

## **LEADERSHIP RESPONSIBILITIES** **for student's leading Domestic Service-Immersion Trips**

As domestic trip leaders, a lot of responsibility falls in your laps. You are responsible for choosing your teams with your leaders, preparing your teams, communicating with them and myself regularly, and being a strong role model during the service experience itself.

Here are my expectations for you as a leader this coming year:

### **At Canisius:**

- **Meet with Alex and Sarah** to check in and handle any important details of the trip. There will be several team meetings and several site specific meetings in the fall and spring semester.
- **Respond to emails on a daily basis.** This is how I communicate with team members. Important changes and updates will come by email. This will especially be true during the preparation for WSW when the teams are not on campus for the last weeks leading up to WSW and when Alex is getting in touch with you for ASB.
- **Connect with your Team.** Keep your team aware of any developments or deadlines via emails. Email me with any concerns or questions. Make sure everyone has a phone tree and your personal contact information and that you have theirs plugged into your phones.
- **Organize 1-2 fun team meetings during your preparation process.** I expect our leaders to gather their team at least once but hopefully more during our preparation process. These fun meetings are separate from our schedule meetings as larger groups. Ideas for what you can do at these meetings are listed on the next page. It is important to give the dates for these meetings out to your team early so that people are able to work around them. Attendance to these meetings is expected from your teammates, but you also need to make sure the meetings are meaningful and fun. The more you get together, the closer you will become and the better you will be able to act as a team during your service experience.

### **On-site:**

- **Meet together as a leadership team** (student leaders, campus minister, any other adults) every day to touch base, plan for the next day, discuss any problems that have come up, any changes you would like to make and where you are with money. This will help you find support as leaders and make your leadership team strong.
- **Check in with each individual** in your group every day or so to make sure that this person is doing Ok, they are happy and healthy. Be available for people who are struggling and take them under your wing.
- **Practice Conflict Resolution** when needed.
- **Call home for help!** A campus minister is only a phone call away!

# Ideas for Team Meetings

## Fun Events

- **Cook a meal together!** This activity can be done in someone's home or on campus. Team leaders plan out a meal that can be cooked together by all members of your team, but they don't tell the team what the meal will be. Just tell the team when to show up for the next meeting, which will probably take 1½ -2 hours, depending on the meal. If you want to do this activity on campus, make sure to run the date you are going to cook by Campus Ministry, so that we can reserve for you our kitchen in the Undercroft. So go and grocery shop for all the food items needed to cook this meal and then have your team show up to a bunch of grocery bags on the tables. Leave them alone to figure out what and how they will cook their leaders dinner!
- **Serve Together!** Coordinate with Joe VanVolkenburg (888-2875) for your team to do a morning of community service together. This is a fun event that feels good!
- **Have Fun Together!** Teams love bowling, playing games, ice skating in winter, etc.

## Educational Events

- **Hopes and Fears** - During one of the opening meetings with your team, get a fishbowl. Have everyone write down their hopes on a small piece of yellow paper and their fears on a small piece of blue paper and put them into the fishbowl. Then pass the bowl around and everyone takes one blue and one yellow slip of paper and reads a hope and a fear. They talk about whether they share this same hope and fear or not with the entire group.
- **Web of Community** - Take 20 minutes to draw the web that is your own, unique community. Put your name in the middle of a piece of paper and circle it. Now shoot webs out from your name to all the different small communities that make up your social network. For example, your family would be one shoot off of your web. Your friends from high school would be another. Your friends here at Canisius would be another. Shoot off as many webs as you can think of, and list all the people that have made an impact on your life in those webs. Now break up into small groups and share with one another all the ways in which you belong to different communities that make up your own, unique community.
- **Human Rights** - Pass out 5 pieces of paper and have everyone write down the 5 things that everyone has a right to. Then narrow it down to 4 things. 3 things. 2 things. Have people state their 2 remaining rights. Use this as a lead into talking about human rights.
- **Write a Personal Mission Statement** - To choose to live simply is to choose to live life with purpose. Uncluttering our lives helps us face some of the most important questions we need to face: How shall I live? What will make me happy? What is the good life? It is choosing where to put your energy, living your values, making conscious decisions. Voluntary simplicity is a process of figuring out what is important to you and committing to it, even if this is counter-cultural. Writing your own personal mission statement can be a powerful way for you to reflect on who you are and who you'd like to become.

