**WELCOME TO SERVICE SATURDAY!**

The Service Saturdays Team extends a huge, warm thank you for serving!

**Service Saturdays Site Leader Guide**

**Registration Room Materials**

* A roster that has all students volunteering in your group
	+ This includes contact info and any medical concerns (Site Leader use only)
	+ Use this for attendance and **take with to service site.** Turn in to Colin during debrief.
* Contact information for agency host and information (may be in your email and/or on roster)
* Wrist bands: Each participant receives a wristband color-coordinated by project
* Project-specific supplies (ex: work gloves, medical gloves, reflection materials, etc)
* Light breakfast options (fruit, snack bars, etc) – Must eat in hallway, not in classrooms

**Schedule Overview and Notes**

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| **8-8:30am**Assigned Registration Rooms(see table below) | * Setup technology for any welcome/kickoff videos (check email/Onedrive)
* Check-in (take attendance, get to know people)
* Spread out breakfast options in room for participants (must eat in hallway, 6 ft apart)
* Make sure room is set up for socially distant conversation
* Do you have all the project supplies you need?
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| **8:30-8:45am**Welcome/Kick-Off | **Introductions:*** Yourself and each group member (pending group size/timing)
	+ Name, Major, Year
	+ Why did you sign up for your project?
	+ Favorite/Ideal service experience, Favorite Superhero, etc
* Group project details
	+ Check email or UGetConnected description
	+ Share background on agency/project to help connections
* Show any materials provided by Service Saturdays Team
	+ Inspirational and/or educational videos
	+ Powerpoint slides, etc (Onedrive or email)
* We’ll connect back to these prompts during our lunch and reflection, but we wanted to share them with you all now to build into your morning. *Based from St Clare’s Gaze, Consider, Contemplate Reflection Model.*
	+ **Gaze:** Notice 1-2 meaningful interactions that stick with you.
	+ **Consider:** How did those interactions make you feel or react?
	+ **Contemplate:** What outside factors could influence your perception? Give an example or two.
	+ **Imitate:** How could you change your behavior as a result of serving today? Give an example or two.

**Agency and Project*** Make sure group is aware of what and who they are serving for
* Share basic info about agency/cause
* Discuss expectations (project-specific info in email)
* Leave by 8:45a! (those taking buses/transportation, etc)
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| **9am – about 12pm**Various Service Sites | Serving our neighbors! |
| **12pm-1pm**Lunch and Reflection | **Lunch and Reflection*** **Grab lunch** in Nursing 1st Floor Lobby Counter and eat in assigned locations (see table below)
	+ Hand out pens and ½ sheet reflections to read/complete during lunch.
	+ Announce Thank You card for agency hosts
* **Reflect with groups in classroom (Approximate start = 12:30p)**
	+ Groups of approximately 15 each
	+ See below
* **Mar 6th Reflection:** Post-Powerpoint education and reflection back to stewardship and our environment (Elizabeth providing outline)
	+ We will have related questions posted around the room for students to rotate/reflect on.
* Example of timing (varies on project/experience):
	+ 5-10 min: Pair and share about ½ sheet reflections
	+ 5-10 min: Discuss 2-3 intentional reflection questions based on project or service experience.
	+ 5-10 min: Bring it back to large group. Hear from 2-5 people about something that resonated today – either from service or partner conversations.
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**Service Saturdays Team Contact**

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| Colin Burns-Gilbert | Trevor Rowray | Elizabeth Saltzman | Andrea Wendricks |

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|  | **Coulee Region RSVP (6)** | **Friends of Blufflands (11)** | **Habitat for Humanity Build (9)** | **FSPA Greenhouse (10)** | **FSPA Letters and Cards (6)** |
| **Site Leader:** | CBG | Zach | Trevor | Elizabeth | Andrea |
| **Transportation** | Mini Bus2920 East Ave | School Bus (Mathy/8th St)N2788 Cty Rd FA | Walk**611 Adams St** | School Bus (Mathy/8th St)2658 Highway 33 | Walk |
| **Host:**  | Heather | Pat | Curtis | Karen | Andrea |
| **Host Phone:** |  |  |  |  | n/a |
| **Reg. Room:** | NRC 104 | NRC 205 | NRC 207 | NRC 195 | NRC 201 |
| **Lunch:** | NRC 1st Fl Lby | NRC 1st Fl Lby | NRC 2nd Fl Lby | NRC 2nd Fl Lby | NRC 1st Fl Lby |
| **Ref. Room:** | NRC 195 | NRC 196 | NRC 196 | NRC 195 | NRC 195 |
| **Supplies:** | n/a | 11 pair of gloves | 9 pair of gloves | 11 pair of gloves | Supplies |