

Additional Information

Two Months in Advance, You should:

- ◆ Secure funding
- ◆ Determine the format of the retreat
- ◆ Contact any outside resource people

Month in Advance, You Should:

- ◆ Send registration forms to all of your members giving them necessary information concerning costs (include refund information and cancellation / reservation deadlines), travel arrangements. Arrange for equipment (VCR, Karaoke machine, etc.) or materials that you might need. Plan a menu for all meals

Two Weeks in Advance, You Should:

- ◆ Call those members who have not responded. Send map, program, and list of what to bring to those who registered.

Week in Advance, You Should:

- ◆ Contact the retreat site to finalize the arrangements. Have the final committee meetings and be sure all people in charge know what they are responsible for. Make a checklist for who is to bring what, including items like scissors, tape, pencils, etc.

Day Before the Retreat, You Should:

- ◆ Check with committee members for last minute problems or concerns. Rest, so that you will be fresh and enthusiastic for the retreat!

For more information on organizing a retreat or training for your club/organization, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

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STUDENT AFFAIRS

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Planning a Group Retreat

Dean of Students

Planning

a group retreat

A retreat is seclusion for contemplation. It is a time an club/organization can use to accomplish one or several goals. In order to ensure the retreat will be a positive experience for everyone involved, there are several issues to keep in mind while planning.

Goals...

the first thing to do is to decide the goals of the retreat. Participants should know why they are there and what they expect to accomplish. Possible goals include:

- ◆ Team building / unity
- ◆ Training
- ◆ Communication
- ◆ Problem-solving
- ◆ Socializing
- ◆ Learning / awareness
- ◆ Orienting / information
- ◆ Building community
- ◆ Planning

Budget

Determine anticipated costs. Examine funding sources and fundraising possibilities and determine costs per participant.

Logistics

- ◆ Faculty
- ◆ Know exactly what is provided or supplied
- ◆ Obtain a contract when deposit is made
- ◆ Transportation
- ◆ Rent bus or vans
- ◆ Set up car pools or caravans

- ◆ Duplicate directions if necessary
- ◆ Food / Drink
- ◆ If cooking meals, assign people to buy food, cook, serve and
- ◆ Clean up. Order wholesale for large groups
- ◆ Find out what kitchen equipment and supplies are available
- ◆ If eating in a restaurant, make reservations. Ordering banquet style may get you a special rate
- ◆ Sleeping Arrangements
- ◆ One overnight is usually sufficient
- ◆ Find out what bedding or other linen are necessary to bring

Participants...

who should attend in order to accomplish these goals?

Length and Timing...

How much time is available and necessary to accomplish goals: One day? A weekend? Program / Schedule / Workshops / Exercises...What topics? How many? How long? Who could best facilitate?

Qualities of a good facilitator:

- ◆ Perception—ability to clearly assess a situation
- ◆ Listening skills—must be able to listen carefully and remember what they have heard
- ◆ Interpretation and Summarization abilities—should be able to clearly and concisely articulate what has been said by others
- ◆ Respected by group
- ◆ Concerned about group

An officer of the organization is not necessarily the best choice for facilitator: sometimes, having a

member or several members get involved in facilitating part or parts of the retreat can have a positive effect. The Dean of Students Office can help identify skillful facilitators. Make sure every minute is planned ahead of time, but schedule "free time". Everyone should receive a copy of the schedule.

Clean-up-

Be sure retreat site is left clean and orderly; your security deposit depends on it! Assign some of these duties to everyone

Possible Committee Assignments-

Planning and Publicity.
Transportation / Lodging / Registration. Food and Refreshments. Recreation and Activities. Agenda / Schedule / Program. Clean-up

Calendar for planning

a retreat

The importance for giving yourself a sufficient amount of time to plan ahead for a retreat cannot be stressed enough. The following timeline should give you an idea of when to do what, so that you will not be rushed at the last minute.

Three Months in Advance, You Should:

- ◆ Decide on the exact date and announce it to all members giving them necessary information concerning costs (include refund information and cancellation / reservation deadlines), travel arrangements, etc.
- ◆ Send deposit for facility
- ◆ Consult your advisor on university policies related to travel and liability