Take a piece of paper and divide it into four sections. Each section will be a Top 5 List:  
Section #1: Top 5 values I want to live by in my life  
Section #2: Top 5 qualities about me I would like to improve upon.  
Section #3: Top 5 things I want to do in the next year of my life.  
Section #4: Top 5 things I want to do in the next 10 years of my life.

Partner up and share your Mission Statements with someone else in the group.

- **Sweatshop Clothes** - After everyone has sat down to a meeting, ask people to look at their clothing and write down where in the world their clothing comes from. Then ask people to research the companies working in these countries, to raise awareness about sweatshops.
- **Simplicity Fast** – Challenge team members to give up a piece of technology for 3 days, such as a cell phone or a TV. Then have a meeting to discuss what you felt together.
- **Try a CLC** – Our Christian Life Community Club has a very adaptable format that can help your team share highs/lows, pray together and meditate together. Lu can provide you with all the resources you need to organize one.
- **Take a Look at your Life** - Take 5 minutes to write down how you spend a typical day, hour by hour. Think especially about these questions: Where do you go? Where does your time go? Where does your money go? Where does your energy go? Now break up into small groups and answer the following questions together:
  1. Do you ever give yourself time to play and be creative? Do you paint? Play music? Write?
  2. How many clothes do you have packed in your closets and drawers? Do you wear all of it? Could you be happy with less? Would you ever get your clothing second-hand?
  3. Do you smile at people when you pass them?
  4. How much money do you spend a week and for what do you spend it? Could you spend less?
  5. Do you recycle?
  6. Do you ever volunteer your time and energy for others who need it?
  7. Do you keep a journal that can help you reflect on your life?
  8. Do you support national chains or local businesses when you shop?
  9. Do you ever cook together with friends?
  10. How many hours a week do you spend in front of the TV? Could you cut some of that time out in favor of doing something equally relaxing and also creative? (Remember, the average American will spend almost one-quarter of his/her waking hours on this Earth watching TV).
  11. Have you discovered your passion in life yet? One way to be able to listen to our hearts is to slow down and simplify our lives!
- **Make a CD!** Ask everyone to bring an inspiring song into your meeting and then share the songs and have each person talk about why this song is inspiring to them. Perhaps burn CD's for everyone with these songs on them.

- **Role Models** - Talk about the most important person in your life. Who do you know who has been a role model or mentor for you? Why?
- **Panel Discussion** - Invite students still on campus who have gone on our trips before to come talk to your team about their experiences. Have everyone on your team bring 3 questions to the meeting that they want to ask. Or, you can invite a few people from the country you will be visiting to speak about their life back home.
- **Dine Out!** - Learn about your countries food by going on to lunch or dinner as a group to a restaurant that specializes in that food and being adventurous!
- **Spirituality of your Country** - Research the local spirituality of the country where you are going. Have everyone bring in some interesting facts to your meeting. Educate your team about what kind of piety they will see abroad.
- **Superheroes** - Everyone research a person who has fought for justice in history. Present at the next meeting for 5 minutes who their superhero is in the world and why.
- **Movie Night** - Watch a movie about your country or a movie about Social Justice in general and then discuss. Lu has lots of suggestions!

## **What to do in a Medical Emergency?**

Hopefully as you travel no medical emergencies will arise. However, in the event that someone becomes injured or sick, the leadership team should:

- 1. Tend to the Distressed.** A member of the leadership team needs to tend to that person by remaining close by for support. This might mean missing an event planned for that day in order to remain with a sick person if that person needs tending to.
- 2. Assess the Situation.** Perhaps the distressed person only needs to rest for a while. However, perhaps more intervention is required. The leadership team should make this decision in collaboration with the person who is distressed.
- 3. Seek appropriate Medical Attention** – Please consult our on-site contact persons (the nuns, for example) for advice on how to proceed if medical attention is required. Is this a simple visit to the clinic? Is this a visit to the hospital? Members of the leadership team should seek out appropriate medicines or supplies and/or accompany the distressed person to the clinic or hospital for further treatment.
- 4. Call Campus Ministry** – Please notify Campus Ministry if anyone is requiring medical attention and keep us updated as you proceed, so that we have information to relay to folks back home and so that we can help you make decisions. Contact Information for all Campus Ministers is located on your Basic Info sheet. Please keep calling until you reach someone or call Public Safety with a message to relay to us. (call for more serious emergencies).
- 5. Call the Emergency Contact Info** – Please contact the student’s family back home to discuss the situation and continue to keep them updated as you proceed.
- 6. If the Student Needs to be brought back to Buffalo** – work with our on-site support persons to arrange transportation as quickly as possible. Let Campus Ministry know of the travel plans and we will send someone to meet the student at the airport or car/van back here in Buffalo.

