introducing themselves and describing their own names in more detail. For example:
 - Why do they have the name that they do?
 - What is the historical meaning behind their names?
 - Do they have any nicknames?
 - What do they like most about their names? Least?
- One person in the pair will share first for up to 3 minutes while the other person only listens and does not interrupt. After 3 minutes, each person in the pairs will trade roles so the other person can share for up to 3 minutes
- After everyone has shared, ask whether anyone would like to share something they learned or connected with during the exercise

Notes:

- If you have an odd number of group members, you can have one group of 3 and give each person 2 minutes to share
- It's not mandatory for participants to share with the larger group

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REVISIT GROUP GUIDELINES & CONCEPT MAP (5 minutes)

Objective: Revise and/or confirm the group guidelines and concept map

Purpose: Since your first meeting, some of your group members may have new thoughts, ideas, etc. for your group guidelines and concept map. Additionally, if you had any participants who missed the first meeting, you will want to give them an opportunity to contribute to the group guidelines and concept map.

Materials: Group guidelines handouts, presentation schedule handouts

Preparation: Print group guidelines and presentation schedule

Description:

- Distribute Group Guidelines handouts
- Ask participants to look over group guidelines from last week's meeting and verbalize whether they want to make any edits or whether they still agree to them
- If you decide as a group to make any changes, each group member can just write the changes on their respective handouts so you don't have to print new copies

- Distribute Presentation Schedule handouts
- Ask participants to look over the presentation schedule from last week's meeting and verbalize whether everything looks correct or whether you need to make any changes from last week
- If you decide as a group to make any changes, each group member can just write the changes on their respective handouts so you don't have to print new copies

Notes:

- You can reiterate that the group can always revisit the group guidelines with any changes, questions, etc. as you progress through your experience together, but that the presentation schedule is pretty much set unless there are drastic changes, emergencies, etc.

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BRAINSTORM: FUNDRAISING (20 minutes)

Objective: Brainstorm fundraising ideas, dates, details, etc.

Purpose: Group fundraising is a great way to subsidize the total cost of your trip; spread the word about the social issue that your trip addresses as well as the NYU Alternative Breaks program to a larger community; and provide opportunities for the group members to work together on a task and continue to bond.

Materials: Fundraising planning sheet

Preparation: Print fundraising planning sheets

Description:

- Distribute the fundraising planning sheet (copy on the next page)
- Explain the importance of fundraising for AB trips, the incentive to fundraise as a group, etc.
- Ask your participants how they would prefer to brainstorm fundraising ideas (individually, in pairs, in small groups)
- Whichever way they choose to brainstorm, allow them up to 10 minutes to complete their fundraising planning sheets so that each person has 1 unique fundraising idea
- After everyone has completed their planning sheets, collect them and have a short discussion about the ideas and choose the 1 or 2 that you like best to start out with (now you also have plenty of group ideas!)

Notes:

- Since your group is still learning about one another and learning how to work together, you will probably want to choose a fundraiser that isn't overly-complex for your first one to set your group up for success
- You should probably identify *at least* 2 dates and times that would work for most, if not all, of your group members to attend the fundraiser in case another large event coincides with your first choice, you are unable to reserve space for your first choice, etc. You can use [Doodle](#) to coordinate possible dates and times
- Those who cannot attend the fundraiser should still have an active role in the planning and preparations

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FUNDRAISING PLANNING SHEET

TITLE/TYPE OF FUNDRAISER:

HOW IS THIS FUNDRAISER CONNECTED TO YOUR SERVICE TRIP?

POTENTIAL DATES AND TIMES:

POTENTIAL LOCATIONS:

WHO WOULD YOU NEED TO CONTACT FOR APPROVAL, RESOURCES?

ARE THERE ANY COSTS? HOW MUCH WOULD YOU CHARGE?

HOW WOULD YOU PUBLICIZE THE EVENT?

WHAT OTHER ROLES AND/OR TASKS ARE INVOLVED?

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GROUP PRESENTATION: SITE LEADERS (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is the first of many weeks in which your group members will develop their education, orientation, and training around your trip. After observing the Site Leaders facilitate the first presentation and discussion, participants will also develop a sense of the format and expectations for their own presentations.

Materials: Presentation planning sheets, any materials needed for the group presentation

Preparation: Print presentation planning sheets, print/prepare any materials needed for the group presentation

Description:

- This is your presentation, so you will be the best determinant of how to prepare and execute your presentation. However, you can utilize the [EOT resources in the Site Leader Resource Guide](#) and the presentation planning sheet (copy on the next page) to plan appropriately.
- After you have completed your presentation, distribute copies of the presentation planning sheet to your participants so they can use it as a tool to plan for their respective presentations

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PRESENTATION PLANNING SHEET

TOPIC:

PURPOSE: Why this topic? How is it connected to your service trip?

OBJECTIVES: What do you want your group members to learn?

STRUCTURE: What format will you use to facilitate your presentation?

DESCRIPTION: What will happen during your presentation?

ROLES & RESPONSIBILITIES: Who will do what?

PROCESSING: How will your group members process what they have learned? Will you have a group discussion? What questions will you ask? Will group members write a short reflection? Will they act out an activity?

