

# Mind Retreat Prep Pack

## Preparation Checklist

Now that your retreat date is set, you will need to complete each item in the checklist below to ensure the success of your retreat. If you have any questions, please call 952.922.0222. We're honored to be working with your school.

Book a facility (Page 3)

Read about nametags, food and staff expectations (Page 4)

**Complete Priority One (P1) Form (Online)**

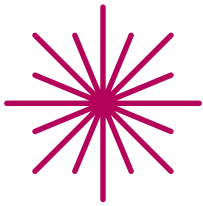
This form tells us everything we need to know to prepare for your retreat. Find your P1 Form at [youthfrontiers.org/mind-retreat-materials](https://youthfrontiers.org/mind-retreat-materials). Please fill out this form at least **four weeks before** your retreat.

Inform staff about your retreat (Page 5)



# Mind Retreat Overview

The Youth Frontiers Mind Retreat includes a dynamic mix of activities designed to have the greatest impact on participants. Generally, the Mind Retreat runs **three and a half hours** in length. The retreat focuses on sharing trusted classroom practices and teaching staff how to build relationships that boost student achievement.



## WELCOME

We welcome participants with music and high-energy activities that break down social barriers. Our goal is to encourage educators to take positive risks and connect with one another.



## GOALS

After building a sense of community, our staff shares the retreat's goals, which includes unpacking the latest brain science to help educators make connections with their students.



## PRESENTATIONS

Programs Staff share personal stories centered on the values of the retreat. With humor and heart, Retreat Staff remind educators that connection is a crucial piece of learning.



## SMALL GROUPS

Educators meet in small groups to encourage more in-depth discussion of the topics covered on the retreat.



## SHARING

Educators get the chance to share specific ways that they will deepen their connection to students throughout the school year.



## FOLLOW-UP

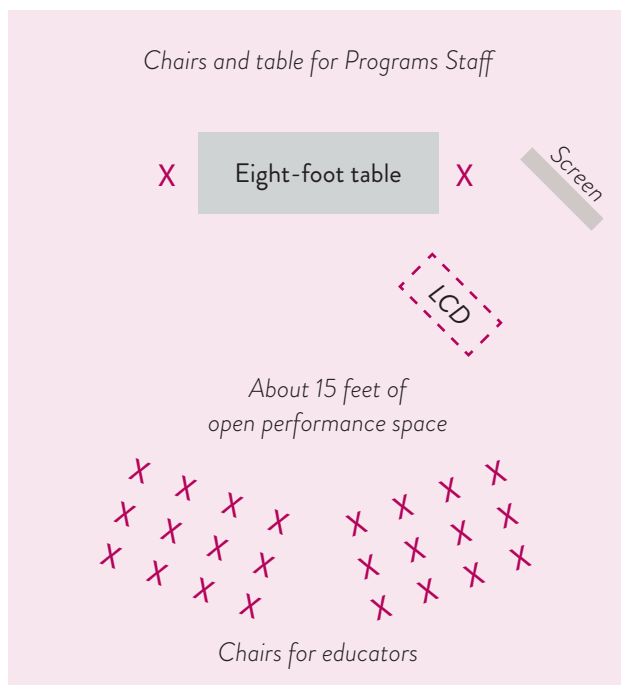
We equip schools with follow-up materials, language and measurement tools to reinforce the messages discussed on the retreat.

# Booking a Facility

Though we strongly recommend you select an off-campus location for your Mind Retreat, doing so is optional. Retreats at a neutral location are more effective and free from distractions. Schools typically reserve a space at a nearby community center, religious center, banquet center, hotel conference room or similar type of facility.

Have the facility opened **at least one hour before educators arrive** to allow the Youth Frontiers staff to set up. Please notify the facility staff that the retreat will be loud. Since music is an important element of our retreat, we use our own sound system to play live and recorded music throughout the day.

## Ideal Room for Your Retreat



1

The minimum area for a group of 100 educators is 1,200 square feet.

2

We need **one eight-foot table** and **two chairs** in the room, along with performance space for facilitators.

3

Chairs are needed for participants to sit on. Chairs should be able to be moved and initially set up auditorium style. Additional space is required to spread chairs out into circles for small-group discussions.

4

We require an LCD projector with sound capabilities and a screen. Our staff will provide a computer and the presentation.

## Transportation

Faculty and staff usually drive themselves, but you may choose to hire a bus. Please remember that transportation costs are paid by the school and are not included in the Youth Frontiers retreat fee.

# Food

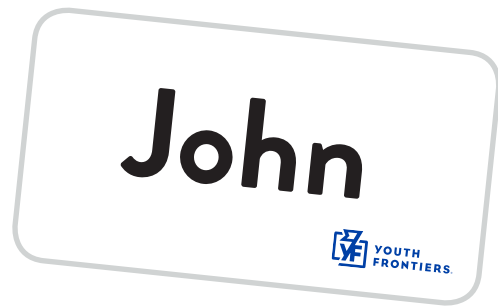
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Many Mind Retreats that start first thing in the morning will begin with a continental breakfast. For afternoon retreats, consider offering a mid-retreat snack. Some schools prefer to keep the snack in the room so that staff may continue to connect with one another. Food is provided by the school.

# Nametags

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**Educators need to be wearing their nametags before the retreat begins.** Distribute nametags to staff prior to your arrival at the retreat location. When your staff is wearing nametags, Programs Staff can immediately begin connecting with them by name. For computer-printed nametags, be sure the font is at least 48-point type so our staff can read them from far away.



*Pro Tip: Some school communities will also add preferred gender pronouns to the bottom left corner of their nametags.*

# Staff Expectations

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Please take a moment to send a memo to your staff about the retreat experience. This will help set the expectations for your staff and help answer any questions they may have.

It's important that your staff comes wearing comfortable clothing. As noted, there is time throughout the retreat for discussion and activities that require minimal movement, and we want the staff to feel comfortable and ready to participate.

# Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Mind Retreat to be presented by Youth Frontiers, Inc. and Spark & Stitch Institute™. Youth Frontiers (YF) is a nonprofit organization that has been delivering retreats to schools since 1987. They provide schools with experiences that inspire character, civility and community.

Spark & Stitch Institute is an organization committed to sparking greater understanding of why kids need courage and connection to thrive and how to foster it in the digital age. Spark & Stitch Institute was founded by Dr. David Walsh and Erin Walsh.

You can expect a day of engaged conversation, which will delve into why a positive community is critical for learning and will help us think about how we can create this for our students. Please come to the retreat wearing comfortable clothes so you can fully participate in the retreat activities/discussions.

The Mind Retreat is scheduled on \_\_\_\_\_ (date) and will be held at \_\_\_\_\_ (place).  
Please arrive no later than \_\_\_\_\_ (time). We will be finished at \_\_\_\_\_ (time.)

Visit [youthfrontiers.org/mind-retreat](https://youthfrontiers.org/mind-retreat) for more information about the Mind Retreat.

Thanks in advance for your support and participation at this important event.

Sincerely,

School Principal or Staff Member