



2019-2020

Academy of St. Benedict the African: Celebrating the Diversity of Our Talents
Addressing Homelessness: Our Nation's Capital
Addressing Homelessness: Titletown
Affordable Housing: Christmas in Action
Affordable Housing: Habitat for Humanity
Children's Medical: Offering Hope
Children's Medical: Stitched with Love
Environmental Justice: Planting Seeds of Conservation
Immigration and Refugees: Restoring Rights and Dignity
Living L'Arche
Our Brothers' Place
St. Anthony School: Education for the Whole Person

Participant Handbook



Overview

SNC has offered service trips since the 1970's. In 1999, a group of dedicated, experienced trip participants laid the groundwork for the current TRIPS Program which is coordinated by the Emmaus Center for Spiritual Life and Vocation and the Sturzl Center for Community Service and Learning.

Each trip focuses on a social justice issue, providing participants the opportunity to work with people with different economic, faith, and cultural backgrounds. Students have meaningful, memorable experiences through interactions with fellow trip participants, people at the work sites, and during unexpected and unplanned moments.

The TRIPS Program provides a path to make a difference in your community! Break Away, the national alternative break organization, uses the Active Citizen Continuum to describe the changes participants experience as part of their service trip experience.

There are 8 components of a quality trip experience include Direct Service, Orientation, Education, Training, Reflection, Post-Trip Action, Diversity, and Full Engagement. At SNC, we add a ninth component called Simple Living.



TRIPS Staff

Sturzl Center for Community Service and Learning



Community Partner Coordinator:

Reilly Chard, reilly.chard@snc.edu

Participant Relations and Promotion Coordinator:

Andrew Gehring, andrew.gehring@snc.edu

Professional Staff Member:

Jennifer Nissen, 920-403-3367, jennifer.nissen@snc.edu

Emmaus Center for Spiritual Life and Vocation



Education and Events Coordinator:

Grace Knudsen, grace.knudsen@snc.edu

Trip Leader Trainer:

Charlie Pollock, charlie.pollock@snc.edu

Professional Staff Member:

Derek Elkins, 920-403-3914, derek.elkins@snc.edu

2019-2020 Trip Leaders

Winter Break - Domestic

Brittney Thackray	Children's Medical: Offering Hope	Little Rock, AR	December 14-21, 2019
Michaela Koepf			
Julia Runke	Children's Medical: Stitched With Love	Memphis, TN	December 14-21, 2019
Emma Scholler			
Morgan Cornette	Our Brothers Place	Philadelphia, PA	January 3-11, 2020
Haley Bartz			
Kelsey Keast	Immigration and Refugees	Chicago, IL	January 4-11, 2020
Ellen Crofts			
Elisabeth Klumpyan	St. Anthony School	Milwaukee, WI	January 6-10 2020
SarahEllen Sankey			
Della Haanen	Addressing Homelessness: Our Nation's Capital	Washington, D.C	January 11-18, 2020
Olivia Pennings			
Anna Sauer	Academy of St. Benedict the African	Chicago, IL	January 11-17, 2020
Madison Stolze			

Will Starke	Children's Medical: Stitched With Love	Memphis, TN	January 18-25, 2020
Andrea' Boyd			
Bayley Lau	Living L'Arche	Cleveland, OH	January 18-25, 2020
Lisa Beine			
Andrew Gehring	Addressing Homelessness: Titletown	Green Bay, WI	January 22-26, 2020
Max Maier			

Spring Break- Domestic

McKenna Lacy	Affordable Housing: Habitat fro Humanity	Little Rock, AR	March 13-22, 2020
Logan Hennes			
Karlee Curtis	Affordable Housing: Christmas in Actions	Spartanburg, SC	March 13-22, 2020
Anna Giblin			
Sloan Wunder	Environmental Justice	Asheville, NC	March 13-22, 2020
Emma Hirt			

"You don't know how much a small group of college students can impact a community until you serve them for a week and see the difference from beginning to end." -Affordable Housing Participant

Mission & Goals

Mission

The St. Norbert College TRIPS Program supports and develops students to engage their values, convictions, and religious beliefs in addressing the shared needs of our communities.