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - All the handouts from the meeting:
 - Group guidelines
 - Presentation schedule
 - Fundraising planning
 - Presentation planning
 - Reminding the pair presenting at the next meeting
 - Any upcoming dates and deadlines before the next meeting
 - Scheduling your 1-on-1 meeting times with one another ☺

Notes:

- You should post electronic copies of the updated group guidelines, the presentation schedule, the fundraising planning sheet, and the presentation planning sheet using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

Congratulations, you successfully completed your second meeting in an hour, have a sound meeting structure, and your group members are already engaged in the learning experience!

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agenda

MEETING #3

- Group development: 2 truths, 1 lie (10 min)
- Revisit fundraising planning (15 min)
- Updates & announcements (10 min)
- Group presentation (20 min)
- Recap & closing (5 min)

notes

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Meeting #3 – Site Leader Outline

Objectives: Group members will...

- learn 2 facts about each participant
- actively plan their first fundraiser
- actively plan for their service trips
- learn new content and critically engage in a dialogue about their trip based on the group presentation

Materials:

- Meeting agendas x 12
- Site Leader outlines x 2
- Any materials requested for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Bring any materials requested for group presentation (laptop, projector, images, charts, handouts, etc.)

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GROUP DEVELOPMENT: 2 TRUTHS, 1 LIE (10 minutes)

Objective: Learn 2 facts about each participant

Purpose: In addition to learning more about each other's names, it is important for group members to continue to learn about each other and develop good relationships with one another prior to the service trip. This activity is a fun way for everyone to share information about themselves and think creatively.

Materials: Meeting agendas

Preparation: Print meeting agendas

Description:

- Distribute meeting agendas and welcome everyone 😊
- Explain that each group member will have to share 3 things about themselves, 2 of which will be true and 1 of which will be false
- After someone has shared, the rest of the group is tasked with guessing which item is false, so encourage everyone to think ahead, think creatively, and not automatically share the false statement last
- Once everyone has guessed what the false statement is, they will then know which statements are true and thus will have learned two new facts about the person who just shared
- One Site Leader can start this activity by sharing first and then you can go around in a circle to save time figuring out who will share first, second, etc. unless you readily have volunteers

Notes:

- After the activity is over, you can ask whether anyone in the group can remember at least 1 fact from each of the other members in the group and encourage that person to share. This will recognize those who are actively listening and trying to learn about the other group members and also verbalize some facts one more time so that those who perhaps didn't learn as many facts can hear them once more.

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REVISIT FUNDRAISING PLANNING (15 minutes)

Objective: Actively plan the first group fundraiser

Purpose: Most likely, you were squeezed for time last week while you were brainstorming fundraising ideas and had to follow up on some items such as scheduling and availability before you can confirm your first fundraiser. This week you will finalize the details of your first fundraiser and your group members will take an active role in the planning, preparations, and execution.

Materials: Fundraising planning sheets from last week

Preparation: None

Description:

- Refer back to the fundraising planning sheets that the group members completed last week
- Share any updates with the group regarding confirming dates, times, locations, etc.
- Continue planning for your first (or more, if you're ready) fundraiser by delegating roles and responsibilities, coordinating publicity, etc.

Notes:

- One idea for publicity is to assign one or more people in the group to create a poster board for your service trip that outlines Alternative Breaks, your trip's social issue, the community impacted by the social issue, and the host organization so that you can use the poster board for all of your fundraisers. If your trip has occurred in previous years, there are probably pictures from previous years' group members who you can ask permission from to use their photos.

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UPDATES & ANNOUNCEMENTS (10 minutes)

Objective: Actively plan for the service trip

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person.

Materials: None

Preparation: None

Description:

- Announce any updates from NYU Alternative Breaks, your host organization, etc. and ask whether there are any questions
- Follow up with your participants on their progress in various areas (where applicable), such as:
 - Deposits
 - Drivers (copies of Driver's Licenses)
 - Passports
 - Travel consultations
- Announce any upcoming deadlines or important dates

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GROUP PRESENTATION (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is the first week that participants will present on a new content area for the rest of the group. As a Site Leader, your role should be to maintain a balance between challenging the participant pair to take full responsibility for preparing and executing their presentation, including the processing, and supporting the participant pair in areas where they might need assistance such as communicating, printing materials, or continuing the group discussion.

Materials: Any materials needed for the group presentation

Preparation: None

Description:

- The pair of group members who is assigned to present will set up, execute their presentation, and facilitate the group processing.

Notes:

- During the presentation, observe how the pair works together, how they deliver content to the rest of the group, and how they engage the rest of the group in discussion. As the Site Leaders, you will want to be able to adequately provide feedback to the pair as well as to the rest of the group for future presentations.

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - Thanking everyone for sharing their truths and lies 😊
 - Confirm the details for your first fundraiser:
 - Date, time, location
 - Type of fundraiser
 - Publicity plan
 - Other roles and responsibilities
 - Remind the pair presenting at the next meeting
 - Any upcoming dates and deadlines before the next meeting
 - Scheduling your 1-on-1 meeting times with one another 😊

Notes:

- You should post electronic copies of the presentations using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

Congratulations, you successfully completed your third meeting and you're making this look easy!

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agenda

MEETING #4

- Group development: Identity wheel (20 min)
- Brainstorm: Letter writing campaign (10 min)
- Updates & announcements (5 min)
- Group presentation (20 min)
- Recap & closing (5 min)

notes

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Meeting #4 – Site Leader Outline

Objectives: Group members will...

