

PLANNING A RETREAT



Sun Devil Suggestions

Plan Ahead: First thing's first; you have to have a place to hold your retreat. If you are having a retreat on campus it is important to book your room early, and if you are planning on heading off campus you'll want to book your site at least six months in advance. ASU has a great off campus location named Camp Tontazona. For more information call 5-6857, or check them out online at: www.asu.edu/purchasing/realestate/tontozona

And don't forget about transportation...Motor Pool offers 15 passenger vans, as well as mini-vans, that your organization can reserve if a department books them and pays for them out of an agency account.

Build an Agenda: At least two weeks prior to the retreat you will want to figure out what you want to accomplish on the retreat. Set up a schedule of the activities: when you are going to begin, what icebreakers/team builders you are going to do, when you are going to set goals for the organization, etc. and stick to that agenda. It is easy to get off track, so use that agenda to stay on task.

Things to Consider:

- If you are going on an overnight retreat it is important to get the majority of your work done on the first day; most people are a little tired on the second day, and less productive.
- Come armed with a variety of Icebreakers and Team builders that will allow your group members to get to know and trust one another better.
- Your behavior. It is important to recognize that at all times you are not only representing ASU, you are representing the organization that you are a part of. A sample travel agreement can be downloaded at: www.asu.edu/clubs/sorc/resources.htm

Don't Forget:

- To create a memento to remember your time spent together on the retreat. Examples include: personalized picture frames, key chains, photo albums and more!!!
- To bring supplies that you will need for the retreat such as: paper and markers etc. for goal setting activities; plates, silverware, and bowls for dining; athletic equipment for any free-time activities; a camera to record all of the fun!

Resources

The Leadership Library is located on the 3rd floor of the Memorial Union and is a great place to find resources for your organization's retreat, including potential icebreakers and team builders.

Be sure to check out the Event Planning Form; the Sample Travel Agreement; and the Release, Indemnity, and Assumption of Risk section in the *Student Organization Resource Guide and Policy Manual* to keep you and your organization up to date on Risk Management.

For more Risk Management information check out this website:
<http://www.asu.edu/studentlife/risk/index.html>

And remember...

Create an evaluation so members can give feedback and you can follow-up later. Consider posting your goals and accomplishments at your next meeting...