Vision

We envision a community that deeply considers and regularly chooses the common good.

Goals

The TRIPS Program is designed to offer alternative break trips that will help students:

SERVE

Offer direct service to the members of their group and the community to which they travel to serve

LEARN

Gain a deeper understanding of social issues through on-going action and reflection in individual and group settings

LIVE RESPONSIBLY

Experience shared community responsibility and simple living

SEEK WISDOM

Explore the call to service from multiple faith and value perspectives

UNDERSTAND DIFFERENCES

Value diverse cultures and perspectives; introduce students to new experiences and viewpoints that may expand their faith, understanding and values

Legacy at SNC

1978- During her senior year, Mary McGlone led the first spring break service trips to the Catholic Worker House in St. Louis. Now Sister Mary McGlone, C.S.F., serves as executive director of Fuvirese USA. SNC partnered with this Wisconsin-based nonprofit organization to support Ecuadorian people with disabilities.

1986- Julie (Donovan) Massey, '87, participated in the first St. Norbert College trip to Washington, D.C. The goals of this Holy Week trip, advised by Karina O'Malley (Sociology, Emeritus), were to raise awareness, collect resources, serve in shelters, as well as demonstrate and lobby the Senate. Massey now serves as SNC's Interim Vice President for Mission and Student Affairs.

1988- Dan Lunney participated in the Good News Project trip to St. Lucia. He was so moved by his experience that he created an endowment to help future students afford this once in a lifetime experience. Dan is now a national leader in AIDS ministry.

1995- Shelly Stern attended the Cuernavaca trip. Upon return, she organized the first School of the Americas protest trip and subsequently joined the Jesuit Volunteer Corps. She publishes the Catholic Worker newsletter which she founded.

1998- Danielle (Gilbertson) Lillge attended Break Away training. Upon return, she organized a group of Trip Leaders who developed the framework for the current TRIPS Program.

1999- Trip Leader Natalie Berken was blow drying her hair when she coined the TRIPS acronym—Turning Responsibility Into Powerful Service.

2002-03- TRIPS Program staff members Heidi Krull and Angela Tangeman developed the TRIPS Program assessment plan which brought a written reflection component to each trip.

2004- Chicago Trip Leaders Ashley Vander Zanden and Jason Brinkner host a "Trading Spaces" fundraiser to collect money &

instruments to the school where they volunteered. They returned to the school to deliver their “gift of music.”

2005-06- Fr. Sal Cuccia, O. Praem. founded the Our Brother’s Place trip to Philadelphia. For ten years, Fr. Sal took a group of men to Daylesford Abbey and served with the Bethesda Project, an organization founded by the Norbertines. The partnership between the Norbertines of Daylesford Abbey, St. Norbert students, and the residents of Our Brother’s Place continues to this day.

2006- Three SNC trips served in communities hit by Hurricane Katrina. An education-focused trip to New Orleans continue for several years to impact post-Katrina life in the city.

2009- Pilot year of International Medical, Long Weekend Environmental, and Restorative Justice trips.

2010-11- First year of Children’s Medical trip to LeBonheur Children’s Hospital in Memphis, From 2013-2018, there was a Children’s Medical trip to University of Iowa Stead Family Children’s Hospital.

Fall 2014- The Break Away staff hosted the Trip Leader Retreat, an overnight, intensive training for Trip Leaders. Each year since then, this organization has hosted the retreat.

2019-20- Over 120 SNC students will continue the tradition of service trips during Winter and Spring Break including our first ever local trip (Addressing Homelessness: Titletown).

8+1 Critical Components

Break Away, the national alternative breaks organization, has eight critical components for a quality alternative breaks experience. SNC adds a ninth component of simple living.

