**SERVE Alternative Break Trips** are guided by an Advisory Committee comprised of faculty/staff and the student leadership team. This committee screens applications and provides workshops for prospective trip leaders. While you may talk about your planned trip informally, please do not advertise your trip until you have obtained initial approval.

NEW THIS YEAR, the S.E.R.V.E. committee will assign participants based on trip interest, there will be no interview process. Be sure to list both the minimum and maximum number of trip participants you would accept for your trip. Remember to count yourself and co-leader (if applicable) as well as advisors in participant numbers. For example, if you are leading a trip by yourself, and only want to take 4 other students out of the country you would be required to have 2 advisors (for international travel), so your number would be 7 (you (1) + 4 students + 2 advisors =7).

**How are trips approved?** First, proposals are examined by the SERVE Committee (made up of students and staff) to ensure required criteria have been met. Proposals may be approved, denied or returned with required revisions to be made. If proposals are returned, trip leaders may make the necessary adjustments and resubmit for approval. Informational and mandatory sessions will be offered for trip leaders and the SERVE co-chairs will also be available for individual consultation.

**Essential conditions for Trip Leaders:**

* Leadership skills
* Prior participation on a SERVE trip or comparable experience
* Knowledge of destination
* Language ability (if applicable)

**Trips are reviewed for approval based on the following criteria:**

* Budget and itinerary include sufficient information
* Proposal is well-planned and well-thought out
* Trip is feasible
* Trip is safe
* Student leader/advisor have connections to high quality local organizations, individuals or trip service providers

**Trip leader responsibilities & benefits:** organizing a SERVE trip is a rewarding but complicated task that will require you (and your advisors) to:

* Research your destination and relevant program providers
* Enumerate a detailed budget for your trip
* Work on a consistent, consulting basis with the SERVE committee
* Plan and conduct pre-departure information sessions and group orientation initiatives in the months prior to trip departure/submit agendas and attendance sheets from meetings to S.E.R.V.E. leadership team
* Attend SERVE trip leader/group development trainings

Organizing a trip is largely a self-motivated venture that will require thoughtful research and preparation. There will be workshops, training and support to assist you throughout the process. It is the trip leader’s responsibility for coordinating and executing a trip which reflects Saint Leo University’s core values and the policies set forth by the SERVE committee. Trip leaders are responsible for informing participants of financial obligations and deadlines, and must cooperate themselves with SERVE program timelines & deadlines.