- reflect upon which identity groups are salient for them
- learn about which identity groups are salient for others
- understand what the letter writing campaign is
- brainstorm a list of potential contacts for the letter writing campaign
- actively plan for their service trips
- learn new content and critically engage in a dialogue about their trip based on the group presentation

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- Identity Wheel handouts x 12
- Identity Wheel examples x 12
- Letter Writing Campaign materials x 12
- Any materials requested for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Bring any materials requested for group presentation (laptop, projector, images, charts, handouts, etc.)

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GROUP DEVELOPMENT: IDENTITY WHEEL (20 minutes)

Objective: Reflect upon which identity groups are salient for individual members and learn about which identity groups are salient for others

Purpose: Consciously and subconsciously, people view and experience the world through the many social groups with which they identify. Thus, it's important that you create an opportunity for group members to reflect upon and discuss the identity groups that they value because the dynamics that result from the relationships between and among those identity groups will inevitably play out among the group members and possibly between your group members and the community members at your host site.

Materials: Meeting agendas, Identity Wheel handout

Preparation: Print meeting agendas and Identity Wheel handouts

Description:

- Distribute meeting agendas and welcome everyone 😊
- Distribute the Identity Wheel handouts (copy on the next page)
- Explain the purpose of the exercise to group members and instruct each group member to write their name in the circle of the Identity Wheel handout and an identity group on each spoke
- Refer group members to the lists of social and personal identity groups for examples
- After everyone has finished, pair participants up and allow each one a couple minutes to share whatever they would like with their partners
- After everyone has had a chance to share in small groups, have a short conversation as a large group, asking questions such as:
 - What were some similarities/differences in your conversations?
 - Which identity groups are important to you? Which are not?
 - How the identities that are important to you influence your life?
 - Do you think your environment shapes your identities?

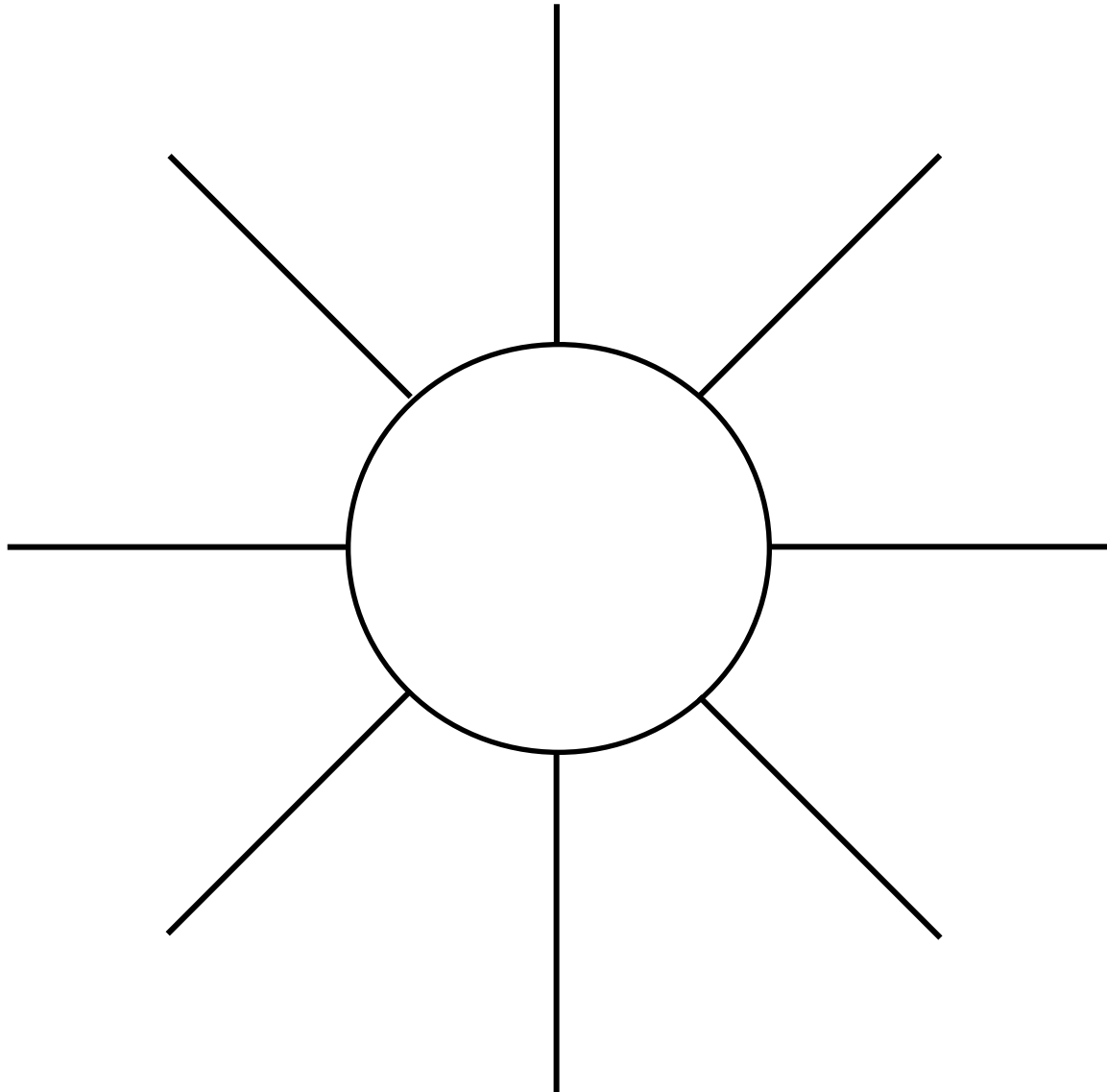
Notes:

