

## Summary of Team Roles:

**Student Leader-** Organizes, coordinates, and leads the group before during and after Solar Spring Break

**Student Participant-** Participate in Service-Learning Guide and other related SSB meetings, participates in Solar Spring Break, and gives feedback afterwards

**Faculty Advisor-** Provides support to their student (participant or leader) and serves as a point of contact for GRID

**GRID Alternatives Headquarters Collegiate Team-** Provides guidance and support to Student Leader and faculty advice during the buildup to the trip, participates in a monthly check-in with Student Leader and faculty advisor

**GRID Alternatives Regional Office-** Provide housing, Solar Spring Break programming, and logistical support around the trip details to Student Leader

## Faculty Advisor Role

**Faculty Advisor:** The faculty advisor for a Solar Spring Break team is the main point of contact for GRID Alternatives. The faculty advisor is not required to go on the trip, however, should be prepared to help organize student team meetings and logistics leading up to the trip. The faculty advisor will provide support for the Student Leader to successfully execute a Solar Spring Break trip for their school, including assistance facilitating the [Service-Learning Guide](#). More specific details about commitment throughout the different stages of the Solar Spring Break process listed below.

Ideally, the faculty sponsor would join GRID's Collegiate Network to establish an ongoing relationship with GRID provide opportunities for other students throughout the year.

### 1. Application Process (*Intercollegiate team only*)

- a) Complete team application with assistance/input from the Student Leader
- b) Participate in an application follow up conference call with GRID HQ staff and the Student Leader
- c) If accepted, participate in a brief follow up conference call with GRID HQ staff and Student Leader to discuss next steps (this will act as the first monthly check in)

### 1. Pre-trip *(All teams)*

- a) Read and Agree to the [Solar Spring Break Handbook](#)
- b) Make sure that all participants read and agree to the Solar Spring Break Handbook
- c) Participate in a monthly check in with HQ staff and Student Leader
- d) Work closely with the Student Leader to organize and prep the team
- e) Work with Student Leader in organizing travel logistics (including travel to the regional office and travel once on site) and approve final student plan
- f) Work with Student Leader in organizing meal logistics for the team while on site and approve final student plan
- g) Work with Student Leader in facilitating and completing [Service-Learning Guide](#) materials: [Getting Started](#), [Module 1](#), [Module 2](#) and [Module 3](#).
- h) Connect with regional office main point of contact and have at least one conference call

### 2. During SSB *(All teams)*

- a) Act as point of contact for GRID, Student Leader and student participants as needed
- b) Act as an emergency contact for GRID and students as needed
- c) OPTIONAL: faculty advisors can travel with students to participate in Solar Spring Break, however, they will count as one of the 12 participants on the team (which limits student participants to 11)
  - a. If faculty advisor attends, helping facilitate discussion and reflection of Service-Learning Guide with the Student Leader.

### 1. Post SSB *(All teams)*

- a) Fill out Solar Spring Break participant survey
- b) Help the Student Leader facilitate post-Solar Spring Break Service-Learning Guide materials
- c) Continue to act as main point of contact for GRID HQ staff or identify new faculty point of contact for continued partnership
- d) Work towards incorporating future Solar Spring Break trips with college/university
- e) Help identify interested students for next year

## Student Leader Role

**Student Leader:** The Student Leader will be the main point of contact for students on their team and will coordinate all the logistics for the team and its team members leading up to the trip and during Solar Spring Break. The student leader will work closely with GRID HQ Staff to

ensure communication with the team members is clear and that all deadlines are met in a timely manner. The student leader should have the capacity to dedicate time each week to Solar Spring Break preparations, organizing and leading meetings, and addressing team needs. An important part of their responsibilities will involve taking their team through the Service-Learning Guide materials and completion of the [Service-Learning Guide](#) Modules in preparation for the trip. During Solar Spring Break, they are expected to attend the trip, help their team stay on task and on schedule, and act as a liaison between their team and the GRID Alternatives staff. Afterwards, they should expect to give their feedback on the Solar Spring Break experience and process.

