
[RSO] Officer Retreat (sample)

[Date & Time (ex. 8:00 AM - 5:00 PM)]

[Location]

8:00 AM - 8:15 AM

- Arrive & check in
 - Socialize with other attendees
 - Have some snacks

8:15 AM - 8:45 AM

- Introductions (name, year, major, fun fact)
- Icebreaker

8:45 AM - 9:30 AM

- Info Session: The Organization
 - Discuss the history of the organization to establish some background on what it is that the organization is aims to do and learn about missions and values

9:30 AM - 9:45 AM

- Break
 - Have snacks, drink some water, and use restrooms if necessary

9:45 AM - 10:00 AM

- Energizing Activity
 - Continue to develop relationships with peers

10:00 AM - 11:00 AM

- Work Session: Position Overviews and Goal Setting
 - Discuss positions: outgoing officers provide details and descriptions on positions. Incoming officers have a chance to ask questions and discuss potential changes to position
 - Work as a whole to determine what the organization hopes to focus on for the upcoming year and how to bring it all back to the goals and mission of the organization

11:00 AM - 11:15 AM

- Break
 - Take a breather and stretch
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11:15 AM - 12:15 PM

- Work Session: Delegation, Communication, and Team Structure
 - Once goals are established, determine how individual positions will work to meet those goals and establish a delegation structure
 - Use the previously established delegation structure as a key to establishing a team structure and how everyone, as individuals, will work together to meet common goals. Take some time to establish communication norms and preferred methods of contact

12:15 PM - 1:00 PM

- Lunch
 - Idea: have a potluck style lunch where everyone contributes something. This goes back to teamwork and may help strengthen team dynamics and structure. Also helps keep costs down!

1:00 PM - 2:45 PM

- Team Building Activities
 - Members work as a whole or in smaller groups to develop teamwork skills

2:45 PM - 3:15 PM

- One-on-One Officer Meeting Time
 - Outgoing and incoming officers get time to talk with one another. They can discuss the position, talk about goals, consider new directions, or anything else they see necessary

3:15 PM - 3:45 PM

- Group Officer Meeting Time
 - All officers come together once again and discuss their roles in relation to the organization. Officers can ask for/provide tips and suggestions for roles. Different positions can provide different perspectives on other positions.

3:45 PM - 4:45 PM

- Closing: Team Reflection
 - Provide thoughts and input on retreat
 - Discuss what was learned today and how it can make a difference in the organization and on leadership
 - Discuss how future retreats can be better (idea: make pro/con list)

4:45 PM - 5:00 PM

- Final Remarks
 - Chance to say goodbyes and plan future meets (or even arrange a dinner afterward)

Icebreaker Ideas

- Magic Beach Ball
 - Members toss around a beach ball that has get-to-know-you questions written all over it. The person who catches it must read and answer the question that their left thumb is on. Once done, that person tosses the ball to someone else and the cycle continues
 - Materials needed: beach ball, permanent marker (to write questions)
- Birthday Line Up
 - Members must line up based on their birthdays, in calendar order. Members must do this without speaking or writing anything - everything else is fair game.
 - Materials needed: none
- Trainwreck
 - Members form a tight circle with one person in the middle - the conductor. The conductor then states something about themselves ("I'm a commuter student," "I like sushi," "I have a pet cat," etc.) and anyone who has the same thing in common must get out of their position and find another (they cannot go directly to the position next to them if it is available). The conductor must also find a spot. The person left without a spot is the new conductor and the cycle continues. For extra fun, a conductor can yell "trainwreck!" to get everyone to find a new spot.
 - Materials needed: none
- Squares
 - Members pass around a roll of toilet paper and cut off as many squares as they like (at least 3). Once that is done, they must then share one fact about themselves for each square of toilet paper that they have. This is kept from them in the beginning to avoid influencing people to cut less squares.
 - Materials needed: toilet paper

Energizing Activity Ideas

- Extreme Rock, Paper, Scissors
 - Members pair up and play a game of rock, paper, scissors. The person who loses must then cheer for the person who wins. The person who wins then finds someone else to play against other remaining players until they become the rock, paper, scissors champion.
 - Materials needed: none
- Floating Balloon

- Members lie on their backs or stand stationary (the group as a whole must be in the same position) and use only their hands or feet to keep a balloon afloat for as long as they can.
 - Materials needed: balloon
- Animal Roundup
 - Members pick out a slip of paper from a container. On the paper, there is an animal and members must mimic the animals sounds (e.g. dog: “woof,” cat: “meow,” etc.) to find other members with the same animal as them.
 - Materials needed: container, slips of paper with animal

Team Building Activities

- One Word Stories
 - One person starts by saying a word - in this case it is typically a word that would start off a sentence. The next person will then say another word that will add to the sentence and then to the story as a whole. This will then continue until everyone says a word and can cycle around as long as the group wants or until the story reaches a good ending point. Stories can be completely random and do not have to make complete sense - just try to keep it appropriate for your group. This exercise allows the group to work together to create a product - in this case an interesting story.
 - Materials needed: none.
- Card Tower
 - Groups of about 2-3 members come together and work to compete with other groups to create the tallest tower out of a deck of cards. Towers can vary as members decide how to make it structurally sound. This exercise allows members to collaborate with each other and incorporate input in deciding what may work best to keep the tower standing
 - Materials needed: decks of cards
- Straw Boats
 - Groups of about 2-3 members receive 15 beverage straws and a foot of tape. They must work to create a “boat” that will be able to stand on its own and resist someone blowing on it. There can be multiple winners, or none. This exercise allows members to collaborate and provide different points of view on how to construct the boat and keep it standing. It also allows groups to learn how to make the best out of a situation with limited materials.
 - Materials needed: straws, tape
- Spaghetti Towers
 - Similar to the Card Tower and Straw Boats exercise, members must work to create a tower that is able to stand on its own for a period of time and must do so with limited materials. Groups of about 2-3 members receive 5 pieces

of uncooked spaghetti and 1 marshmallow to create a tower. This exercise allows students to use their creativity to create a product with very limited resources.

- Materials needed: spaghetti, marshmallows

Other Pointers

- Each organization is different and has different needs, if something on here does not apply, it can be removed to meet the needs of the organization. Likewise, if there is something that may be beneficial for a certain organization, it can be added and the agenda edited to reflect the needs of the group.
- Make sure to have all the documents and resources needed beforehand so that the retreat runs as smoothly as possible. Be thorough in your thinking so that you do not miss anything. Small things, like pens, may often be overlooked, but make a big difference.
- Retreats can be held off-campus, but holding them on-campus can be very cost-effective. Using on-campus spaces can be budget-friendly as you will not have to worry about the potential high costs of other places. Make sure to brainstorm and think about the most cost-effective ways to plan a retreat so that club funds can be used on other club expenses - there are many ways to plan an effective and budget-friendly retreat!