Checklist.

1. Pre.
2. Immersion.
3. Post.
Team Foundation.
- Meet with assigned group of facilitators.
- Get to know each other.
- How does everyone like to communicate with each other?
- Set ground rules for communication. (i.e. respond to emails in 24 hours).
- Plan a weekly meeting time with your Immersion Coach.

Impact Area & CPs.
- Decide on an impact area. Try a mind map!
- Begin researching and contacting Community Partners (CPs).
- CC Immersion Coach on emails regarding community partner interactions.
- Begin finding educational materials for impact area for pre-experience, Immersion, and post experience.
- Connect with the Office of Alumni Relations to get in contact with any alumni in the area.

Gathering Details.
- Emphasize to CPs that Immersion experience are based on service centered around awareness of an impact area (CP's mission should align with the Immersion program's mission).
- Ask what type of work will you be doing. Ensure the service is strong direct service; if you are unsure contact your Immersion Coach.
- Identify a primary contact within the selected CP. Gather name, phone number, email address (keep track of this information and begin to develop a working document with CP contact information to use for your Immersion binder).
- Attempt to keep the group together when planning service. Inform CPs about expected number of participants who will be engaging in strong, direct service – estimate 15.
- Some CPs offer housing at a full, reduced, or free rate. It never hurts to ask!
- Develop education materials for Immersion. Consider reaching out to leaders in the community to do a panel on the impact area.
Begin considering Post-experience.

Schedule of Communication.

Determine:
- Date(s) application will be emailed campus wide (at least 4 weeks before Immersion experience).
- Date(s) for any promotional event(s).
- Date application is due.
- Date applications will be reviewed.
- Date participants will be notified of acceptance / rejection (at least 2 weeks before Immersion experience).
  - Include request of participant confirmation after receiving acceptance.
- Date of pre-Immersion meeting(s).
- Date of post-Immersion meeting.
- E-mail Student Coordinators (immersion@rollins.edu) with all above dates

Logistics.

- Confirm and keep in communication periodically with CPs.
- Keep CPs updated on number of participants and any specific needs of the Immersion group and/or participants.
- Confirm lodging (i.e. churches, hostels, hotels, camping), food / restaurants, and cultural events / activities.
- Create multiple back-up plans for service, dining, etc.
- Confirm transportation to and from site and during the Immersion.
- Assign a finance manager for the Immersion (collects receipts, holds the credit card or cash advance money, etc.).
- Make sure at least one facilitator is JUMP Bus trained or scheduled to be trained.
- Contact the CLCE Community Coordinator to receive a cash advance or transfer Immersion funds.
- Finalize Post-experience.
Marketing.
- Make it exciting; make it enticing!
- Check out examples in the ‘Facilitator Tools + Documents’ Dropbox
- Focus on marketing on the impact area, NOT the destination.
- Include dates for pre- and post-Immersion meetings that participants must attend.
- Emphasize cost (free for weekend, small cost for weeklong and financial aid is available)
- Send content to Student Coordinators (immersion@rollins.edu) to post via social media (Facebook, Instagram, Twitter).

Itinerary & Budget.
- Create an itinerary for your Immersion experience.
  - Have a back-up plan / prepare for inclimate weather.
  - Schedule downtime for participants to self-reflect.
  - Include time for Reflection and create Reflection plans.
  - Make necessary eating arrangements (restaurant reservations, grocery shopping, etc.).
- Plan your projected expense using the Immersion Budget Template.
- Email itinerary and budget to Student Coordinators.

Selecting Applicants.
- Student Coordinators will send you an excel spreadsheet with blinded applications for your Immersion experience.
- Review applicants. Utilize the Application Review Rubric to assist you.
- Send Student Coordinators list of accepted, alternate, and students not accepted on the Immersion experience. Immersion will send acceptance/alternate/rejection e-mails.
- Facilitators should send a follow up e-mail to accepted participants with the Participant Forms Packet, Online Waiver Link, and Pre-Immersion Meeting details. Participants should confirm their participation to Facilitators not Immersion.
Planning the Pre-Immersion Meeting.

