**Student Organization Retreat Planning**  
[*by* COUR 480 Fall 2000 (click here for class list)](http://www.marshall.edu/student-activities/COUR480Fall2000.html)

Why have a retreat?

* To introduce new members.
* To set organizational goals.
* To provide information and/or workshop sessions.
* To increase moral 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

Where can you have a retreat?

On campus venues

* Memorial Student Center, 304-696-3125
* Erickson Alumni Center, 304-696-3134
* Campus Christian Center, 304-696-2444
* Marco's, 304-696-6770
* Student Government Office, 304-696-6436
* Women's Center, 304-696-3112
* Drinko Library, 304-696-2320

Off campus venues

* Camp Mad Anthony Wayne, 304-429-5078

***How to plan a retreat***

**Determine the purpose of the retreat**

* For example: Goal setting, teambuilding, planning a large program

**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
* 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

**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**