**Staff Expectations:**

The retreat week is very intense. While the work is different than a typical day at the office, it is still work. Staff are expected to share dorm rooms with other staff from across the state; to monitor their youth, as well as other youth as needed; attend staff trainings sessions; provide supervision in activity sessions; volunteer for special events; attend the banquet and activity presentations; and ensure proper dorm cleanup for their youth. With that being said, it is a very busy yet rewarding week! Below you will find the expectations of all staff who participate in the Older Youth Retreat.

1. Review the retreat rules and expectations with staff and youth attending the retreat.
2. Attend all general sessions, activities, staff meetings, and special events. Be willing to assist others as necessary.
3. Serve as a positive role model for all youth participants. Encourage youth to show respect for others and their property.
4. Proactively supervise and monitor the whereabouts of your agency’s youth. Also participate in “community supervision” while on the campus.
5. When in your activity session, maintain a supervision role and assist facilitator as necessary.
6. Help your youth get to peer group sessions, activities and events on time.
7. Be sure to be present for any special event coverage you volunteered for during the week.
8. Interact with all youth, staff and facilitators in a positive manner.
9. Assist in the operation of the retreat events and activities as directed by the Retreat Steering Committee.
10. Follow reasonable directives of the Retreat Steering Committee provided in the normal operation of the retreat.
11. Check in with your youth throughout the day and at evening wrap-up – know their schedules. In general, if your youth are awake and out of the dorm, you should be as well.
12. Please be sure that your cell phone is on at all times should retreat staff need to reach you. (Please place your phone on vibrate when in sessions or special events).
13. Drugs, alcohol, and weapons are not permitted.
14. Follow all college, local, state and federal laws.
15. When in doubt, ask questions of the Retreat Steering Committee members. There is always someone available at the desk outside of the Cambria Room.

**Please Remember for Youth and Staff:**

* Pack the items suggested in your registration packet so that you have everything you need for the week. This includes professional attire for the banquet on Thursday.
* Sexually suggestive swimwear and apparel are not permitted.
* Fighting, alcohol, illegal drugs and weapons are not permitted.
* Smoking for those of legal age is permitted on campus but only in the designated areas away from building entrances.
* Men are not permitted in the women’s residence hall; women are not permitted in the men’s residence hall.
* Large amounts of cash are discouraged – a limited amount of spending money is all that you need.
* You are advised not to bring expensive items with you, but if you do, personal property (laptops, cameras, jewelry) should be clearly marked and should be locked in your room when not in use.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_