

Service Site Partnership & Work Plan

Mizzou Alternative Breaks
Office of Student Engagement | University of Missouri

This is a voluntary partnership between the Mizzou Alternative Breaks (MAB) program at the University of Missouri and _____ for the time period of _____ to _____.

About Mizzou Alternative Breaks (MAB)

Mizzou Alternative Breaks (MAB) is a service program designed to cultivate active citizenship through domestic and international service experiences. We aim to help students gain a wider perspective of the world and grow within their community.

Responsibilities of:

Mizzou Alternative Breaks at the University of Missouri assumes the following responsibilities:

- Overseeing the Mizzou Alternative Breaks program and supervising student leadership;
- Training and preparing student leaders in best practices of alternative breaks;
- Serving as an emergency contact for student leaders;
- MAB reserves the right to cancel a service trip, delay a trip, or end a trip early due to weather issues, safety concerns, or other unforeseeable causes.

Mizzou Alternative Breaks Site Leaders assume the following responsibilities:

- Serving as active liaisons between Mizzou Alternative Breaks and the community partners to develop a service trip that builds on community assets and achieves community-identified goals, all the while allowing students to learn and contribute positively;
- Contacting community partners directly in case of a change in plans and/or to discuss challenges;
- Creating and facilitating pre-trip education for participants based on the service focus and recommended preparations from the service site;
- Leading trip participants through the development of service-focused education, orientation, and training (including root causes), training on basic understanding of concepts of social justice, and facilitating reflection and reorientation;
- Arriving on time to arranged meetings, participating fully and being flexible when necessary.

The community partner assumes the following responsibilities:

- Designating a staff member to work with student leaders to develop a service trip that achieves community- identified goals, all the while allowing students to learn and contribute positively;
- Communicate expectations regarding work, behavior, packing list and other concerns with student leaders;
- Contact student leaders directly in case of a change in plans and/or to discuss challenges;
- Provide orientation to the organization and social issue/service focus and supervision to student volunteers;
- Provide educational materials related to the social issue/service focus to site leaders before the trip;
- Participate in post-service reflection when/where appropriate;
- Support the development of relationships between students and community members;
- Undertake reasonable measures to ensure the safety of the working environment for volunteers and provide back-up projects in case of unexpected problems;
- Contact Mizzou Alternative Breaks directly at breaks@missouri.edu if any concerns or issues arise during pre-trip planning or during the week of service;
- Assist student leaders (if necessary) in locating housing and kitchen facilities to use during the week of service.

Media Advisory:

**** Press Releases:** During the week of service, the University of Missouri sends out a press release on alternative breaks to national and local news outlets. Press might contact site leaders during the week for an interview. Community partners are welcome to participate in all interviews and press inquiries to highlight their work in the community. **Please email breaks@missouri.edu within two weeks of the group's arrival if there are any media concerns or media policies for your organization.** **

Project Details

Date(s): Arrive _____ Depart _____

Time (start and end), if applicable: _____

Location: _____ Number of volunteers needed or requested: _____

Work Plan

Objectives	Activities	Preparation	Intended Outcomes
How will the service impact the community or your organization?	What will the students be doing?	What do site leaders need to do to prepare participants ahead of time? Is there any information they need to provide participants, such as dress code, volunteer rules, orientation information?	What do you hope is achieved for the community and participants through this partnership?

Host Site Contact/Community Partner

Date

Site Leader

Date

Site Leader

Date

Mizzou Alternative Breaks Contact:

Sarah Edwards Rielley
Coordinator, Mizzou Alternative Breaks
breaks@missouri.edu | 573-882-8585
2500 MU Student Center, Columbia, MO 65211

Host Site Contact:

Contact Name:
Work Phone & Cell Phone:
Email:
Address:

Site Leader Contacts:

Name:

Phone:

Email:

Name:

Phone:

Email:

Please sign and return this form. Electronic signatures are accepted.