

Great West Division

Relay Committee Retreat



Planning Guide



Get Inspired! Get Refreshed! Hold a Relay Committee Retreat!

Committee Retreat Planning Guide

The Relay Committee Retreat is an opportunity for your committee members to gain a better perspective of how bonding together, learning from each other and focusing on the positive will move your Relay Event to heights you never thought possible.

The key focus and philosophy behind the Relay For Life Committee Retreat is to provide

- background training for the entire committee
- time for the committee to bond together as a team
- time for the committee to plan and strategize
- an opportunity to come together in the fight against cancer
- inspiration, relaxation and fun!!

The Relay Committee Retreat should be viewed by the committee as a true commitment to fully prepare themselves for their Relay event, rather than an optional meeting they can choose not to attend.

Why hold a Committee Retreat

Whether your committee is new, small, needing additional members or a veteran group moving right along, this Retreat will give you the training necessary to come together and focus on what your unique planning committee needs to be successful. **This is not just another committee meeting!** We know that a well-trained, motivated and informed group of leadership volunteers is the key any Relay's success. The entire committee will have an action plan, and each committee member will come away with a clear definition of their role and their own timeline and goals.

Who Should Facilitate This Retreat

The Retreat can be facilitated by the Event Chair or staff partner or both; however, it may be very beneficial for the Retreat to be facilitated by a member of the Regional Relay Council along with the Event Chair. An outside, neutral facilitator can sometimes provide a new perspective and insight for the committee. Consultation between the Event Chair, Staff Partner or Council Chair will be helpful in determining who should conduct the Retreat.



Who Should Attend

The Retreat is designed for the entire Relay Planning Committee. It is not a vehicle for recruiting committee members, unless someone is reasonably certain that they want to be on the committee and are just deciding which position to fill. The Retreat is particularly useful and needed for a committee where few or none of the members attended their Relay University.

Timeframe

The Committee Retreat is ideally held after the Division Leadership Summit so that the Event Chair/Co-Chairs has a chance to recruit their committee. It can be held either before or after the Relay University, but should be held before the event Kick Off. If that is not possible, the Retreat can be scheduled shortly after the Kick Off, using the Kick Off data – number of attendees, number of survivors, number of teams registered and other pertinent information to begin the planning and goal setting process.

Length of Retreat

The length of the Retreat depends on the structure and commitment of the planning committee. The length of the agenda can be tailored to fit the needs of the group. The following retreat options are suggested:

Saturday mornings have shown to be successful and can include lunch and finish in the early afternoon. It is also possible to hold an overnight retreat in a unique location like someone's cabin. The date and time for your Retreat will actually depend on the local committee.

■ *4 Hour Retreat*

This time frame is good for veteran committee members and to allow time to work together, strengthen their relationships and develop action plans. If a full dinner or lunch is planned, allow an extra one half hour to your time. It can be conducted late in the afternoon or during one evening, to include dinner, or any comparable period.

■ *Expanded ½ Day Retreat - 4-6 hours*

This retreat is ideal for those committees with new and veteran members. This expanded ½ day training time will be a good mix of bonding as a unit as well as learning roles and setting timelines for each individual. This retreat is also great for those committees who have struggled internally.

■ *Overnight Retreat*

Scheduling an overnight Committee Retreat may be the best plan if the committee has predominantly new members, a new Event Chair or rebuilding.



Location

Select a location that is convenient, easily accessible and allows food and beverages. It might be good to think of a location that's different from where the committee usually meets to gain a fresh perspective and new meeting environment. A few suggestions:

- conference space at a community center
- conference rooms at banks
- senior citizen centers
- church spaces
- large conference room at a local business
- conference room at a bowling alley

Be creative! Think outside of the box. If you have a committee member that has a cabin in the mountains, ask if it would be available to use for the weekend. If you have rec center that has a go cart track and a conference room, have your retreat and then race go carts afterward. Use your imagination – just make sure the facility fits your needs and is suitable for fun and serious Relay business. Secure all locations in writing.

Invitations

Relay Committee Retreat invitations are colorful, informative and deliver an inviting message to the committee member announcing the date, time, location.

Two types of Invitations are available:

1. Paper invitation with envelope

This invitation can be customized with pertinent Retreat information and printed at the local ACS office or at a local print shop, possibly a Relay sponsor. This invitation can be mailed as soon as the Retreat date has been determined.

2. Electronic

E-vites are in a Word document format that can also be customized to fit your particular Retreat, which may include driving directions to the location.

