

# Presence 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.

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Review and sign your contract via DocuSign

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Book a facility (Page 3)

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

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### 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/presence-retreat-materials](https://youthfrontiers.org/presence-retreat-materials). Please fill out this form at least **four weeks before** your retreat.

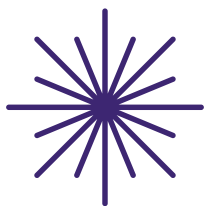
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Inform staff about your retreat (Page 5)



# Presence Retreat Overview

The Youth Frontiers Presence Retreat includes a dynamic mix of activities designed to have the greatest impact on participants. Generally, the Presence Retreat runs **three and a half hours** in length. The retreat focuses on exploring what it means to be fully present to those around you and how our presence can communicate the message, “you matter”.



## 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. We equip educators with practical tools to support well-being and deepen connections to build a stronger school community.



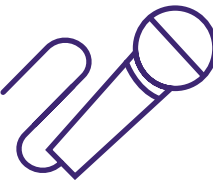
## PRESENTATIONS

Programs Staff share personal stories centered on the values of the retreat. With humor and heart, they challenge educators to pause and reflect on the power of presence in their lives.



## 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 they will work to be more present in their personal and professional lives.



## FOLLOW-UP

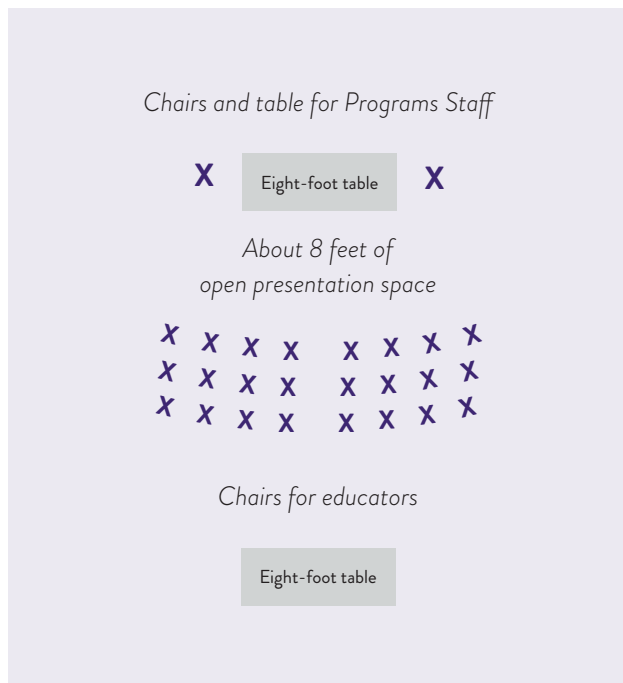
We equip schools with monthly follow-up emails that reinforce the messages discussed on the retreat.

# Booking a Facility

Though we strongly recommend you select an off-campus location for your Presence 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 **two eight-foot tables**, one in the front and one in the back and **two chairs** in the room, along with presentation space for facilitators. Ideally the room is set up with the exits at the back of the space.

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.

## 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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For morning retreats, many schools choose to host a continental breakfast before the program begins. For afternoon retreats, schools often provide a lunch before the program or offer 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. Please note that the 3.5-hour program runtime does not include a meal break.

# 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.



# 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.

This is a tech-free retreat. Phone usage is encouraged on the break or outside the retreat space.

# Sample Memo to Staff

Dear Staff,

I am excited about the upcoming Presence Retreat to be presented by Youth Frontiers, Inc. 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.

You can expect a day of spirited group mixers and inspiring discussions designed to allow for a chance for all school community to pause and reflect. Please come to the retreat wearing comfortable clothes so you can fully participate in the retreat activities/discussions.

Teachers recently made these comments following their YF Retreat experience:

*“Wonderful presentation, good pacing, excellent humor, engaging small- and large-group activities.”*

*“Thank you so much. You reinforced in us to value who we are and how we got here.”*

*“This was the best workshop I have ever attended. You made me feel energized and appreciated.”*

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

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

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

Sincerely,

School Principal or Staff Member