- If you don't have a full knowledge of all of the terms in the social and personal identity lists, please consult with your Logistics Coordinator or the Education, Orientation, and Training Coordinator

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IDENTITY WHEEL



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IDENTITY EXAMPLES

SOCIAL IDENTITIES

Race

Ethnicity

Gender

Sex

Sexual orientation

Socioeconomic class

Religion

Nationality

Ability

Age

Language

PERSONAL IDENTITIES

Birth order

Relationships to others

Political affiliation

Vocation

Personal traits

Personal values

Favorites/preferences

Geographic

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BRAINSTORM: LETTER WRITING CAMPAIGN (10 minutes)

Objective: Understand what the letter writing campaign is and brainstorm a list of potential contacts

Purpose: Aside from fundraising as a group, individual group members are also encouraged to raise as many funds as they can on their own. One strategy for doing so is to write letters – physically or electronically – to send to family members, friends, community members, and organizations to spread the word about the upcoming service trip and request donations.

Materials: Letter Writing Campaign materials

Preparation: Printing out Letter Writing Campaign materials, if necessary

Description:

- Distribute any Letter Writing Campaign materials you printed
- Ask group members if they are aware of the Letter Writing Campaign and have a short discussion about the campaign and its purpose
- Once everyone has a good sense of what the campaign is, have a brief group brainstorming session of some different individuals, groups, or organizations that your groups members could contact and what methods might be effective for campaigning
- Following the group discussion, ask group members to take a minute to write down at least 5 different contacts that they might personally request donations from

Notes:

- Since this piece of the trip is more of an individual initiative, it's possible that some or many of your group members may not follow through on contacting those that they wrote down during the meeting. However, it's still important to introduce this concept during a group meeting so that group members are aware of it and understand that it's an option to subsidize the cost of their trips.

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UPDATES & ANNOUNCEMENTS (5 minutes)

Objective: Actively plan for the service trip

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person.

Materials: None

Preparation: None

Description:

- Announce any updates from NYU Alternative Breaks, your host organization, etc. and ask whether there are any questions
- Debrief your first group fundraiser (if applicable) and discuss what you can do to improve your next fundraiser
- Announce any upcoming deadlines or important dates

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GROUP PRESENTATION (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is an opportunity for participants to present on a new content area for the rest of the group. As a Site Leader, your role should be to maintain a balance between challenging the participant pair to take full responsibility for preparing and executing their presentation, including the processing, and supporting the participant pair in areas where they might need assistance such as communicating, printing materials, or continuing the group discussion.

Materials: Any materials needed for the group presentation

Preparation: None

Description:

- The pair of group members who is assigned to present will set up, execute their presentation, and facilitate the group processing.

Notes:

- During the presentation, observe how the pair works together, how they deliver content to the rest of the group, and how they engage the rest of the group in discussion. As the Site Leaders, you will want to be able to adequately provide feedback to the pair as well as to the rest of the group for future presentations.

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - Thanking everyone for completing their identity wheels 😊
 - Information about the Letter Writing Campaign
 - The feedback/debrief following your first group fundraiser
 - Remind the pair presenting at the next meeting
 - Any upcoming dates and deadlines before the next meeting
 - Scheduling your 1-on-1 meeting times with one another 😊

Notes:

- You should post electronic copies of the presentations and Letter Writing Campaign handouts using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

Congratulations, you successfully completed your fourth meeting! Who knew it would be this easy??

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agenda

MEETING #5

- Group development: Roses & thorns (10 min)
- Revisit fundraising planning (15 min)
- Updates & announcements (10 min)
- Group presentation (20 min)
- Recap & closing (5 min)

notes

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Meeting #5 – Site Leader Outline

Objectives: Group members will...

- reflect upon and share one ‘rose’ and one ‘thorn’ of their recent lives
- learn about the ‘roses’ and ‘thorns’ of their group members’
- actively plan their second fundraiser
- actively plan for their service trips
- learn new content and critically engage in a dialogue about their trip based on the group presentation

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- Fundraiser planning sheets x 12
- Any materials requested for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Bring any materials requested for group presentation (laptop, projector, images, charts, handouts, etc.)

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GROUP DEVELOPMENT: ROSES & THORNS (10 minutes)

Objective: Reflect upon, share, and learn about the ‘roses’ and ‘thorns’ of group members

Purpose: People’s experiences constantly elicit a whole range of emotions. However, we may not always take the time to reflect upon those experiences, let alone feel like we have an outlet to share them with. This activity creates a space for each group member to share one ‘rose’ – an experience that elicited a positive emotion – and one ‘thorn’ – an experience that elicited a negative emotion.

Materials: Meeting agendas

Preparation: Print meeting agendas

Description:

- Distribute meeting agendas and welcome everyone 😊
- Explain the purpose of the exercise to group members
- Ask each group member to take a minute to reflect upon their last week and identify one ‘rose’ and one ‘thorn’ from their past week
- Ask a group member to volunteer to share first and then go around in a circle so everyone has an opportunity to share and there aren’t any awkward silences

Notes:

- By spending time during your first four meetings building relationships across group members through your group development exercises and 1-on-1s, your group members will hopefully feel more comfortable sharing ‘roses’ and ‘thorns’ that are beyond surface level
- Don’t be afraid to let the conversation flow naturally if it goes in that direction
- Instead of group members sharing their ‘roses’ and ‘thorns’ verbally, you can ask them to express their ‘roses’ and ‘thorns’ using actions, their bodies, etc. (similar to the ‘name game’ from meeting #1)

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REVISIT FUNDRAISING PLANNING (15 minutes)

Objective: Actively plan the second group fundraiser

Purpose: If you haven't done so already, you can finalize the details of your second fundraiser and your group members will take an active role in the planning, preparations, and execution.