Both invitations are located on the Link under GW Relay For Life Community > GW RFL Training & Communication Resources > Training Kits > Relay Committee Retreat

Invitations are in a Word format for customization.

Suggestion: Use both forms of invitation - mail the paper invitation and follow up by sending an email with the E-vite flyer providing more details and information about the Retreat – what to bring or wear. Invitations should be sent out as soon as the date is set for the Retreat.

Send short and to the point email reminders the week of and day before your Retreat. Everyone with busy schedules likes reminders, even at the last minute! If some of the committee members do not use email, give them a phone call! Personal contact always makes people feel valued and important.

Sample Email #1:

Hi Cindy,

I just wanted to remind you about our Relay Committee Retreat on Friday, February 1. Tell the babysitter to be there by 4:00p.m. We will begin at 5:00pm with dinner to enjoy a little social time before we dive into our Retreat. We will be finished at 10:00 pm.

See you there!

Jamie Riccobono – Relay Staff Partner

Sample Email #2:

Hi Cindy,

I look forward to seeing you at our Relay Committee Retreat tomorrow. Please bring your committee notebook, ideas and enthusiasm. We will have a wonderful, productive time together! If you have any questions, please give me a call at 555-5555.

See you tomorrow!

Jerry Gorman – Local Event Chairperson

Preparation and Materials for Your Relay Committee Retreat

A folder, portfolio or packet should be prepared for each committee member ahead of time with information on the Relay Planning Committee and the day's activities. Ask your ACS Staff Partner to order the folders/packets. OPTION: You may choose to purchase generic folders at a local office supply store and add a Relay sticker on the front.

Committee member packets should include:

- Roster of committee members
- Retreat agenda
- Retreat handouts and worksheets
- Your dollars at work handouts (2)
- GW Division updates – check with your staff partner
- Calendar of the Relay Season – Relay Journal is an option or other calendar of choice
- Retreat evaluation form

The following is a list of the handouts to be used with the Facilitator's Guide. These are in the order they appear in the agenda. Please make copies of each and distribute at the time they are introduced in the agenda or put into the packet that has been organized ahead of time.

A.	Personality Assessment (1A, 2A, 3A)	
B.	Relay Standards	
C.	10 Questions About Cancer	
D.	RFL Facts and Figures	
E.	Telling Your ACS Story	
F.	3 Phases of Committee Structure (1F, 2F, 3F)	} Committee Structure
G.	Committee Position Descriptions	
H.	Blank Committee Organization Chart	
I.	What Makes a Great Committee Member	
J.	Committee Structure with Descriptions	
K.	Partnership Agreement	
L.	Team Building – Maximize Relay Opportunities	
M.	Scorecard Analysis Worksheet (customized for the Relay)	} Event Analysis
N.	5D's Analysis Form	
O.	SCOT Analysis	
P.	SMART Goals	} Goal Setting
Q.	Goal Setting Worksheet	
R.	What Happens When	} Relay Timeline/ Setting Dates
S.	Setting Important Dates	
T.	Pacesetter Program	
U.	Relay Resources	
V.	Community Engagement Strategy Planning Grid	} Community Engagement
W.	Recruitment Wheel **	
X.	Hopeville Worksheet **	
Y.	Action Plan Summary	
Z.	My Vision for Relay	

** Optional

Additional Materials and Supplies Needed:

- Two flip charts & easels (preferably 3M Post It Pads)
- Markers
- Masking tape
- Post It Notes
- Notepads and pens for participants
- Gift for participants (The 2008 Calendar Journal is great) **
- Laptop
- CD player and upbeat music
- DVDs and player for all those great Relay inspirational DVDs – see the NEW! Event Chair Tool Kit
- Relay posters and brochures**
- A few door prizes or giveaway for each participant
- Decorations
- Food and beverages

Banners, Flip Charts or Poster Boards for Walls:

ACS Mission Statement

Relay For Life Mission Statement

ACS Banner – www.cancer.org 1.800.ACS.2345 **

Relay For Life banner **

** see your ACS Staff Partner

Room Decorations

Decorations are a great way to excite people about the upcoming year of Relay. Decorations can be purchased at Hobby Lobby, Party City, or through Oriental Trading Company. This is a fun, festive and cost-effective choice for theme/decorations. Ask your local party or grocery store to donate balloons, festive napkins, paper plates and other brightly colored items to add fun and interest to the room. Suggested themes/decorations:

- Cowboy or Western Theme
- Sports
- Movie Themes
- Hawaiian Luau
- 50's or Rock N Roll Theme
- Adventure – Indiana Jones, Disneyland

Decorate the walls with inspiring quotes and/or pictures to keep the group focused and their energy level up.

