



Sample Retreat Agenda
Hosted by Active Citizen University
September 5 - 6, 2015

OPTION 1: *Student Leader Retreat**

Day 1

4:00 – 5:30 Welcome and Introductions (*includes Break Away's 8 Components, Active Citizen Continuum, and Intro to the Movement*)

5:45 – 7:00 Session 1

Day 2

9:00 – 10:00 *Breakfast and Overview for the Day*

10:15 – 11:30 Session 2

11:45 – 1:00 Session 3

1:00 – 2:00 *Lunch*

2:00 – 3:15 Session 4

3:30 – 4:45 Session 5

5:00 – 6:15 Session 6

6:15 – 6:45 Wrap up and Evaluations

** All retreats include group building, sufficient breaks, and individualized attention, as needed. All start/end times and session length can be modified to suit the host institution's needs.*



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OPTION 2:

Strategic Planning Session

(Includes key program stakeholders – staff, students, community partners, etc.)*

8:30 – 9:00	Breakfast
9:00 – 10:30	Welcome and Introductions (includes Break Away's 8 Components, Active Citizen Continuum, and Intro to the Movement)
10:45 – 12:00	Organizational Structure, Roles, and Responsibilities
12:15 – 1:30	Overview of Program Components, Mission, Vision, etc.
1:30 – 2:30	Lunch
2:30 – 3:45	Program Evaluation <ul style="list-style-type: none">• Needs Assessment• SWOT Analysis• Asset Mapping
4:00 – 5:15	Brainstorm Activity: Goal Setting (2014 – 2015)
5:30 – 6:30	Strategic Areas of Focus: SMART Objectives
6:45 – 7:45	Action Steps and Timelines
7:45 – 8:15	Dinner, Wrap up, and Evaluations

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OPTION 3: Combination Retreat and Consultation*

Day 1

- 1:00 – 2:00 *Lunch with Staff and Student Leadership (opportunity for Break Away staff to hear more about the program – current successes and challenges)*
- 2:00 – 5:00 *Program Consultation (facilitated discussion of program goals for the upcoming year and strategy for retreat as kick-off/tone setter)*

Day 2

- 9:00 – 10:30 *Welcome and Introductions (includes Break Away's 8 Components, Active Citizen Continuum, and Intro to the Movement)*
- 10:45 – 12:00 Session 1
- 12:15 – 1:30 Session 2
- 1:30 – 2:30 *Lunch*
- 2:30 – 3:45 Session 3
- 4:00 – 5:15 Session 4
- 5:15 – 5:45 Wrap up and Evaluations
- 5:45 – 6:45 Retreat Follow-up (*with program leaders - staff and students - to discuss Break Away trainer observations from working with the students and recommendations for the future*)

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Sample Regional Retreat Agenda

Hosted in Atlanta, Georgia

September 4 - 6, 2015

Day 1

- 5:00 – 5:30 *Arrival & Registration*
- 5:30 – 6:00 *Welcome & Group Building*
- 6:30 – 7:30 *Foundations of Alternative Breaks (includes Break Away's 8 Components, Active Citizen Continuum, and Intro to the Movement)*
- 7:45 – 8:30 *Program Overview (includes presentation of participating program/institution organizational structures, strengths, areas of focus for the coming year, etc.)*

Day 2

- 8:30 – 9:00 *Breakfast & Review of the Day*
- 9:30 – 12:00 *Service Project*
- 12:30 – 1:30 *Lunch and Roundtable Discussions*
- 1:30 – 2:45 *Session 1*
- 3:00 – 4:15 *Session 2*
- 4:30 – 5:45 *Session 3*
- 6:00 – 7:00 *Dinner*
- 7:00 – 8:00 *Small Group Reflection or Evening Activity*

Day 3

- 8:30 – 9:00 *Breakfast & Review of the Day*
- 9:00 – 10:00 *Session 4*
- 10:15 – 11:15 *Session 5*
- 11:15 – 12:00 *Regional Goals & Planning (includes brainstorming and determining next steps for collaboration)*
- 12:00 – 12:30 *Evaluations & Closing*

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