Direct Service

Participants engage in “hands on” projects and activities that address unmet social needs determined by the community.

Orientation

Prior to departure, participants are oriented to the mission and vision of the community, community partner, or organization(s) with which they will be working.

Education

Effective education provides facts and opinions from various perspectives on the issue, including ways that participants’ life choices are connected to the social issue.

Training

Participants are provided with adequate training in skills necessary to carry out tasks and projects during the trip. Ideally this training will take place prior to departure, although, in some instances, it may occur once participants have reached their site.

Reflection

During the trip, participants are encouraged to reflect upon the experience they are having, synthesizing the direct service, education, and community interaction components.

Post-Trip Action

Upon return to campus, participants transfer the lessons learned on break by identifying local organizations for continued education or service, sharing their experience to raise awareness of social issues, and by organizing or joining a group or student organization to take action on local issues through direct service, advocacy, and/or philanthropy.

Diversity

Alternative break programs include participants representing the range of students present in the campus community. Staff members and Trip Leaders recruit for, design, implement, and evaluate their program with this end in mind.

Full Engagement

Alternative breaks provide participants with an opportunity to live in line with community, program, or trip-specific values. Programs create opportunities for individuals to consider ways of aligning values and actions with regard to choices about the alternative break experience. Examples include accommodations, food, technology, transportation, packing, and spending money.



Simple Living

Your group of 6-12 students will be your new family for a week (or more). As a group, you will share responsibility for travel, meals, learning, serving, free time, and bringing your experience back to St. Norbert and the surrounding community.

Simple living is a journey to find more meaning, more joy, and more fun out of life. Simple living should NOT be equated with living in poverty. When your group develops your simple living agreement, some questions to consider include:

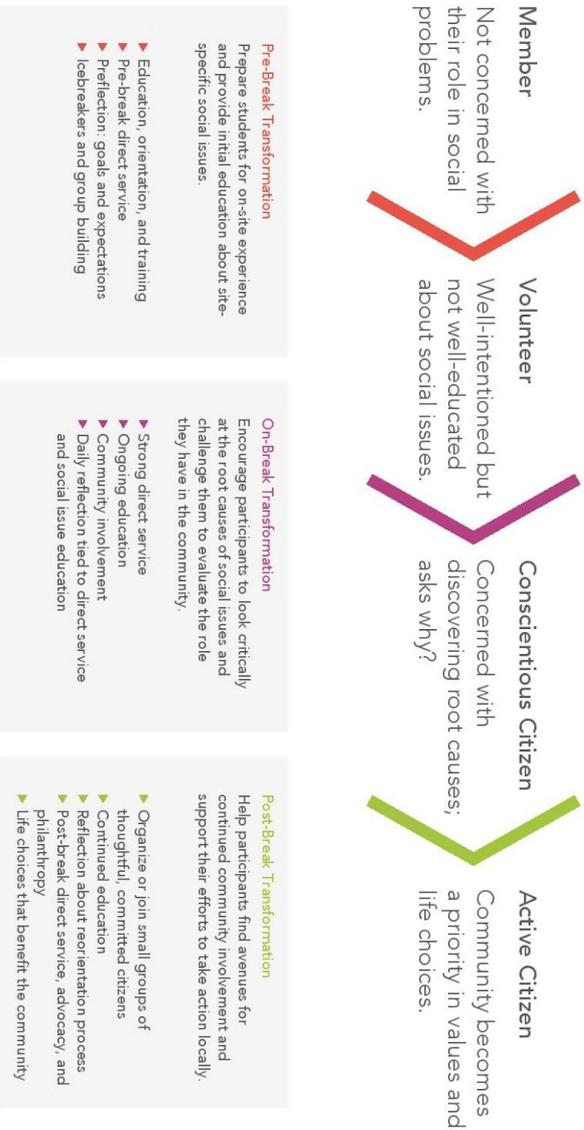
- What is a need versus a want?
- What choices will help our group achieve our trip goals, increase our understanding of the people we meet, and enhance the quality of our experience?
- Am I willing to experiment with these choices for a week?

