



2021-2022

Addressing Homelessness
Affordable Housing
Animal Welfare
Children's Healthcare
Education
Environmental Sustainability
Immigration & Refugees

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 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 including Direct Service, Orientation, Education, Training, Reflection, Post-Trip Action, Diversity and Social Justice, and Full Engagement. At SNC, we add a ninth component called Simple Living.



TRIPS Staff

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2021-2022 Trip Leaders

Rae Ballinger	Addressing Homelessness
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Ellen Crofts	Affordable Housing
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Oliva Villarruel	
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Cara Orbell	
Karlee Curtis	Children's Healthcare
Olivia Peplinski	
Ana Boutris	Immigration & Refugees
Lucia Sanchez	

Mission & Vision

Mission

Trip Leaders and participants grow through hands-on education, service, and reflection to become engaged citizens who strengthen communities by committing to social justice.

Vision

Strengthening communities by turning responsibility into powerful service.



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 works in the President's Office at SNC.

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 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 impacted by Hurricane Katrina. An education-focused trip to New Orleans continued 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.

2020- The first-ever local trip (Addressing Homelessness: Titledown) takes place from Jan. 22–26. The group stays at St. Norbert Abbey.

2020-21- Due to the COVID-19 pandemic, seven local direct service and three educational trips were hosted.



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 and Social Justice

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

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. 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?

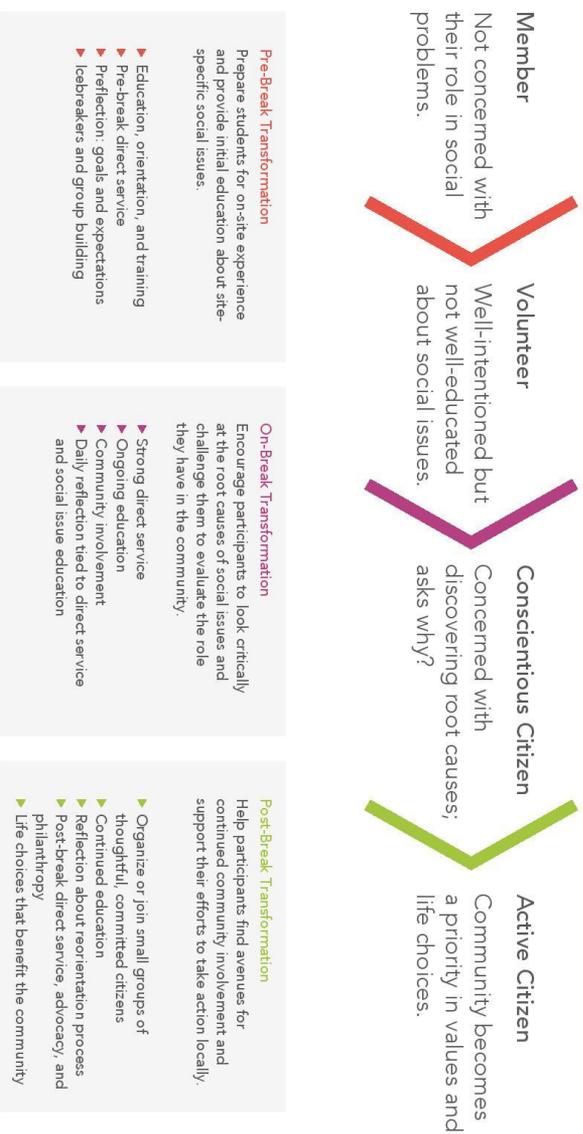
Four types of simple living include:

- 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."
-Past Trip Leader*

The Active Citizen Continuum

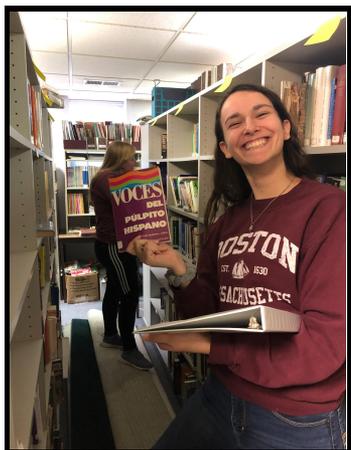


Education & Reflection

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, watching a documentary, or inviting a guest speaker to meet with your small group. You are also expected to attend large group events in order to enhance your learning. These large group events are listed on the last page 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. During the experience, you will discuss and reflect on your learning as well as share perspectives and insights. These reflections will be used to make sure the TRIPS Program is achieving its goals and provide quotes for publication.

You will 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 at our celebration or in our 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." -Past 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

Logistics

Paying for Your Trip

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 at the following large group events by cash or check. Checks should be made out to St. Norbert College with “SNC TRIPS” in the memo.

TRIPS Program Payment Schedule	
Payment due on or before:	Driving amount:
<i>Pay in full</i>	\$200
Mon, Oct 18	\$60
Mon, Nov 15	\$140

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. You will receive

details about the housing accommodations from your Trip Leader closer to the date of your trip.

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!

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, November 15** after the large group Active Citizenship & Social Justice 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

Post-Trip Action

You've participated in the TRIPS Program 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 nearly 60 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:

- Host a fundraiser or collection benefiting a local community partner
- Develop a book group or conversations about social justice
- Write a letter to the editor or a political representative
- Take a CENG course and apply what you learn

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).

