

RETREAT PLANNING

Having a retreat is an effective way for your student organization to establish goals, reflect on the year, plan upcoming events, and just get to know one another. When planning a retreat for your organization, it is important to plan it out in advance so it is productive for all attending. There are usually many details to remember and tasks to complete. Use the list below to make sure you cover the basics.

1. Contact your organization advisor and get him/her involved with the process

Your advisor can play an important role in planning a retreat. They can help you establish goals, reserve a location, and create an agenda. You may ask your advisor to attend the retreat to provide insight and guidance.

2. Develop Goals

- What is the purpose of the retreat?
- Why should members attend the retreat?
- What type of atmosphere do you want to have?
- What do you want to accomplish by the end of the retreat?
- How long does the retreat need to last?

3. Create a Budget

Establishing a budget assists you in using student funds appropriately and helps determine if you need additional funding. Use the list below to help determine all your expenses for the event.

- Location Rental
- Food/Catering
- Transportation
- Miscellaneous Supplies

4. Reserve a Location

The location of the retreat can be one of the most important factors in the success of a retreat. Determine what type of space would best work for your group and the activities you plan to do. Consult the list on the back of this handout for ideas or go to www.willamette.edu/dept/osa/planning/retreats/index.html

5. Inform your Members

Give your members adequate notice of the retreat to make sure they save the date. You'll also want to give them a list of things to bring or pack as well as driving directions if private cars will be used. Make sure all drivers are Van Certified. If they are not, they can easily become certified at <http://www.willamette.edu/dept/safety/parking/safedriver/index.html>

6. Create an Agenda

Based on your goals, accommodations and audience, spend some time creating an agenda for the retreat. Make a list of the things you need to accomplish during the retreat.

7. Arrange Payment for Retreat Location

Work with the ASWU VP of Finance or the accounting office to request funds to pay the rental fees for the retreat location. Some places will need payment or a deposit in advance; others will ask you to bring a check for the total amount when you arrive at the location for your retreat.

8. Buy/Gather Supplies

There are many supplies that are needed such as flipchart, markers, handouts, materials for team builders, etc.

9. Purchase Food/Order Catering

Food and beverages are essential items during any retreat. You need to purchase all supplies necessary to make the meals that will be served during the retreat. Don't forget snacks. A few places will require you to use the food/catering services on site, so be prepared to work out times, menus, and costs with the provider.

10. Submit a Travel Form

If you are traveling outside of the Salem-Keizer area, you will need to fill out the necessary forms and follow travel policy. You can find those at www.willamette.edu/dept/travel/forms/.

Looking for a retreat location for your student organization? Here are a few possibilities.

4-H Conference & Education Center

West Salem, OR
503-371-7920
9 miles from campus
Accommodates: Any Size

Camp Cascade Conference & Retreat Center

Lyons, OR
503-897-3286
41 miles from campus

Canby Grove Conference Center

Canby, OR
503-266-5176
30 miles from campus
Accommodates: Any Size

Flying "M" Ranch

Yamhill, OR
503-662-3222
40 miles from campus

Horizon Vacation Homes

Oregon Coast Rentals
1-800-995-2411
Offer several properties along the Oregon Coast that can accommodate any number of people. A two-night stay is often required.

MENUCHA

Corbett, OR
503-695-2243
70 miles from campus

Retreat Into Nature

Oregon & Idaho United Methodist
Camp and Retreat Ministries (6 locations)
1-800-593-7539

Roth's – West Salem

Salem, OR
503-588-3663
2 miles from campus
No overnight accommodations, but good for conference meetings or day-long events.

Silver Falls State Park

Sublimity, OR
503-873-8875
24 miles from campus
Accommodates: Any Size

Salishan Spa & Golf Resort

Gleneden Beach, OR
541-764-2371
66 miles from campus

Willamette Valley Vineyards

Hospitality Department
Turner, OR
503-588-4024
8 miles from campus
No overnight accommodations, but good for conference meetings or day-long events.

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member for more details about this topic or any others related to leadership or your student organization. We also have open advising hours every Wednesday from 3 p.m to 6 p.m. The Office of Student Activities is located in the University Center, on the 2nd floor, or by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email us at wustudentinvolvement@gmail.com.

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