Food and Beverage

You will want to provide food and beverages that can be dinner, lunch or just snacks depending on the timing of the Retreat. Work on getting the food and beverages donated, if possible. Talk to your local grocer and ask them to donate a case of bottled water and/or sodas. This is a small ask and usually successful! Remember plates and napkins might be needed if the location is not able to provide.

Suggested food and beverage items:

Saturday mornings might include fruit, bagels, juice, water and coffee.

Snacks – popcorn, granola bars, ice cream bars, frozen yogurt, pretzels, trail mix, soft drinks and water.

Lunch or dinner - pizza, sub sandwiches, meat and cheese platter, fruit or veggie tray, water, soft drinks and coffee.

Keep in mind some committee members may have special needs:

- Diabetic
- Food allergies
- Religious preferences

Note: Perhaps a committee member would be willing to coordinate a pot luck meal to keep expenses down. This is especially beneficial if you can not secure donated food items.

Expenses

All expenses for the Relay Committee Retreat will be charged to your Relay event budget. Make an effort to secure most or all of your Retreat costs as a donation, possibly negotiating with the facility or site to become an in-kind sponsor for your Relay event.

Expense coding example - Snake River Relay:

GW ASTN RFL 51100 (meetings and conferences)

HELPFUL PLANNING TIP FOR THE EVENT CHAIR:

You may want to refer to the information provided in the **NEW! Event Chair Tool Kit** to assist you in preparing for this Retreat. Review the list of DVDs and select two or three that can be shown during the Retreat to emphasize a particular topic or view during lunch or dinner.

Committee Retreat Agenda

The Relay Committee Retreat is designed to meet the needs of Relays in all stages of their development. **If the Relay is a new event, predominantly new members or a committee in the rebuilding stages, they may want to skip or scale down a few of the agenda items.**

Feel free to tailor the agenda to fit your unique committee and Relay event. For example, an established committee would not need to learn about ACS and Relay For Life (Section 6) Relays may have already set their goals and timeline so these sections can be eliminated. Please consult with the Event Chair, staff partner and Regional Relay Lead to determine which sections to include.

Whether your committee is new, small – needing additional members or a veteran group moving right along, this Relay Committee Retreat will give you training necessary to come together and focus on what your unique planning committee needs to be successful.

Agenda items marked with a red asterisk (*) should be included in all Relay Committee Retreats.



Relay Committee Retreat

Agenda

- 9:30 - 10:00 a.m. Social & Morning Coffee (optional)
- 10:00 a.m.
1. Welcome / Introductions
 2. *Introductions
 3. *Icebreaker
 4. *Agenda Overview
 5. *Personality Assessment
 6. ACS and Relay Background
 7. *Relay Standards
 8. Telling the ACS Story
 9. *Committee Structure and Organization
 10. *Team Building
 11. *Event Analysis
 12. Goal Setting
 13. *Relay Resources
 14. Timeline and Setting Dates
 15. *Community Engagement and Cultivation
 16. *Action Plan Development
 17. *Putting It All Together
- 2:00 p.m. Closing

Thank you for coming and safe travels!

What can one person do?

From the research lab to the patient support group, these examples of life-affirming, life-saving assistance offered by the American Cancer Society are made possible by gifts like yours.



▲ **CLINICAL TRIALS** funded by the American Cancer Society determine the safety and effectiveness of new drugs and treatment methods. **EXPENSES FOR 1 PATIENT = \$3,000**



▲ **MICROSCOPES** detect potentially cancerous changes in cervical cells taken during a Pap test. **1 NEW MICROSCOPE = \$2,000**

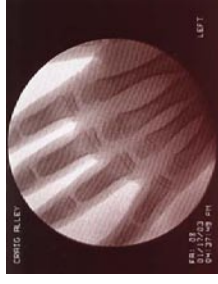


▲ **LOOK GOOD...FEEL BETTER** beauty counseling sessions conducted by the American Cancer Society require professional training, meeting space, and the shipping and storage of program materials. **COST OF CONSULTATIONS FOR 4 WOMEN = \$800**



▲ **TEST TUBES** look simple but allow American Cancer Society researchers to test promising anticancer medications and study tumor growth. **CASE OF 500 = \$150**

▼ **X-RAY FILM** captures a shadow of bone and internal tissues, helping radiologists identify tumors. **1 PACKAGE OF 50 SHEETS = \$200**



▲ **"CANCER CAMPS"** run by the American Cancer Society let kids be kids. They swim, play baseball and enjoy other camp-style fun in a supportive environment that recognizes their special medical needs. And the kids attend free of charge thanks to generous local donors. **A SMILE ON A CHILD'S FACE = PRICELESS**

photos: Bob Pozzoni (microscope and test tubes) / Girls swimming courtesy of Camp Catch-A-Rainbow, Montague, Michigan / others courtesy American Cancer Society, Microscope and test tubes supplied by Carolina Biological Supply Company.