Lead icebreakers and team builders

- Plan and implement activities to get to know one another

Manage logistics

- Research and plan education around social justice issues
- Lead & facilitate reflection sessions
- Organize service and advocacy events for social justice issues



Take photos

- Take photos throughout your group's experience
- Upload the photos to shared Google drive (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

"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."

-Past Trip Leader

Health & Safety

Risks of Engaging in the Community

You understand that by engaging in the community, you are assuming the risk of exposure to communicable illness/disease to include, but not limited to coronavirus.

Your Responsibility to Minimize Your Exposure

You agree to follow [college guidelines](#) which will help keep you, other campus members and the larger community safer from exposure, sickness and further spread of COVID-19.

You agree to:

- only engage in the community if you are symptom free. Use the [daily self-check up](#) for guidance. If you exhibit any symptoms contact campus Health Services or your health care provider.
- avoid close contact with those who are sick.
- avoid touching your eyes, nose, and mouth.
- clean and disinfect frequently touched objects and surfaces.
- wash your hands or use an alcohol based hand sanitizer when you enter the building where you are serving.
- wear a mask in all indoor areas of the community site where you are serving and residing.
- keep a distance of 6 feet and avoid physical contact (e.g. no shaking hands) with staff, volunteers, children, or clients at the service site.
- immediately leave the site if [CDC protocols](#) are not in place or are not being followed and notify the volunteer coordinator.

Physical and Psychological Health Concerns

Health Services is here to support your physical health needs virtually and/or in person. Please contact our office for appointments, questions or concerns Monday through Friday 8-4:30 pm by calling 920-403-3266. After hours, please contact Campus Safety.

Protect Your Health

Be sure to check that your immunization record is complete before serving in the community. **It is important that you receive an influenza vaccination in the Fall of 2021, so that you are protected when you participate in the program. Some community partners require COVID-19 vaccination to be complete prior to service. TRIPS strongly encourages all participants to be vaccinated against COVID-19 for your own safety and for the health and safety of our communities. You will be notified if vaccination is required for your trip.** If you have questions about vaccinations, please reach out to Health Services or your local health care provider.

After You Return

If you aren't feeling well once you return, contact Health Services during business hours or Campus Safety/REH on call staff after hours.



Sexual Harassment & Assault: Response and 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 does not allow sex or gender-based discrimination/harassment, including any incidents of sexual violence.

Sexual Harassment

Sexual harassment occurs when conduct is so severe, pervasive, and/or objectively offensive that it effectively denies a person equal access to an activity (“hostile environment sexual harassment”).

Sexual Assault

Sexual assault is sexual contact with another person(s) without their consent, and may include instances of rape, fondling, and other non-consensual acts.

Responding to Sexual Misconduct

If you have experienced sexual harassment, assault, or other related misconduct, you are encouraged to contact someone to receive support. 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 Reporting and Support means that any information you share is kept private and that the individuals you speak with are not mandatory reporters for St. Norbert.

Reporting Resources listed below are places you can make a report to understand your options for assistance and response, and to ensure your safety and the safety of the SNC community.

If you require assistance or accommodations to your current situation, please speak with your Trip Leader so that appropriate steps may be taken to assist you. Trip Leaders are mandatory reporters, and will need to share information with others as is necessary (including with the Title IX Coordinator, Sarah Olejniczak). All faculty and staff (unless noted as Confidential Reporter) are required to disclose any knowledge of these concerns to the Title IX Coordinator.

Confidential Reporting and Support Options

* <u>St. Norbert College Counseling and Psychological Services</u>	920-403-3045
* <u>St. Norbert College Health and Wellness</u>	920-445-7373
*Brown County <u>Sexual Assault Center Hotline</u>	920-436-8899 *Note: These resources are <i>not</i> considered mandatory reporters for SNC.

Reporting Options

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

Protecting Evidence

In instances of sexual assault, it is important to consider the opportunity to collect 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 about 120 hours (5 days) 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.

Additional Information

Additional information, including the full SNC policy, response procedures, and supports available to students, is available at snc.edu/titleix or by contacting SNC's Title IX Coordinator, Sarah Olejniczak, at sarah.olejniczak@snc.edu or 920-403-3018.

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



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.



“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

2021-2022 TRIPS Program Calendar

All large group meetings will be *Monday nights from 5:45-7:00pm in Michels Ballroom*

Fall 2021

Mon, Oct 18: Orientation

Mon, Nov 1: Catholic Social Teaching

Mon, Nov 15: Active Citizenship & Social Justice 1.0

Mon, Nov 15: Defensive Driving Training (7pm, drivers only)

Mon, Dec 6: Winter Send-Off (Winter trips only)

Jan 10-21: Winter Trips

Spring 2022

Mon, Jan 31: Active Citizenship & Social Justice 2.0

Mon, Feb 7: Winter Refocused (Winter trips only)

Mon, Mar 7: Spring Send-Off

March 12-20: Spring Trips

Mon, Mar 28: Spring Refocused (Spring trips only)

April TBD: Apply to be a Trip Leader!