- Decide date, time, and location. Reserve space on Virtual EMS.
- Organize educational information / handouts that you will provide to students during the pre-Immersion meeting.
- Email Student Coordinators with impact area and number of participants for Immersion Assessments *(2 weeks before departure)*. Include:
  - Immersion Name
  - Location
  - Impact Area
  - Description of the Experience
  - # of assessments needed
- Send reminder (or acceptance) email to participants with the following:
  - Include Date, time, and location.
  - Include Student Packet.
  - Include FoxLink Waiver.
  - Confirm potential conflict with pre/post meetings with participants.

Pre-Immersion.

- **Welcome and Introductions.**
  - Welcome participants.
  - Introduce yourselves.
  - Background of Immersion.
  - Have participants introduce themselves.
  - Review agenda for Pre-Immersion Meeting.
- **Building Community.**
  - Play a name game, get to know you, and “touching” icebreaker (see Facilitator packet for examples).
  - ROPES Community Agreement / Expectations.
  - Cell phone / tech policies.
  - Set any additional boundaries / expectations for the Immersion experience.
  - Emphasize no alcohol / drug policy.
About Immersion.
- Review and discuss itinerary and specific Immersion information.
- Explain what participants will be doing and where they are going.
- Inform participants of forecasted weather.
- Provide info on culture of Immersion location.
- Review packing list and encourage participants to pack light.

Education.
- Provide education materials (try to be as interactive as possible - use discussion, audio or visual medium!).
- Lead discussion on what participants knowledge about issue currently is.
- Ask participants what they want to know.
- Detail how the work participants will be doing is going to make an impact.
- Inform about CPs / discuss any potential challenges surrounding work site(s).

Wrap Up.
- Collect any additional paperwork from participants.
- Inquire about dietary restrictions / allergies.
- Set a date when participants will hand-in / email forms to Facilitators.
- Set other pre-Immersion meetings / confirm details of departure.

Binder.
- Print city, state, and regional maps with directions.
- Locate the nearest medical facilities.
- Include contact list with names, phone numbers, email addresses, and addresses of all CPs, lodging, dining, and cultural activity facilities.
- Include a list of of participants and emergency contacts.
- Include a copy of participant packets with copy of insurance.
- Provide your binder to CLCE at least three days before your experience to make a copy.
- Include any resources you may need for the experience including a list of icebreakers, out-of-the-box reflections, etc.
1 Pre.

Final Preparation.
- Make sure drivers are trained on van-safety.
- Reserve and check out CLCE GPS Navigation System or SunPass if needed.
- See the CLCE Community Coordinator for Rollins Tax Exemption Certificate.
- Email Student Coordinators list of items for Immersion at least 3 days before the experience:
  - Cooler, sunblock
  - Bug spray
  - Water bottles
  - CP gifts
  - T-shirts
  - First aid kits
  - Any items for Reflection (paper, markers, craft supplies, etc.)
  - On site items (work gloves, shovels, etc.)
  - Sunpass
  - Jump Bus Keys
  - Any additional special supplies
- Buy any food/snacks needed (fruits and veggies!).
- Leave 1 binder with Student Coordinators before departure.
General.
- Lead by example.
- Be aware of the group’s energy.
- Play icebreakers / team builders throughout the experience.
- Be positive.

Reflection.
- Discuss issues surrounding the work site(s).
- Take the time to answer all questions about the day’s experience.
- Schedule on-site orientation session with the agency / site contact /facilitator.
- Discuss sensitive issues pertaining to site specific cultures with all participants.
- Facilitators have a tentative idea of exercises and activities to use to spark effective reflection.
- Group and individual reflection time have been built into the itinerary.
- Some post-Immersion activities have been planned to encourage further volunteering.
- What, So What, Now What?
- Empower participants to lead reflection.
- Engage in out-of-the-box reflections.

Assessments.
- Distribute and collect completed assessments to participants before returning to Rollins.
Post-Immersion.

- Clean out JUMP Bus.
- Email finalized budget to Student Coordinators.
- Turn in all receipts to the CLCE Community Coordinator.
- Turn in assessments to Student Coordinators.
- Return supplies to CLCE.
- Meet with Student Coordinators to process experience and discuss assessments results as a facilitation team (Post-Processing meeting should be scheduled before Immersion departure).
- Keep in communication with participants in time leading up to post-experience.
- Encourage participants to stay involved though dinners, movie nights, partnering with JUMP, passing out petitions, internships, etc.