Materials: Fundraising planning sheets from meeting #2

Preparation: None

Description:

- Refer back to the fundraising planning sheets that the group members completed during week #2
- Share any updates with the group regarding confirming dates, times, locations, etc.
- Continue planning for your second fundraiser by delegating roles and responsibilities, coordinating publicity, etc.

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UPDATES & ANNOUNCEMENTS (10 minutes)

Objective: Actively plan for the service trip

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person.

Materials: None

Preparation: None

Description:

- Announce any updates from NYU Alternative Breaks, your host organization, etc. and ask whether there are any questions
- Announce any upcoming deadlines or important dates

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GROUP PRESENTATION (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is an opportunity for participants to present on a new content area for the rest of the group. As a Site Leader, your role should be to maintain a balance between challenging the participant pair to take full responsibility for preparing and executing their presentation, including the processing, and supporting the participant pair in areas where they might need assistance such as communicating, printing materials, or continuing the group discussion.

Materials: Any materials needed for the group presentation

Preparation: None

Description:

- The pair of group members who is assigned to present will set up, execute their presentation, and facilitate the group processing.

Notes:

- During the presentation, observe how the pair works together, how they deliver content to the rest of the group, and how they engage the rest of the group in discussion. As the Site Leaders, you will want to be able to adequately provide feedback to the pair as well as to the rest of the group for future presentations.

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - Thanking everyone for sharing their ‘roses’ and ‘thorns’ 😊
 - Confirm the details for your second fundraiser:
 - Date, time, location
 - Type of fundraiser
 - Publicity plan
 - Other roles and responsibilities
 - Remind the pair presenting at the next meeting
 - Any upcoming dates and deadlines before the next meeting
 - Scheduling your 1-on-1 meeting times with one another 😊

Notes:

- You should post electronic copies of the presentations using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

**Congratulations, you successfully completed your fifth meeting!
You’re basically a professional facilitator by now 😊**

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agenda

MEETING #6

- Group development: Rapid storytelling (10 min)
- Trip preparations (20 min)
- Updates & announcements (5 min)
- Group presentation (20 min)
- Recap & closing (5 min)

notes

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Meeting #6 – Site Leader Outline

Objectives: Group members will...

- highlight the key moments of their lives in a short story
- actively listen while group members share their short stories
- develop a packing list for the upcoming service trip
- actively plan for the service trip
- learn new content and critically engage in a dialogue about their trip based on the group presentation

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- Any materials requested for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Bring any materials requested for group presentation (laptop, projector, images, charts, handouts, etc.)

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GROUP DEVELOPMENT: RAPID STORYTELLING (10 minutes)

Objective: Highlight key moments of group members' lives in a short story and actively listen to other group members' short stories

Purpose: As you approach your service trip, it's important that group members practice active listening skills, as they will need to use them when you all work with your host site, work with each other, and reflect after each day of service.

Materials: Meeting agendas

Preparation: Print meeting agendas, identify one Site Leader to be the timekeeper

Description:

- Distribute meeting agendas and welcome everyone ☺
- Ask group members to pair up, preferably with someone they haven't worked with or had a 1-on-1 with yet
- Explain the purpose of the activity and ask one person in each pair to identify themselves as the storyteller and one person to identify themselves as the listener
- Challenge each storyteller to summarize their life story in 60 seconds and each listener to not interrupt or become distracted
- Note that after the 60 seconds is up, each listener will have 30 seconds to write down as many details as they can remember
- Group members will then switch roles and do the exercise again
- After you have completed both rounds of storytelling, bring the pairs back into a large group for a short conversation, asking questions such as:
 - How did it feel to summarize your life into 60 seconds?
 - How did it feel to strictly listen to the storyteller?
 - What did you learn about the storytellers during the activity?
 - What did you learn about yourselves during the activity?

Notes:

- Take note of anyone who isn't practicing active listening, as you may have to address it before or during your service trip

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TRIP PREPARATIONS (20 minutes)

Objective: Develop a packing list for the upcoming service trip

Purpose: Your trip will be here before you know it! You will all need to make sure you pack appropriately, but rather than just giving your group members a list of what to pack it might be more fun and beneficial to create the list together. By doing so, your group members are playing an active role in the process. You may also have a recommended packing list from your host organization. You can use that packing list as a guide to help fill in the gaps if your group members overlook any crucial items.

Materials: White board or poster paper, agenda

Preparation: None

Description:

- Ask your group members to think about the service trip in detail – where you're traveling, how you're traveling there, how long you will be there, the host site that you're working with/in, the type of service you plan to do, any scenarios that might take place, etc.
- Based off of all of those variables, ask your group members to begin brainstorming what items you may need to pack
- One Site Leader can use the white board to write down your group members' contributions so that everyone can see
- The other Site Leader can take notes of the list on the meeting agenda to create an electronic document to share out after the meeting

Notes:

- There may be differences in what your group members need or want to pack based on their social and personal identities (gender, for example), so make sure you are prepared to discuss differences across identities if the topic comes up

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UPDATES & ANNOUNCEMENTS (5 minutes)

Objective: Actively plan for the service trip

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person.