Four types of simple living include:

- Conscious Simplicity—choosing a path through life consciously by staying focused
- Compassionate Simplicity—developing a sense of kinship with others
- Uncluttered Simplicity—focusing on the essentials
- Soulful Simplicity—creating intentional downtime to reflect and renew

"The world needs each individual's skills to contribute to fighting social injustice. My own gifts and talents can be used to make a difference." -Immigration & Refugees Trip Leader

The Active Citizen Continuum



Education & Reflection

It is important to learn as much as you can before, during, and after the trip. One of your pre-trip meetings will focus on specific information related to your social justice issue. Your group will coordinate to attend a Pre-Trip Education event. This meeting might be attending a campus or community speaker or event, watching a documentary, or inviting a guest speaker to meet with your small group specifically.. You are also expected to attend large group events in order to enhance your learning before and after your trip. These large group events are listed on the back cover of this handbook.

During the trip, you have the opportunity to meet amazing people who will become your teachers and mentors—if you just ask questions. Each day, your group sets a time to meet and reflect on your experience and share perspectives and insights. You may have some free time where you can explore the local area to learn more about the issue.

Throughout your trip, you will complete written reflections. These reflections will be used to make sure the TRIPS Program is achieving its goals and provide quotes for publication.

You will be required to complete an online survey and other forms of evaluation that may include, but are not limited to, attending a discussion and writing a short reflection. Your evaluations help the staff document your learning and growth as well as provide us with information to make the TRIPS Program better in the future. We may also use some of your writing in our blog, celebration, or annual report.

"We can ask questions and see the issues in our communities everyday, but if we don't take action in our daily life choices and situations, nothing will get solved." -Affordable Housing Participant

Catholic Social Teaching

The St. Norbert College TRIPS Program emphasizes three distinct themes of Catholic Social Teaching: life and dignity of the human person, preferential option for the poor, and solidarity.

Solidarity:

Teaching on solidarity states that, “we are one human family whatever our national, racial, ethnic, economic, and ideological differences. We are our brothers’ and sisters’ keepers, wherever they may be. At the core of the virtue of solidarity is the pursuit of justice and peace. Our love for all our sisters and brothers demands that we promote peace in a world surrounded by violence and conflict.”

Life and Dignity of the Human Person:

This teaching describes the need to respect human life and that every person has an inherent dignity that cannot be taken or given away. This belief is the foundation of all the principles of our social teaching. As a result, nations are urged to protect life by preventing conflicts and resolving them in peaceful ways. Most importantly, the Catholic Church teaches, “we believe that every person is precious, that people are more important than things, and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person.”

Preferential Option for the Poor:

Preferential Option for the Poor describes the necessity of putting the needs of the poor and vulnerable first in our society. The Church believes that if one person does not have enough while others prosper, society is failing. Those who have more are less dependent on the government to meet their basic needs. “The obligation to provide justice for all means that the poor have the single most urgent economic claim on the conscience of the nation.” Ultimately, “the needs of the poor take priority over the desires of the rich.”

Quotes from the United States Conference of Catholic Bishops.

Learn more at www.usccb.org

Post-Trip Action

So you've gone on a trip and learned things many people on our campus haven't learned yet. We hope you are inspired to make a difference and to share this learning with the campus or local community. Collectively, your trip group can use its knowledge and talents to build on the good things past trip participants have done. Think of the impact that over 170 trip participants can have in making our community more aware of and involved in important social issues each year!



Post-Trip Action is an opportunity to examine your experience and how it impacted you. It is also a starting point to commit or to recommit to ongoing service and action as an Active Citizen. We are continually striving to bridge the gap between these two elements of Post-Trip Action to make the journey successful and effective for all participants.

