

You can do it. We can help.™

Building a Memorable Retreat for Your Group

Michelle Wolf, Assistant Dean of Students

Designing Your Dream Home

Blueprints for Your Retreat:

Theme- “You dream it, we theme it.”

Nuts & Bolts:

Date/Time/Place

Budget \$

Transportation

Food

Materials

Accommodations

Assign “do-it-yourself projects”

Foundation:

Purpose

Goals

Fix It

Build It

Grow It

Decorate It

Install It

Tools of the Trade:

Icebreakers

Paint swatches

Group Initiatives

Toothpick architecture

LEGO Construction

Resources

Facilitators

Drafting Your Ideas...

Student Organization Retreat Planning

A retreat is an opportunity for an individual or group to take time away from daily routine for rejuvenation.

Why have a retreat?

- To introduce new members.
- To set organizational goals.
- To provide information and/or workshop sessions.
- To increase morale and for team building.
- To motivate members for the new year or semester.
- To evaluate the progress of long-term goals and objectives.
- To resolve group conflicts.
- To get to know each other.
- To get away and have FUN!

When should your organization have a retreat?

- At the beginning of the year or semester.
- At midyear for an evaluation or a refresher.
- Prior to a conflict.
- Before new officer installation.
- Before a major program.

Who should participate?

- Members
- Officers
- Advisors
- Workshop presenters
- Resource persons

Who should facilitate the retreat?

- Members and/or officers that feel qualified and comfortable doing so.
- Advisors
- Alumni
- Faculty
- Student Affairs staff
- Trained Facilitators

Where can you have a retreat?

On campus venues

- Dinkins Student Center
- The Shack
- Sikes House
- Student Activity Center (SAC)

Off campus venues

- Camps or Retreat Centers
- Lake house/mountain house/beach

How to plan a retreat

Determine the purpose of the retreat

- For example: Goal setting, teambuilding, planning a large program, training, communications, problem-solving, socializing, learning, orienting, and community building.

Determine who you invite

Where and when will it take place

- Stay away from everyday places
- Reserve and confirm venue

Determine the retreat budget

- Retreat site rental/housing
- Transportation
- Food
- Workshop materials (pens, paper, markers, copies, etc.)

Inform members and guests of date, time, location and what to bring

Develop retreat agenda and plan activities

- Arrange for facilitators
- Plan activities that actively involve each member
- Take advantage of visual aids
- Plan breaks for participants
- Vary the presentation methods
- Stay focused on your retreat goals
- Give each participant a retreat schedule/agenda

Determine supplies, materials and handouts

- Do you need electronic devices (microphones, projectors)

Arrange for food

- Menu planning
- Buying food
- Cooking
- Clean up

Remind everyone about the retreat and provide directions

- Is transportation necessary

At the retreat

- Set the tone for a serious, open-minded, honest and cooperative retreat by facilitating icebreakers
- Discuss the following:
 1. The purpose and goal(s) of the retreat
 2. The need for the retreat
 3. Benefits of the retreat
 4. Review the agenda

Clean-up after retreat

Evaluate the retreat

- Ask facilitators and participants to provide feed back. These responses will help the organization's leadership to successfully plan the next retreat

Send thank you notes