Materials: None

Preparation: None

Description:

- Announce any updates from NYU Alternative Breaks, your host organization, etc. and ask whether there are any questions
- Announce any upcoming deadlines or important dates
- Discuss any updates regarding your upcoming fundraiser or debrief your fundraiser if you had it in the past week

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GROUP PRESENTATION (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is an opportunity for participants to present on a new content area for the rest of the group. As a Site Leader, your role should be to maintain a balance between challenging the participant pair to take full responsibility for preparing and executing their presentation, including the processing, and supporting the participant pair in areas where they might need assistance such as communicating, printing materials, or continuing the group discussion.

Materials: Any materials needed for the group presentation

Preparation: None

Description:

- The pair of group members who is assigned to present will set up, execute their presentation, and facilitate the group processing.

Notes:

- During the presentation, observe how the pair works together, how they deliver content to the rest of the group, and how they engage the rest of the group in discussion. As the Site Leaders, you will want to be able to adequately provide feedback to the pair as well as to the rest of the group for future presentations.

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - Thanking everyone for sharing their life stories and actively listening to one another 😊
 - Look at the packing list so that group members can get items they need but don't have and to add to it next week
 - Remind the pair presenting at the next meeting
 - Any upcoming dates and deadlines before the next meeting
 - Scheduling your 1-on-1 meeting times with one another 😊

Notes:

- You should post electronic copies of the presentations and the packing list using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

**Congratulations, you successfully completed your sixth meeting!
Your service trip is right around the corner 😊**

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agenda

MEETING #7

- Group development: Human knot (15 min)
- Trip preparations (15 min)
- Updates & announcements (5 min)
- Group presentation (20 min)
- Recap & closing (5 min)

notes

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Meeting #7 – Site Leader Outline

Objectives: Group members will...

- effectively communicate and work together to complete a group challenge
- plan out meal details for the service trip
- plan what additional materials to pack for the service trip
- learn new content and critically engage in a dialogue about their trip based on the group presentation

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- Reflection planning sheet x 12
- Any materials requested for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Bring any materials requested for group presentation (laptop, projector, images, charts, handouts, etc.)

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GROUP DEVELOPMENT: HUMAN KNOT (15 minutes)

Objective: Effectively communicate and work together to complete a group challenge

Purpose: During your service trip, your group members will have to effectively communicate and work together on a regular basis. Last week's exercise focused on active listening, so this week's exercise will add to that by challenging the group to communicate and work together.

Materials: Meeting agendas

Preparation: Print meeting agendas

Description:

- Distribute meeting agendas and welcome everyone 😊
- Ask group members to stand up and form a closed circle
- Explain the purpose of the activity and ask everyone to stick their right hand into the circle and hold on to another group member's right hand; next, everyone will stick their left hand into the circle and hold on to a *different* group member's left hand
- After everyone's hands are in the center of the circle, everyone should be holding two different group members hands and no one should not be holding another group member's hand
- Challenge the group members to communicate and work together to undo the knot that has been created by everyone connecting hands
- After 10 minutes, ask your group members to sit (even if you didn't untie the knot) for a short conversation, asking questions such as:
 - How challenging was that? What made it challenging?
 - What worked well? What didn't work well?
 - How do you think you could improve on this challenge if you were to do it again?

Notes:

- If any group members are averse to touching, you will want to substitute another activity that doesn't involve touching for this one
- Let your group members work through this challenge on their own for the most part and observe how they communicate and work together

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TRIP PREPARATIONS (15 minutes)

Objective: Plan out meal details and what additional materials to bring for the service trip

Purpose: Your trip will be here before you know it! You will all need to make sure you pack and plan appropriately. This session is a follow up to last week's session when you planned out what items to pack.

Materials: White board or poster paper from last week, agenda

Preparation: None

Description:

- Ask your group members to mention any items to add to the packing list that weren't mentioned last week
- Ask your group members to mention the types of meals they would like to eat during the service trip given your budget constraints (may not be applicable if the host site is arranging meals) and also mention any dietary restrictions they might have
- Ask your group members to think about what additional materials you may want to bring for your trip (for example, materials to complete the service, donations, gifts, etc.) and share their ideas

Notes:

- You may have group members who are not comfortable sharing their dietary restrictions with the group, so assure group members that they can contact you later with any other dietary restrictions
- You may want to consider how you will best utilize your meals budget. Allocating the same amount of funds per person per day is equal, but is it equitable? What if you have group members who eat more or less than the average group member?
- Check in with your host organization first about additional materials, particularly donations and gifts. They usually have suggestions about what to bring and what not to bring.

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UPDATES & ANNOUNCEMENTS (5 minutes)

Objective: Actively plan for the service trip

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person.