Ideas for Post-Trip Action:

- Serve a community in the De Pere or Green Bay area that is affected by your trip's social justice issue
- Run a bake sale with proceeds benefiting a community partner
- Develop a book group or conversations about social justice
- Write an article or a letter to the editor or a political representative
- Take a civic engagement course and apply what you learn in service with a local organization

Leadership Roles

Our trips are led by student volunteers who receive over 40 hours of training, and many have prior trip and leadership experience. They rely on shared leadership and talents to accomplish the tasks of a top-notch trip. As a participant, you are asked to assist in the completion of some tasks under the mentorship of your Trip Leader(s).

Plan meals for the trip

Plan menu based on a simple budget

Decide when and how to buy food

Lead icebreakers and team builders

Plan and implement activities to get to know one another

Host pre-trip social or service projects for your group

Manage logistics

Research methods of transportation, activities in your city, etc.

Present these ideas to your group

Take photos

Take photos throughout your group's experience

Upload the photos to shared Google drive (more details to be shared later)

Write blog posts

Blog on the TRIPS Program blog before, during, and after your trip, including photos in each blog post (more details to be shared later)

Plan Post-Trip Action Project

Plan and implement a project to connect your understanding and service to the campus and/or local community



Logistics

Paying for Your Trip

We have several trips this year with different costs based on travel. Trip participants pay about half of the total cost of going on a trip. The participant fee covers transportation, site fees, meals, and other program costs. The letter writing and other donations cover most of the remaining costs. Participant fees can be paid through the Bursar Office in Todd Wehr Hall.

TRIPS Program Payment Schedule			
Payment due on or before:	Driving amount:	Flying amount:	Local trip amount:
<i>Pay in full</i>	\$200	\$400	\$60
Thurs, Oct 17	\$60	\$60	\$60
Thurs, Nov 14	\$40	\$140	\$0
Thurs, Dec 5	\$100	\$100	\$0

Letter Writing

Letter writing is a requirement of each group's fundraising. Each Participant and Trip Leader are required to write ten letters to friends and family members requesting donations. This fundraising is separate from the participant fee you pay to participate.

Accommodations

You will live in simple housing that includes a sleeping area, a bathroom with shower, and a kitchen. Trip participants have stayed in churches, schools, gyms, and residence halls. Closer to the date

of your trip, you will receive details about the housing accommodations from your Trip Leader.

Photos

Ask permission before taking photos and store in a shared drive. Please share access to your photos with trips@snc.edu within two weeks of your return (more information will be provided later). If posting on social media, be sure to tag the TRIPS Program page and use #SNCTRIPS!

***"Not everything will work out how I want to, but things will work out in the end. Or they might not. But either way, sometimes things are out of my control and that's ok."
-Aging with Dignity Trip Leader***



Health & Safety

Prepare for Travel

St. Norbert College Health and Wellness Services can assist you with your travel needs and help you protect yourself from disease or injury.

Consultation for travel needs are available to you at Health and Wellness Services. Contact them at health@snc.edu if you have questions or would like to schedule an appointment.

Physical and Psychological Health Concerns

In order to best support you while on the trip, please share any physical or psychological health concerns. There are three options for sharing information:

1. Sign a release of information for your health care provider to share information with the TRIPS Program professional staff and/or Trip Leader(s).
2. Speak with a St. Norbert College health care provider prior to departure about strategies to make the TRIPS Program experience safe and successful for you.
3. Talk with your Trip Leader(s) before the trip about ways they can support you in situations that may accentuate your condition.

Protect Your Health

It seems so simple, but hand washing is one way to protect your health. Wash hands with soap and clean water or an alcohol-based hand cleaner before eating, after coughing/sneezing, and after using the restroom.

Be sure to check that your immunization record is complete before you travel. If you have questions about vaccinations, please reach

out to Health and Wellness Services or your local health care provider.

Use an insect repellent (according to package instructions) on exposed skin to repel mosquitoes, ticks, and fleas. Use EPA-registered products with 20-50% DEET. When using sunscreen, apply sunscreen first and then repellent. Wash off repellent at the end of the day before going to bed.

