

**Student Affairs Internal Policy:
Student Affairs Educators Participating in Service Trips**

Opportunities for Student Affairs educators to participate in Service Trips

Student Affairs educators are invited to participate in both International and Domestic service trip experiences. Commitments and expectations of advisor involvement does, however, differ, based on the experience. Please see below:

- International Service: The Agapé Center sends 2-3 International teams annually and requires two educators to serve as advisors for each trip. The International service trip is a 9-12 month commitment, as planning begins approximately one year in advance and advisors are invited to not only attend the trip itself, but to also serve alongside two student team leaders throughout the months leading up to the trip. Advisors are expected (at a minimum) to attend trip orientation and a spring chapel series. While not required, we also invite advisors to assist in the interview and selection of teams, participate in team leader training, and assist with fundraising activities. (See Appendix A for an outline of Advisor roles.)
- Domestic Service: Domestic service trips are service experiences in which teams work with partner organizations in the region. Teams are led by two student team leaders who are responsible for facilitating reflection and discussion, offering logistical clarification, and act as a liaison between the partner organization and the team. For each Domestic service trip, the Agapé Center seeks to send one Employee Advisor to provide support and assistance to student leaders and manage risk as necessary. In addition to attending the trip, the Advisor will meet with the Assistant Director of the Agapé Center in advance to review trip details and expectations. Although not required, Advisors are encouraged to participate in orientation and debrief sessions for Domestic service trips. (See Appendix B for an outline of Advisor roles.)

Rationale regarding the benefits of Student Affairs Educators participating in Service Trips

- Supports Messiah College's commitment to service and global engagement
- Enhances the skill set of the primary educator
- Improves employee retention/professional development
- Supports Student Affairs learning outcomes, as educators specifically help to shape the student's understanding of servant leadership and community engagement (#4), multiculturalism (#3), interpersonal skills (#5), and faith development (#2).

Policy

- Educators are not required to take vacation when participating in a Domestic or International service trip; but will not be paid additional compensation for participating/leading
 - Educators will not be asked to pay for travel costs or fundraise for the experience

- An educator who has been granted a service trip leave for Spring Break or an International trip will be ineligible to re-apply for a period of two years, in part due to the time commitment of the service experience and the significant Student Affairs programming occurring in the spring
- If not participating in a week-long experience, educators may apply for a service trip leave for Fall or J-Term break once annually, as the number of days an educator would be out of the office is minimal (i.e., 1-2 days)
- The educator must be approved by their supervisor and prepare a plan for coverage of their responsibilities while they are on the service trip
- Any pre-trip and post-trip planning should not impact normal work
- Educators should not apply if participating in a cross-cultural course during the same academic year

Requirements for participation

- The educator must have been employed at Messiah College for a minimum of 2 years
- The educator must have received positive performance evaluations
- The educator must commit to sharing their experience upon returning to campus

