

# Welcome Week Choose your Adventure Clubs/Organization Program

## DESCRIPTION

WVU welcomes its first year students (and welcomes back its upperclassmen) through a week of diverse programming designed to be engaging, community building and fun! All First Time Freshmen and Transfer Students are given the opportunity to "Choose your Adventure" and participate in a program on Sunday or Monday of Welcome Week. WVU Clubs/Organizations are invited to submit proposals to create those adventures!

1. Programming will take place on Sunday August 12 and Monday August 13th
2. Programs are typically between 2.5-3.5hrs in duration and are offered twice a day
3. Clubs/Orgs can collaborate on programming
4. WVU will coordinate transportation, signups, and other resources

Why Should Our Club/Org. Participate?

- Recruit new students to your organization
- Get Service Hours and Satisfy Club Requirements
- Gain resources for your organization (equipment, experiences, networking etc.)
- Supporting Welcome Week helps foster a more connected One WVU, a more successful and involved freshmen class and is a great way to kick off the year for your organization!

## PROGRAM OBJECTIVES (Successful proposals will meet the following objectives)

1. Create a fun and engaging program that allows first year students to meet and get to know peers and upperclassmen who share common interests.
2. Help students learn about opportunities and activities available to them as students. (This will be accomplished through a familiarity with the activity, as well as informal discussion with students).
3. Help students feel more connected to WVU by sharing resources, information and support relevant to the first year.

Included in this packet is a Timeline informational sheet and a Proposal Form.

Additionally, a sample proposal has been completed.

Questions? Contact [Bruce.brubaker@mail.wvu.edu](mailto:Bruce.brubaker@mail.wvu.edu) or  
[Nathan.Harlan@mail.wvu.edu](mailto:Nathan.Harlan@mail.wvu.edu)

# Welcome Week Proposal Timeline

Program Logistics Timeline	
<b>March</b> (first preference March 31st)	<ul style="list-style-type: none"> <li><input type="checkbox"/> Come up with your Welcome Week program idea(s)</li> <li><input type="checkbox"/> Submit completed proposal form in electronic format via email to <a href="mailto:bruce.brubaker@mail.wvu.edu">bruce.brubaker@mail.wvu.edu</a> and cc <a href="mailto:nathan.harlan@mail.wvu.edu">nathan.harlan@mail.wvu.edu</a></li> </ul>
<b>April 16th</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Clubs receive acceptance or requested changes on proposal</li> <li><input type="checkbox"/> Clubs designate point of contact(s) for programming (post officer elections)</li> </ul>
<b>April 26th</b> <b>5pm-6:30pm</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory Training for point of contacts from each club:               <ul style="list-style-type: none"> <li>o Emergency Action Plan Training</li> <li>o Program Logistics and Schedules Overview</li> <li>o Group Facilitation Resources</li> </ul> </li> <li><input type="checkbox"/> Final Program Plans are due Final Volunteer Staff Rosters are due Final Equipment Needs are due</li> </ul>
<b>May- June</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Preparations as needed:               <ul style="list-style-type: none"> <li>o Assist in making reservations (if relevant)</li> <li>o Assist in making equipment purchases (if relevant)</li> </ul> </li> </ul>
<b>July</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Participant Sign-up starts via <a href="http://wvugo.wvu.edu">wvugo.wvu.edu</a></li> <li><input type="checkbox"/> Respond to participant questions via email</li> <li><input type="checkbox"/> Touch base with all Volunteers and have them register via iserve. (this will help ensure they are still committed. Recruit other volunteers as necessary.</li> </ul>
<b>August 10th</b> <b>1pm-3pm</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mandatory Volunteer Meeting: (at least one club member who will be volunteering must attend from each club)               <ul style="list-style-type: none"> <li>o Receive Final Rosters</li> <li>o Emergency Action Plan Call Guide and other resources</li> <li>o Final Logistics and updates</li> <li>o Equipment and Facility Preparation as necessary</li> </ul> </li> </ul>
<b>August 12</b> <b>-13th</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deliver Welcome Week Programming</li> </ul>



**Please provide a basic outline of the agenda for your trip.**

**Volunteer Staffing Needs and Qualifications**

*Please provide a list of qualifications, certifications, and experiences necessary to lead this program:*

*Will you be working with a 3rd Party Vendor, WVU Department or non WVU entity? (example: Rafting company, WVU Farm, Hearts of Gold etc.)*

*If yes, Please list the relevant contact information for these organizations*