Wear long-sleeved shirts, tucked in, long pants, and hats to cover exposed skin when working in woodland or swamp areas. Wear boots, not sandals, and tuck pants into socks.

For outdoor work, consider applying permethrin (e.g. Permanone) on clothing, shoes, and other gear if in areas where ticks and mosquitoes are prevalent. DO NOT apply permethrin-containing products directly on your skin.

Inspect your body and clothing of ticks during outdoor activity and at the end of the day. Wear light-colored or white clothing so ticks can be more easily seen.

Use SPF 30+ sunscreen when outdoors. Avoid the intense sun between 11:00am-3:00pm. Drink lots of water if the temperature and humidity are high.

After You Come Home

If you aren't feeling well once you return, contact Health and Wellness Services for an appointment especially if you have: a fever, rash, diarrhea, cough or difficulty breathing.

“Never forget your privilege and that you are a small part of a bigger plan.” -Addressing Homelessness Participant

Sexual Assault Resources

St. Norbert College is committed to supporting a learning and working environment that meets the Norbertine values of human dignity and respect. The college believes in a zero tolerance policy for gender-based misconduct and all forms of discrimination and harassment including sexual misconduct.

Sexual Assault & Date Rape

- Sexual assault is defined as sexual contact with another person without the consent of that person.
- It is never acceptable to use force in sexual situations. Acquaintance assault or date rape is a crime.
- You have the right to say “no” to any undesired sexual contact.
- If you feel unsafe or think you may be at risk, leave the situation immediately.
- Be aware that alcohol and drugs interfere with a person’s ability to make clear decisions.

Responding to Sexual Misconduct or Assault

If you have been sexually assaulted or harassed, you are encouraged to contact someone you can speak with confidentially. St. Norbert College’s confidential resources and the local sexual assault center info (specific to your trip) will be provided to your Trip Leader. **Confidential** means that any information you share is kept private and not shared with ANYONE without your consent (unless your or someone else’s life is in danger). In contrast, **non-confidential** means that information will be shared with those who need to know in order to assist you and ensure the safety of the SNC community.

If you require assistance or accommodations to your current situation, you will need to speak with your Trip Leader so that appropriate steps may be taken to assist you. Trip Leaders are non-confidential resources, and will need to share information with others as is necessary. All faculty and staff (unless noted as Confidential Resources) are required to disclose any knowledge of Title IX concerns.

Protecting Evidence

Going to the hospital for a Sexual Assault Nurse Examiner (SANE) exam is important to consider if there is any possibility that you would consider making a police report, filing a complaint, or taking legal action either now or in the future. Time is critical in situations of sexual assault as physical evidence can only be obtained up to 120 hours after the incident. The sooner the evidence is collected, the better. For preserving evidence, one should not bathe or douche, urinate, drink any liquids, rinse, or brush teeth. Soiled clothes should be placed in a paper bag.

Confidential Reporting Options

<u>*St. Norbert College Counseling and Psychological Services</u>	920-403-3045
<u>*St. Norbert College Health and Wellness</u>	920-445-7373
<u>*Sexual Assault Center Hotline</u>	920-436-8899
<u>*St. Norbert College Ordained Ministry Staff</u>	920-403-3010

Non-Confidential Reporting Options

<u>*SNC Campus Safety</u>	920-403-3299
<u>*De Pere Police Department</u>	920-339-4078
<u>*SNC Title IX Administrator</u>	920-403-3018

Driving Safely

Defensive Driving Training

Defensive driving training is required for all drivers in order to be covered by St. Norbert College's insurance policy. This year, registration is online. You will receive an email from the TRIPS Program staff with the link. Don't forget to turn in a copy of your driver's license if you have not already done so.

Training will be offered **Monday, October 28** after large group Catholic Social Teaching workshop (7:00-8:00pm). If you are unable to attend, please contact trips@snc.edu.