APPENDIX A: International Service Trip Roles

APPENDIX B: Domestic Service Trip Roles

APPENDIX C: Student Affairs Application for Service Leave

APPENDIX A: International Service-Learning Trip Roles

	Agape Center	Advisor	Leader	Member
<i>Team Selection</i>	Creates application and advertises for trip	Recruits interested students (optional)	Recruits interested students	--
	Plans and hosts Informational Meeting	Attends Informational Meeting	Assists in planning and hosting Informational Meeting	--
	Schedules interviews	Sits in on interviews with leaders (optional)	Sorts applications and conducts interviews (Selects team)	--
<i>Fundraising</i>	Prepares materials for and sends Support Letters	Supports students in Fundraising efforts	Gathers addresses, writes support letter, and stuffs each envelope	Gathers addresses, writes support letter, and stuffs each envelope
	Assists Leaders in planning fundraising events	--	Plans and executes fundraising events	Assists in planning and executing fundraising events
	Writes Grants	--	--	--
<i>Other Expenses</i>	--	Pays for own travel check-up and vaccines	Pays for travel check-up and vaccines	Pays for travel check-up and vaccines
	Pays for any costs while in-country (transportation, lodging, food, etc.) through donations	Pays for personal expenses while traveling (i.e. food in the airport) and any souvenirs	Pays for individual expenses while traveling (i.e. food in the airport) and any souvenirs	Pays for individual expenses while traveling (i.e. food in the airport) and any souvenirs
<i>Trip Preparation</i>	Creates trip on Terra Dotta to fill out individual information	Fills out individual information on Terra Dotta	Fills out individual information on Terra Dotta	Fills out individual information on Terra Dotta
	Plans Team Training Chapels in spring (including pre-trip reflection)	Attends Team Training Chapels in spring	Assists in planning and leading Team Training Chapels in spring	Attends Team Training Chapels in spring
	Works with Engle Center to review International Travel Health Safety	Schedules and pays for individual vaccines and any other health needs	Schedules and pays for individual vaccines and any other health needs	Schedules and pays for individual vaccines and any other health needs
	Creates packing list	--	--	--
<i>Travel Safety/Risk Management</i>	Informs advisors on protocol & prepares materials for in-country management	First-responder and expert in risk management protocol	Familiar with protocol	Understands health and safety risks associated with traveling to destination
	--	Supports student health & well-being	--	--
<i>Travel Itinerary</i>	Books all flight transportation (flight and transportation to/from airport)	Receives group plane tickets at airport check-in	Carries individual plane ticket	Carries individual plane ticket
<i>In-Country Details</i>	Works with partner organization to create a schedule/itinerary while in-country (includes transportation and lodging)	Serves alongside students; provides support and encouragement to trip leaders; oversees safety of participants; acts as liaison to CP	Leads daily devotions & reflection, supports team members, acts as liaison to CP, consults with advisors regularly	Responsible for Individual Team Role (assigned by Team Leaders during Trip Preparation)
<i>Post-Trip Reflection</i>	Schedules reflection debrief and Thank-you Party	Facilitates reflection	Participates in reflection and prepares Thank You's	Participates in reflection and writes Thank You's

APPENDIX B: Domestic Service-Learning Trip Roles

	Agape Center	Advisor	Leader	Member
<i>Team Selection</i>	Creates application and advertises for trip	--	Fills out leader application	Fills out participant application
	Plans and hosts Informational Meeting	--	Attends Informational Meeting	Attends Informational Meeting
	Schedules interviews, sorts applications, conducts interviews, & selects final teams	--	--	--
<i>Trip Preparation</i>	Creates document of trip and team information	--	Reads and understands information about trip	Reads and understands information about trip
	Plans and facilitates Leader Meeting, and Participant & Advisor Orientation	Meets with Assist. Director of Agapé Center to Discuss Advisor Roles; Attends Participant Orientation	Attends Leader Meeting with the Agape Service Trips Team. Attends Participant Orientation	Attends Participant Orientation
	Creates medical forms and driver forms for members on the team	Turns in medical forms, clearances (if applicable) and any driver forms (if designated driver)	Turns in medical forms, clearances (if applicable) and any driver forms (if designated driver)	Turns in medical forms, clearances (if applicable) and any driver forms (if designated driver)
	Creates and gives packing list to all	--	--	--
<i>Travel Safety/Risk Management</i>	Informs advisors on protocol & prepares materials for trip	First-responder and expert in risk management protocol	Familiar with protocol	Understands health & safety risks associated with trip
<i>Travel Itinerary</i>	Reserves proper amount of Messiah fleet for service trip team	--	May be asked to drive a Messiah vehicle (or assists driver in providing directions to/from agency)	May be asked to drive a Messiah vehicle (or assists driver in providing directions to/from agency)
<i>On-Site Details</i>	Works with partner organization to create a detailed schedule/itinerary while at organization (including transportation and lodging)	Serves alongside students; provides support and encouragement to trip leaders; oversees safety of participants; remains flexible	Leads daily devotions & reflection, manages budget; ensures team is on time and following schedule, supports team members, acts as liaison to CP, consults with advisors regularly	Responsible for individual team role; remains flexible for duration of trip
<i>Post-Trip Reflection</i>	Schedules debrief meeting& facilitates reflection/meeting	Attends debrief meeting and writes Thank You's to Community Partner	Attends debrief meeting and writes Thank You's to Community Partner	Attends debrief meeting and writes Thank You's to Community Partner

APPENDIX C: Student Affairs Division: Application for Advising a Service Trip

Date of Application _____ (*Due 60 days prior to departure date*)

Employee Name _____ ID _____

Title _____

Department _____ Hire Date _____

Service Trip Location/Org Applying For _____

Trip Start Date _____ Date of Return _____

Please explain why you would like to participate in a College-sponsored off-campus service project:

I make this request with full understanding of the Student Affairs Service Trip Advisor Policy and agree to commit to the expectations of advising a service trip.

Employee Signature _____ Date _____

Supervisor _____ Date _____

Agape Center Director/Asst Director _____ Date _____

VP/Dean of Students _____ Date _____