Materials: Reflection planning sheet

Preparation: None

Description:

- Announce any updates from NYU Alternative Breaks, your host organization, etc. and ask whether there are any questions
- Announce any upcoming deadlines or important dates
- Distribute the reflection planning sheet and announce that during your service trip, all of the group members will be responsible for planning and leading a reflection activity following a day of service
 - Ask your group members to pair up with someone who they have not paired up with for a 1-on-1 or a group development session yet
 - Based on your knowledge of the itinerary for the service trip, assign the pairs to the days that are most appropriate for them to lead a reflection
 - Inform your group members that you will demonstrate a reflection exercise during next week's meeting to provide an example, they can access the [reflection activities in the Site Leader Resource Guide](#) for ideas, and that they will have to send out a completed Reflection planning sheet *prior* to your group's departure for feedback and to ensure that two pairs aren't planning to facilitate the same reflection activity

Notes:

- If you haven't already done so, you will likely want to share your most updated itinerary with your group members so they can plan their reflections accordingly

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REFLECTION PLANNING SHEET

Reflections are a key component of the Alternative Breaks experience because they allow you to:

- process what you observed, learned, experienced, etc. in a safe, structured, and inclusive environment
- make sense of what your observations, experiences, etc. mean as you moving forward as a group member, student, community member, citizen, etc.
- continue to grow intellectually, emotionally, and behaviorally

Before you plan your reflection activity, some factors to consider are:

ENVIRONMENT: Where will your reflection take place? How do you want to set up the space?

TIMING: What day are you leading the reflection? Where is this day positioned within the context of the service trip? What time are you leading your reflection? How much time do you have to lead your reflection?

SERVICE: What kind of service did you do that day? How much service did you do that day?

LEVEL: At what level do you want to conduct your reflection activity (intrapersonal, interpersonal, group, multiple, etc.)?

TEAMWORK: Who are you leading a reflection with? What are your strengths, preferences, etc.? What are theirs?

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REFLECTION PLANNING SHEET

REFLECTION ACTIVITY:

PURPOSE: Why this reflection?

OBJECTIVES: What will group members learn, experience, etc.?

STRUCTURE: What format will you use to facilitate your activity?

MATERIALS/PREPARATIONS: What materials will you need? What other preparations will you need to complete your reflection?

DESCRIPTION: What will happen during your reflection?

ROLES AND RESPONSIBILITIES: Who will do what?

SUPPORT: What do you need from your Site Leaders?

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GROUP PRESENTATION (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is an opportunity for participants to present on a new content area for the rest of the group. As a Site Leader, your role should be to maintain a balance between challenging the participant pair to take full responsibility for preparing and executing their presentation, including the processing, and supporting the participant pair in areas where they might need assistance such as communicating, printing materials, or continuing the group discussion.

Materials: Any materials needed for the group presentation

Preparation: None

Description:

- The pair of group members who is assigned to present will set up, execute their presentation, and facilitate the group processing.

Notes:

- During the presentation, observe how the pair works together, how they deliver content to the rest of the group, and how they engage the rest of the group in discussion. As the Site Leaders, you will want to be able to adequately provide feedback to the pair as well as to the rest of the group for future presentations.

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - Thanking everyone for working together during the human knot activity 😊
 - Look at the updated packing list, food list, and other materials list to continue preparing for the trip
 - Remind the pair presenting at the next meeting
 - Any upcoming dates and deadlines before the next meeting
 - Begin to think about your reflection activity
 - Scheduling your 1-on-1 meeting times with one another 😊

Notes:

- You should post electronic copies of the presentations, the updated packing list, the other materials list, the reflection schedule, and the reflection planning sheet using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

Congratulations, you successfully completed your seventh meeting! Yay for prime numbers 😊

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agenda

MEETING #8

- Group discussion: AB substance policy (15 min)
- Updates & announcements (5 min)
- Group presentation (20 min)
- Group reflection: Hopes & fears (15 min)
- Recap & closing (5 min)

notes

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Meeting #8 – Site Leader Outline

Objectives: Group members will...

- discuss the AB substance policy and understand why it's in place
- actively plan for the service trip
- learn new content and critically engage in a dialogue about their trip based on the group presentation
- identify hopes and fears that they have going into the service trip
- develop strategies for combating their fears
- understand what a reflection activity might resemble

Materials:

- White board or poster paper
- Dry-erase markers or markers
- Meeting agendas x 12
- Site Leader outlines x 2
- Completed reflection planning sheet x12
- Any materials requested for group presentation x 12

Preparation:

- Coordinate meeting time
- Reserve meeting space (if necessary)
- Gather and print all materials
- Arrive to space at least 15 minutes early
- Arrange seating into a circle (if not already done)
- Determine which seats (next to one another, across from one another, etc.) are most appropriate for SLs based on activities in agenda
- Bring any materials requested for group presentation (laptop, projector, images, charts, handouts, etc.)

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GROUP DISCUSSION: AB Substance Policy (15 minutes)

Objective: Discuss the AB substance policy and understand why it's in place

Purpose: The Alternative Breaks organization is an alcohol and other drug free organization. Before you depart for your service trip, it's critical to have a group discussion about the policy, why the policy is in place, how far the policy extends, and the potential consequences for breaking the policy.

Materials: Meeting agendas

Preparation: Print meeting agendas

Description:

- Distribute meeting agendas and welcome everyone 😊
- Mention that you want to have a brief group discussion about the AB substance policy
- Remind everyone that AB is an alcohol and other drug free organization
- Ask group members “Why do you think this policy is in place?”
- Allow group members to brainstorm and discuss the reasons this policy is a key component of AB
- Ask follow up questions, such as:
 - How might it reflect upon you if you violated the policy?
 - How might it reflect upon Alternative Breaks?
 - How might it reflect upon NYU?
 - What other risks are there if the policy is violated?
 - How does this policy apply to paraphernalia, even subtle souvenirs like t-shirts, shot glasses, stickers, wallets, etc.?
 - What is the consequence if anyone violates this policy during the service trip?
- Before moving on, ask if there are any follow up questions or comments so you can ensure that everyone has a comprehensive understanding of the AB substance policy

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UPDATES & ANNOUNCEMENTS (5 minutes)

Objective: Actively plan for the service trip

Purpose: You will likely need to disseminate AB and trip updates to your participants frequently, so it's a good idea to include this as part of your agenda most weeks and come prepared with your talking points so you can cover everything in person.