BOTTOMLINE



HOPE LODGE locations operated by the American Cancer Society nationwide ease the financial burden on patients by providing a free place to stay during treatments. **EXPENSES FOR 1 PATIENT FOR 10 DAYS = \$1,000**

OUR NATIONAL CANCER INFORMATION CENTER receives 1.2 million calls every year to its 24-hour toll-free line—1.800.ACS.2345. Specialists answer questions about cancer treatment options and local cancer resources. **83 HOURS OF TOLL-FREE ACCESS = \$250**



VOLUNTEER DRIVERS hit the highways, shuttling patients in need to and from their treatments. **8 ROUNDTRIPS FOR 1 PATIENT = \$312**

LATEX GLOVES provided by the American Cancer Society are low-tech yet indispensable tools for collecting blood to help identify new biomarkers for cancer. **1 CASE = \$60**



www.cancer.org

Your gifts at Work

How far can your donation go? Here are just a few examples of American Cancer Society programs and services that benefit from your generosity in the fight against cancer. Thank you for caring—and sharing.



THE CANCER SURVIVORSSM NETWORK WEB SITE—www.acsasn.org—connects and supports survivors and their families through personal stories and online chat groups. **COST TO DEVELOP AND PRODUCE 1 NEW WEB CAST STORY = \$10,000**



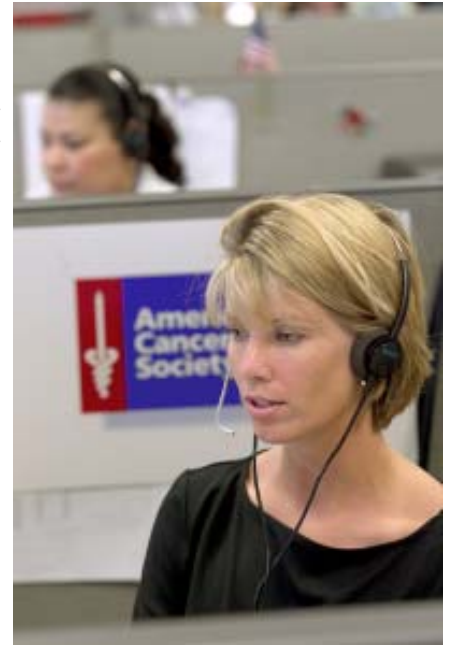
PETRI DISHES help American Cancer Society researchers turn theories into cancer cures. **1 CASE OF 144 = \$120**

REACH TO RECOVERYSM introduces breast cancer patients to select survivors trained by the American Cancer Society who answer questions and provide emotional support. **VISITS TO 5 WOMEN = \$500**



► **\$250** provides 83 hours of toll-free access for the American Cancer Society's National Cancer Information Center. The center receives 1.2 million calls every year to its 24-hour toll-free line, 1-800-ACS-2345, where specialists answer questions about cancer treatment options and local cancer resources.

Your gifts at Work



▲ **\$120** provides researchers with a case of 144 petri dishes - allowing them to turn theories into cancer cures.



◀ **\$1,000** provides expenses for a patient to stay for free during cancer treatment in one of the American Cancer Society's Hope Lodge facilities located in major cities nationwide.



◀ **\$500** helps provide visits to five women from the American Cancer Society's Reach to Recovery® program. This program introduces breast cancer patients to select survivors who can answer questions and provide emotional support.

► **HOW CAN YOU PUT A PRICE ON A CHILD'S SMILE?** Camps for children with cancer run by the American Cancer Society let kids be kids. They swim, play sports, and enjoy other camp-style fun in a supportive environment that recognizes their special medical needs. And the kids attend free of charge thanks to generous donors.



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1-800-ACS-2345
www.cancer.org

Hope.Progress.Answers.®

The American Cancer Society is the nationwide community-based voluntary health organization dedicated to eliminating cancer as a major health problem by preventing cancer, saving lives, and diminishing suffering from cancer, through research, education, advocacy, and service.

No matter who you are, we can help. Contact us anytime, day or night, for information and support.



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