Driving tips

- Make sure the vehicle is in good working order and check the tire tread and pressure
- Become familiar with your travel route
- Keep doors locked and windows rolled up (when possible) while driving
- DO NOT drink alcohol and drive
- DO NOT drive if feeling drowsy or taking medication that would impact driving
- DO NOT talk on the cell phone or text while driving
- Be constantly alert to road conditions and traffic
- DO NOT drive for more than four hours in a row or eight hours in a day



“You can make connections without speaking, you can make someone feel better without medication- treat people with kindness and respect, that is human dignity” -International Medical Participant

Thoughts as You Travel

Travel in a spirit of humility and gratitude to all those you meet and those with whom you travel. Each has something important to teach you as long as you come with a desire to learn. Ask questions.

Be sensitive to the feelings of others, thus preventing what might be offensive behavior on your part. Be especially mindful when taking photos.

Cultivate the habit of listening and observing, rather than merely hearing, seeing, and talking. Notice → Reflect → Act.

Recognize that people you meet may have time concepts and habits different from your own; not inferior, just different.

Discover the richness of seeing a different way of life through the eyes of those you meet.

A site orientation should acquaint you with local customs. What is courteous in your community may be quite different in another. This includes talking with strangers and wearing appropriate clothing.



Spend time reflecting on your daily experiences in an attempt to deepen your understanding of yourself and others.

In serving those who are poor, expect to go through four stages: compassion, action, understanding, solidarity.

Adapted from "Charter for Tourists" in the St. Lucia manual, Marywood University Campus Ministry Staff

Be the Light

In the memory of Adam LaLuzerne '16, we encourage you to "be the light." Adam died in a tragic accident during the summer following his graduation from SNC. During his time at SNC, Adam was a participant, a Trip Leader, and a member of the TRIPS Program staff. Adam embodied the mission and goals of our program. He was an active, positive member of the group. He reached out to everyone he met to learn their story. As you embark on this experience, live in the spirit of Adam. His mother, Lori LaLuzerne, wrote, "Adam was a young man who loved to be with people. He had the ability to talk with anyone about anything. Adam believed everyone was good, he accepted each person for who they were and saw the potential in everyone he met...true joy comes from reaching out to help someone. As we remember Adam, may each of us look within ourselves to the gifts and talents we have and choose to make a difference in the life of someone." Be fully present. See the goodness in others. Be the light.



2019-2020 TRIPS Program Calendar

All large group meetings will be *Monday nights from 5:45-7:00pm unless otherwise stated*

Fall 2019

October

Monday, Oct 14 Orientation (Winter/Spring) Bemis, Hendrickson Dining Room

Monday, Oct 28 Catholic Social Teaching Workshop (Winter/Spring) Michels Ballroom

Monday, Oct 28 Defensive Driving Training (drivers only), 7:00pm, Michels Ballroom

November

Monday, Nov 11 Active Citizenship & Social Justice Workshop Michels Ballroom, *fundraising letters returned to Trip Leaders*

December

Monday, Dec 2 Winter Send-Off (Winter only) Michels Ballroom

Dec 14-21 December Trips

Spring 2019

January

Jan 3-26 January Trips

February

Monday, Feb 3 Winter Refocused (Winter only) Bemis, Hendrickson Dining Room

March

Monday, March 9 Spring Send-Off (Spring only) Michels Ballroom

March 14-21 Spring Trips

Monday, March 30 Spring Refocused (Spring only) Bemis, Hendrickson Dining Room

Wednesday, April 1 Trip Leader applications due by 11:59pm

April

Tuesday, April 7 Trip Leader Interviews, Mulva Library

Monday, April 20 First New Trip Leader Meeting Michels Ballroom

“Spread love everywhere you go; Let no one ever come to you without leaving better and happier. Be the living expression of God’s kindness; kindness in your face, eyes, smile, and in your warm greeting.” -Mother Teresa