Materials: None

Preparation: None

Description:

- Announce any updates from NYU Alternative Breaks, your host organization, etc. and ask whether there are any questions
- Announce any upcoming deadlines or important dates

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GROUP PRESENTATION (20 minutes)

Objective: Learn new content and critically engage in a dialogue about the trip based on the group presentation

Purpose: This is an opportunity for participants to present on a new content area for the rest of the group. As a Site Leader, your role should be to maintain a balance between challenging the participant pair to take full responsibility for preparing and executing their presentation, including the processing, and supporting the participant pair in areas where they might need assistance such as communicating, printing materials, or continuing the group discussion.

Materials: Any materials needed for the group presentation

Preparation: None

Description:

- The pair of group members who is assigned to present will set up, execute their presentation, and facilitate the group processing.

Notes:

- During the presentation, observe how the pair works together, how they deliver content to the rest of the group, and how they engage the rest of the group in discussion. As the Site Leaders, you will want to be able to adequately provide feedback to the pair.

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GROUP REFLECTION: HOPES & FEARS (20 minutes)

Objective: Identify hopes and fears going into the service trip; develop strategies for combating the fears; and understand what a reflection activity might resemble.

Purpose: This activity serves several purposes. First, it allows your group members to reflect upon their experiences in AB thus far in order to determine what they are hopeful for and fearful of with regard to the upcoming service trip. By reflecting on these together, group members can also work together to come up with strategies to combat their fears. Additionally, by experiencing and observing a reflection activity, group members will have a firmer grasp on the concept of a reflection activity.

Materials: Completed reflection planning sheets

Preparations: Print completed reflection planning sheets

Description:

- Ask group members to think about their AB experience over the past 8 weeks and the upcoming service trip and write down one hope and one fear that they have on their agendas
- Ask if someone would like to share their hope and fear and then go around in a circle so everyone has a chance to share
- After everyone shares, have a brief group discussion, asking questions such as:
 - Did anyone connect with anyone else's hopes and/or fears?
 - Where do our fears come from?
 - What strategies can we come up with to combat our fears so that they don't hinder us during the service trip? Be specific.
 - How can we best support one another to both realize our hopes and combat our fears?
- Finish by asking whether anyone has any questions about reflection activities or about the planning for their own reflection activities

Notes:

- Complete the reflection planning sheet on the following page to distribute to group members after your reflection activity

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REFLECTION PLANNING SHEET

REFLECTION ACTIVITY: **Hopes & Fears**

PURPOSE: Why this reflection?

Going into a new situation generates hopes, fears, and anxiety about the uncertainty around the hopes and fears. This reflection will allow the group to share their hopes and fears, come up with strategies to combat the fears, and discuss how they can best support one another.

OBJECTIVES: What will group members learn, experience, etc.?

Group members will learn about their own hopes and fears; their group members' hopes and fears; strategies for combating their own hopes and fears; and ways to support one another.

STRUCTURE: What format will you use to facilitate your activity?

This activity will start as a written, intrapersonal activity and then become a verbal, group shareout and discussion.

MATERIALS/PREPARATIONS: What materials will you need? What other preparations will you need to complete your reflection?

Paper and pen(cil)s

DESCRIPTION: What will happen during your reflection?

Group members will write down one hope and one fear that they have going into the service trip. Each group member will then share what they wrote with the rest of the group. The group will then have a discussion, guided by the facilitators asking questions such as "Did anyone connect with anyone else's hopes and/or fears?" "Where do our fears come from?" "What strategies can we come up with to combat our fears so that they don't hinder us during the service trip?" and "How can we best support one another to both realize our hopes and combat our fears?"

ROLES AND RESPONSIBILITIES: Who will do what?

SUPPORT: What do you need from your Site Leaders?

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RECAP & CLOSING (5 minutes)

Objective: Reiterate the most important information from the meeting

Purpose: Just like when you finish writing an essay, you want to conclude your group meetings by emphasizing the key points especially if there are certain action items that people need to follow up on. You should do this at the end of every meeting so everyone is on the same page when they leave.

Materials: None

Preparation: None

Description:

- Recap the most important items from this meeting, which include:
 - Thanking everyone for participating in the discussion about the AB substance policy 😊
 - Look at the updated packing list, food list, and other materials list to continue preparing for the trip
 - Any upcoming dates and deadlines before the next meeting
 - Planning reflection activities and sending them to the Site Leaders *before* departing on the trip
 - Scheduling your 1-on-1 meeting times with one another 😊

Notes:

- You should post electronic copies of the presentations and the completed reflection planning sheet using whatever medium your group members agreed to from the previous week (Google Drive, Facebook, etc.) in case anyone in your group needs to access an extra copy.

Congratulations, you successfully completed your eighth meeting! You and your group members are extremely prepared for this trip and you're going to have a great experience 😊

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