USU Val R. Christensen Service Center Alternative Breaks
Role of the Faculty/Staff Advisor
December 2017

Mission and Vision
The Alternative Breaks program engages students in direct service during university breaks to expose them to diverse perspectives, learn about social issues, and grow as lifelong active citizens. The vision is to create active citizens among USU students.

We currently plan alternative break trips during Fall Break (October), Martin Luther King, Jr. Day weekend (January), and Spring Break (March).

The Alternative Breaks Advisor:

- is responsible for adding valuable experience to the trip and encouraging student leaders to develop leadership muscles
- is not meant to micromanage the trip, but provide leadership in the event of a crisis and help ensure all students are abiding by agreed-upon student contracts

Expectations of the Advisor:
Planning
- Work with trip leader(s) to develop a recruitment strategy, and intervene with support if recruitment lags
- Be accessible to trip leader(s) to provide mentoring and facilitate leadership development.
  - Meet on weekly basis with student trip leader(s)
- Communicate and collaborate effectively with trip leader(s)
  - Meet during late spring semester with newly-selected fall break trip leader(s) for a quick check-in and summer planning timeframe. Continue to meet in fall semester.
  - Meet during fall semester with MLK and spring break trip leader(s). Continue to meet in spring semester.
- Communicate and collaborate effectively with community organization representatives.
  - The trip leader(s) is/are the main contact, but the advisor is cc-ed on all communication
Administration/Advising

- Uphold the mission, values, and policies of the Alternative Breaks program and the Eight Components of a Quality Alternative Break
- Be prepared to facilitate conflict resolution strategies
- Be prepared to help trip leader(s) manage stress, logistics, conflict, exhaustion, and crisis. Assist students in the event of an emergency according to CCESL risk management policy
- Be prepared to share your thoughts and experiences with participants and help participants process issues encountered
- Oversee course credit component of the trip (if offered)
- Complete appropriate follow-up activities, evaluations, and program documentation with participants
  - Set deadlines for participant feedback with trip leader(s), and follow up for responses, help plan reorientation event within 2 weeks of return home

Student Interaction

- Participate in pre- & post- activities, to the extent possible (not required)
- Participate in all on-trip service, reflection, and group activities, and ensure that all activities are coordinated and carried out

Qualifications:

- Strong group facilitation experience and skills
- Proven commitment to social justice and community service
- Willingness to support student leadership
- Willingness to lead by example
- Knowledge of trip/issue focus preferred
- Experience in country or region preferred
- Foreign language skills (if applicable)
- Must be certified through USU to drive Motor Pool vehicles and be willing to drive

Benefits and Compensation:

- Will attend the alternative break trip at no charge, including meals, lodging and transportation (except for travel day food expenses)
- If family members join faculty/staff on the AB trip, their expenses must be segregated and family must not interfere with the advisor's role/responsibilities. USU cannot cover any costs of family travel, including additional hotel rooms, vehicles, etc. needed for additional travelers
  - Family members need pre-approval to travel through CCESL office
  - Family members are not covered by USU insurance
Must be over age of 18 to ride in Motor Pool or commercial rental vehicle

- Opportunity to work hand-in-hand with high caliber student leaders and participants
- On-site, “hands-on” service and social justice experience
- Learning/professional development opportunity

**On the Clock Hours**

- Advisors clock hours during which they are playing an essential advisory/supervisory role, fulfilling the responsibilities listed in this document. Examples include: driving to locations, carrying out service, attending pre-trip meetings, assisting with reflections.
- If an advisor is simply in the general air space with the student group, these hours are not clocked. Examples include: waiting in an airport, sleeping through the night. In the event of an emergency, the advisor is immediately back on the clock.
- During scheduled free time/down time, the advisor may leave the group, provided that proper travel logs are filled out and that the advisor remains accessible by cell phone. These hours are not clocked.

**Pre-Trip Timeline:**

At the End of Spring Semester

- Meet with newly-selected student leader(s) for introductions, reviewing major policies, and setting a meeting schedule as soon as is reasonable

Two Months Prior to Trip:

- Submit TA Request
- Meet with alternative break student leader(s) on a weekly basis
- Reserve USU Motor Pool vehicles (if applicable) or send request in the TA for travel specialist to reserve Enterprise vehicles
- Research about lodging with student leader input, then book lodging using USU all-card
- Work with travel specialist to make flight reservations (if applicable)
- Make ground transportation (shuttles, etc.) reservations (if applicable)
- Brainstorm with student leader(s) possible community partners, then work with student leader(s) to contact partners and work out project details
- Assist student leader(s) with recruitment strategies, especially targeted recruitment

Two Weeks Prior to Trip:

- Obtain medical forms from all participants and review. Inform student leader(s) of allergies. If necessary, meet with individual student participants
to discuss special medical needs. Advisor stores this information as securely as possible during the trip

- Obtain signed Conduct Agreement and Waiver of Liability from all participants
- Ensure that receipts for payment are issued and that money is deposited or locked up
- Verify with Motor Pool that all student drivers have completed the State Motor Pool Driver Training, even if Enterprise vehicles will be used
- Update TA with current participant names and emergency contacts by emailing travel specialist

Week of the Trip:

- Attend the final pre-trip meeting to ensure that all last minute questions/details are resolved
- Pick-up Motor Pool or rental vehicles with student drivers
- Buy gas and groceries with your all-card or cash advance. Buy gas with gas card if using Motor Pool vehicles
- On a nightly basis, meet with student trip leader(s) for a private debriefing
- Advisors are guaranteed a bed of their own, or will provide their own sleeping pad. Advisors may share a room, but not a bed, with students

Post-Trip:

- Within 5 days of returning from the trip, submit itemized receipts, Meals and Entertainment form, and Travel Log to CCESL office administrator. After all receipts are accounted for and scanned, advisor submits TR
- Attend the reorientation event to ensure that evaluations and the reflection exercise are effectively carried out and support the students in “bringing the experience back home”

I have read through these responsibilities and expectations and agree to adhere to them while serving as an Alternative Breaks faculty/staff advisor.

Name: ____________________________________________________________

Signature: _________________________________________________________

Date: ___________________________________________________________________________

Enclosures: CCESL Risk Management Policy, mission+values+policies, medical form, behavior contract, liability release, photo release, advisor application, Eight Components