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 or Nathan.Harlan@mail.wvu.edu

Welcome Week Proposal Timeline

Program Logistics Timeline				
March (first preference March 31st) April 16th	 Come up with your Welcome Week program idea(s) Submit completed proposal form in electronic format via email to bruce.brubaker@mail.wvu.edu and cc nathan.harlan@mail.wvu.edu Clubs receive acceptance or requested changes on proposal Clubs designate point of contact(s) for programming (post officer elections) 			
April 26th 5pm-6:30pm	 Mandatory Training for point of contacts from each club: Emergency Action Plan Training Program Logistics and Schedules Overview Group Facilitation Resources Final Program Plans are due Final Volunteer Staff Rosters are due Final Equipment Needs are due 			
May- June	 Preparations as needed: o Assist in making reservations (if relevant) o Assist in making equipment purchases (if relevant) 			
July	 Participant Sign-up starts via wvugo.wvu.edu Respond to participant questions via email Touch base with all Volunteers and have them register via iserve. (this will help ensure they are still committed. Recruit other volunteers as necessary. 			
August 10th 1pm-3pm	 Mandatory Volunteer Meeting: (at least one club member who will be volunteering must attend from each club) Receive Final Rosters 			
	 o Emergency Action Plan Call Guide and other resources o Final Logistics and updates o Equipment and Facility Preparation as necessary 			
August 12 -13th	Deliver Welcome Week Programming			

Welcome Week Program Proposal Form

Name of Club/			
Organization			
Name(s) of proposing			
club members			
Proposed program brief description (note: this description will be used online - make it engaging and informative)	*Note: Activities that pose more than minimal risk may not be accepted unless; 1) The university already has policy and procedures in place to control risk or 2) A vetted 3rd party is used. eg: Whitewater Rafting Company		
Proposed Program			
Location			
Session Format (circle one)	o Morning andAfternoon Session each day (4 Single Session Per Day (2 total) total)		
	Multiple Activity (round robin format) Other: (Specify below)		
Timeframe	How long will your program last? (minimum 2.5 hrs, maximum 5hrs - Not including transportation)		
Participant capacity	What is the ideal number of participants for your program? Minimum? Maximum?		

Activities included in your program		
Equipment and Supply needs	Qty	Description (please indicate if this item will need to be purchased)

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

	Please provide a list of qualifications, certifications, and experiences necessary to lead this program:
Volunteer Staffing	
Needs and	
Qualifications	
	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

Risk management concerns and alternate plans	What Risk Management concerns does this program involve? Please identify how you will address these concerns
	Does your organization have any policy or procedure that addresses these risk management concerns?
	Please provide a brief description of an alternate back-up plan for this trip in case of inclement weather, conditions, etc:

Travel details	If your activity is taking place off campus, please indicate the approximate travel time and any additional concerns related to transportation			
3rd Party Costs	If you are working with a 3rd party vendor, please indicate the anticipated cost per person.			
Additional program expenses	Please indicate any additional anticipated costs (equipment/supply purchases, facility rental etc.			
	Total estimated program costs Sum of the all anticipated costs (excluding transporation)			
	Ideal # of students (total of all sessions)			
	Cost per student Divide your sum by your # of students to get:			