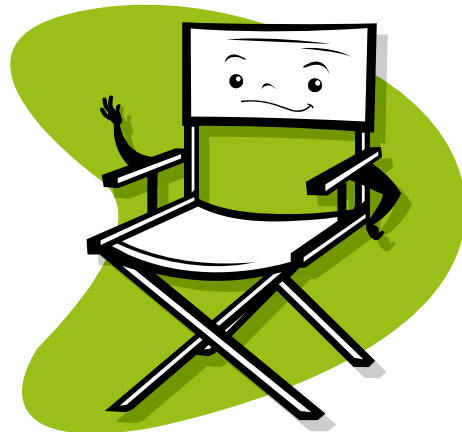


# Retreats: 3 Ways



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## Tips for organizing a one-day retreat for a small group (e.g. 6

Officers) Organizing is something you do before you do something so when you do something it isn't all mixed up.

- Meet with your president ahead of time to set the agenda
- Make sure that the whole team commits the entire day
- Start with an icebreaker, team builders
- Sometimes it is fun to have a theme- we use the class motto when it works
- Have a work party portion of the day
- Plan meals ahead of time- use this time for team building, too
- Have a closing
- Yearly planning form
- Officer notebooks
- IDEA SHARE: \_\_\_\_\_

# SENIOR OFFICER RETREAT

September 3, 2002

## Morning: "Learn from Yesterday"

- a. Icebreaker: 4 corners of You.
- b. Handbooks
  - What a handbook is and how to use it.
  - Officer duties, meetings, activities
  - ASB budget rules and legal stuff
  - Handbook Scavenger Hunt
- c. Leadership Triangle: your leadership qualities and styles
- d. Situational Leadership: Sandcastle Race

**11:30 "Live for Today" lunch, look through notebooks, visit with admin.**

## Afternoon: "Dream for Tomorrow"

- a. Teamwork: Apollo 13
  - Group Process, group roles
- b. Set goals for 2002-03
  - Warp Speed
  - Goals
  - Yearly Planning Form
- c. Work party
  - Duty Boards for coronation, September Meeting
  - PowerPoint presentation for ASB council
  - Web page
- d. Closing
  - 2:30..... T-shirts- stay to make your official shirt!

## Officer Notebooks

These notebooks are re-evaluated each spring by the officers, and what goes in them is planned by the officers who attend Leadership camp and/or my president. The general format, however:

1. Title page
2. Advice from past officers/ classes
3. Agendas
  - Agendas for all meetings- both exec council and class meetings- this is also where the class secretary keeps official minutes-
4. Team
  - Leadership styles, leadership inventories, group roles, inspirational poems, etc
5. Budget
6. Project Planning
7. Other stuff we have included over the years:
  - Calendar pages ( before the school orders planners)
  - List of archive notebooks in the “senior corner”
  - Leadership curriculum
  - How to write press release, web pages rule, etc.
  - Copies of school forms filled out properly
  - Whatever the camp team. President wants!



Tips for organizing a 2 or 3 day retreat If we do what we should, we won't have to do what we shouldn't

- Have a core group of students who attend Leadership Camp to help to the planning
- Identify elements of Washington State leadership curriculum you want to teach (e.g. group process, group roles, event planning)
- Identify school procedures, ASB law, etc. to teach
- Get permission forms signed so you can do "Ropes in a Bucket" to build teamwork skills
- Have a theme.
- Organize in Councils
- Follow general format: 1st day skills, 2nd day planning.
- Have officers in charge of committees
- Have a closing



Tips for organizing a one-day retreat for a large group (e.g. 6  
Officers Love people. Use things. Not vice-versa. -Kelly Ann Rothaus

- Meet with your officer team to set the agenda, plan meals, decorations, etc.
- Advertise during elections and at end of school about the retreat
- Start with an icebreaker, team builders
- fun to have a theme- we use the Class motto when it works
- Have a closing



Tips for planning a Leadership Day Courage is being scared to death, but saddling up anyway.

- Take Lship students and student leaders off campus
- Talk to your Graduation provider. They can help!
- Get adult advisers involved
- Letters of gratitude make a great closing