**In all matters, do not worry about cost.** Safety and efficiency are more important to us. Use your Canisius credit card for expenses that arise.

**Save all receipts from doctors/hospitals/plane changes, etc.** This will allow us to try to recover some of the expenses later on.

# Campus Ministry Action Plan for an Emergency on a Domestic Immersion Trip

## Preventative Measures

- **Appoint a Campus Ministry Point Person for Each Trip.** This person would be in charge of monitoring trips, communicating with teams and organizing our office's response to any emergency should one occur. This person would need to remain available for crisis intervention 24/7 for the length of the trip. This Point Person will also make sure that the Dean of Students and Public Safety are both aware of her or his role for our trips and also that each office has access to pertinent contact information.
- **Localize all Vital Information** – Each team will travel with a “Basic Information” sheet, which includes travel itinerary, contact information for local and Canisius support people (including Public Safety and the Dean of Students), maps, directions for metro, bus or taxi travel, etc. All team members and Canisius support people will carry this “Basic Information” sheet with them for the duration of the trip.
- **Make Emergency Photocopies** – By making sure copies of people's passport and emergency contact info are accessible both abroad and here at Canisius we can facilitate communication of vital information in times of crisis.
- **Brief Team on “Action Steps for an Emergency”** (below) –Before travel, the entire team will review the steps that need to be followed in case of an emergency so everyone is prepared in the event of a crisis.

## Action Steps for an Emergency

### Leader on Site

- **Secure the Situation** – Assess the problem and immediately take action to help anyone injured, sick or distressed. This might involve a trip to the hospital, for instance, for a minor emergency. For a more serious situation, this might involve accounting for all members of the team and trying to stabilize whatever situation has arisen.
- **Call Campus Ministry Point Person**– Call our Campus Ministry Point Person to brief her or him about the situation. If you are unable to speak directly with the Campus Ministry Point Person, call Public Safety with an update and any information you would like to pass on—someone is always there! Public Safety will have access to Emergency Contacts and can get in touch with the Campus Ministry Point Person or the Dean of Students. Once your support people are notified here at Canisius, we can help you with communications and decision making. (If communication is difficult because of downed systems, enlist students to try to help call, email, text or Twitter home on their cell phones with updates. If one person gets through, have the recipient contact Canisius College immediately with an update so we can disseminate the information to everyone as soon as possible.)
- **Call Emergency Contacts** – Call the emergency contacts of any student requiring significant medical attention in order to keep loved ones informed and to have them participate in decision making. (If the situation is truly serious, do not give more information than you are absolutely

sure about so as not to misdiagnose a problem. In the event of death, we are not legally able to communicate this news. Only a doctor is able to pronounce someone dead to their family. If there is not a doctor available to make this call, contact the U.S. Embassy for help.)

### **Campus Ministry Point Person at Canisius**

- **Monitor the teams and their progress** – The Campus Ministry Point Person should be regularly monitoring email and voice messages from the leaders on site. The Point Person might also be in direct contact with the adult leaders via the emergency cell phone for general updates. This is especially relevant in the evenings and over the weekend when it might be hard to reach someone.
- **Establish regular contact with people on site** – This could mean agreeing to check in every few hours for updates until the situation stabilizes.
- **Notify the Dean of Students with details** – When warranted, the Campus Ministry Point Person should update the Dean of Students so that she/he can determine whether further action by the College is necessary. The Dean of Students will be responsible for calling together a meeting with the necessary people to make an official college action plan about a crisis situation and will contact the Associate Vice President for Public Relations to update her/him. *No one else should be in contact with the media!*