### 1. Application Process (*Intercollegiate team only*)

- a) Complete the student leader application and submit by October 11 deadline
- b) Participate in an application follow up interview (in person or digitally) with GRID HQ staff and the faculty advisor
- c) If accepted, participate in a brief follow up conference call with GRID HQ Staff and faculty advisor to discuss next steps (this will act as the first monthly check in)

### 2. Pre-trip (*All teams*)

- a) Read and Agree to the [Solar Spring Break Handbook](#)
- b) Make sure that all participants read and agree to the Solar Spring Break Handbook
- c) Participate in a monthly check in with HQ staff to ensure meeting monthly goals and deadlines
- d) Act as main point of contact for the whole team\
- e) Communicate and distribute all necessary materials to team members\
- f) Facilitate (at least) a monthly check in call with team members
- g) Organize and prep the team with assistance from GRID HQ Staff
- h) Organize and communicate team's travel logistics (including travel to the regional office and travel once on site) and submit to GRID HQ staff for approval.  
*(Intercollegiate team only) \*Please note: student leaders will not need to organize each intercollegiate student's travel but should know how each student member is getting to and from the regional office site and how the team will travel together once on site.*
- i) Complete and send team rosters to GRID HQ Staff and regional offices at least 10 weeks in advance
- j) Organize and communicate on-site meal logistics for the team and submit to GRID HQ Staff for approval
- k) Create fundraising plan for the program fee and submit before the date of the trip
- l) Help team members with their fundraising plans
- m) Facilitate team meetings using [Service-Learning Guide](#) materials with assistance from faculty advisor as needed

- n) Complete Service-Learning Guide Modules using Survey Monkey: [Getting Started](#), [Module 1](#), [Module 2](#) and [Module 3](#)
- o) Make sure that all participants have completed Service-Learning Guide Modules 1, 2 and 3
- p) Connect with regional office main point of contact and have at least one conference call

### 1. During SSB (*All teams*)

- a) Attend Solar Spring Break trip
- a) Act as main point of contact for the GRID regional office and HQ staff
- b) Keep their team on task and on schedule
- c) Ensuring their teammates act appropriately and in accordance with behavioral expectations outlined in [GRID's Volunteering and Training Guidebook](#) and [Solar Spring Break Handbook](#)
- d) Facilitate daily team reflections incorporating the Service-Learning Guide materials
- e) Maintain a positive attitude, contribute to team and have fun!

### 2. Post SSB (*All teams*)

- a) Fill out Solar Spring Break participant survey and encourage team members to complete a survey as well
- b) Continue to act as a point of contact for GRID HQ staff
- c) Work towards incorporating future Solar Spring Break trips with college/university
- d) Help identify interested students for next year

## Student Participant Role

**Student participants:** Student Participants will need to communicate in a timely and responsive manner with the Student Leader and the rest of the team in planning logistics leading up to the trip and during Solar Spring Break. Each Student Participant should have capacity to attend monthly Solar Spring Break Team meetings facilitated by the Student Leader where they will plan as a group and go through the [Service-Learning Guide](#) materials in preparation for the trip. During Solar Spring Break, they are expected to attend the trip, stay on task and on schedule, and remain engaged. Afterwards, they should expect to participate in a debrief meeting and give their feedback on the Solar Spring Break experience and process.

### 1. Application Process (*Intercollegiate team only*)

- a) Complete student participant application and submit by the deadline

- b) Participate in an application follow up interview (as needed based on GRID assessment)
- c) If accepted, participate in a brief follow up conference call with GRID HQ Staff to discuss next steps (this will act as the first monthly team check in)

### 1. Pre-trip *(All teams)*

- a) Read and Agree to the [Solar Spring Break Handbook](#)
- b) Participate in a monthly check in call with team members, led by Student Leader
- c) Participate in Service-Learning Guide meetings facilitated by Student Leader or student volunteer
- d) Complete Service-Learning Guide Modules using Survey Monkey: [Getting Started](#), [Module 1](#), [Module 2](#) and [Module 3](#)
- e) *(Intercollegiate Team only)*
  - 1. Create fundraising plan for \$500 program fee and communicate to the Student Leader. This plan should incorporate all key fundraising milestones included in the Solar Spring Break timeline. Please note, the \$500 does not include transportation or meal costs.
  - 2. Provide your travel and meal plan to Student Leader

### 2. During SSB *(All teams)*

- a) Attend Solar Spring Break trip
- b) Act appropriately and in accordance with behavioral expectations outlined in [GRID's Volunteering and Training Guidebook](#) and [Solar Spring Break Handbook](#)
- c) Participate in daily team reflections incorporating the Service-Learning Guide materials
- d) Stay positive, keep up team morale and have fun!

### 3. Post SSB *(All teams)*

- a) Fill out Solar Spring Break participant survey
- b) Work towards incorporating future Solar Spring Break trips with your college/university
- c) Help identify interested students for next year