

## REFLECTION CO-COORDINATOR:

### Pre-trip:

- Meet with Ignatian Advocacy Team to review role
- Facilitate a small group ice breaker at the retreat
- Help at the retreat, one October logistics meeting, and send-off prayer service
- Read over the Ignatian Solidarity Network website to get a good feel for the conference. Find a few inspiring quotes from keynote speakers that can be used to center reflections.  
<http://ignatiansolidarity.net/iftj-2/>
- Communicate with co-coordinator to plan reflections using simple resources provided by SCSJ (consider meeting for coffee to get to know each other's reflection styles)

### During the Trip:

- Communicate with co-coordinator to plan reflections using simple resources provided by SCSJ
- Encourage inclusive meal prayers/reflection when possible
- Facilitate reflections at the teach-in and en route.
  - Reflection Saturday
  - Reflection during dinner Sunday
  - Reflection in Ohio during dinner stop Monday : sit with your reflection group
- Check-in with a member of core team about how reflection is going daily.
- Write down important quotes during the main stage speakers that can be used to center reflection or help with a guided Examen
  - Encourage social media engagement during the teach-in and after reflection.
  - Encourage students to write and share reflections with SCSJ office that can be used as blog posts

**\*\*Your main job is to create an environment that is safe for reflection. This will include going over the ground rules and steering the reflection back if it gets off topic.**

Examples:

- |  |                                  |   |
|--|----------------------------------|---|
| • Laying ground rules: ask your group to give some ground rules that will guide your space | • Pass if you're not comfortable | • Acknowledge contributions   |
| • Be honest  | • Use "I" statements             | • Redirect questions to the group                                       |
| • Listen, even if you disagree   | • Don't interrupt                | • Be creative   |
| • Avoid prejudicial comments   | • Everything is confidential     | • Keep this as personal reflection, not partisan political conversation |
|  | • Agree to disagree              |   |
|  | • Encourage participation by all |   |

Optional: help connect students with Mass committee if they are interested in singing with the choir, being a Eucharistic minister or other role

### Post-trip:

- Contact reflection groups and tell them about Ignatian Family Advocacy Month and the meetings we have in February.
- Encourage students to share any written reflections, pictures, blogs or quotes for the SCSJ website
- All: engage with SCSJ social media to promote and reflect on IFTJ (instagram & twitter: @creighton\_scsj)
  - Follow up with the students you encouraged to share written reflections as SCSJ blog posts by the reunion
- Encourage a post-trip dinner/gathering with your reflection group to see how they are bringing the experience back to campus and to further encourage community building

## **IGNATIAN ADVOCACY CO-COORDINATOR:**

### **Pre-trip:**

- Explain to group members the various roles required in legislative visits
- Facilitate role sign-ups (listed in advocacy visit scripts) within your legislative group
  - All students signing up to share a personal story must come to the SCSJ to practice with Graduate assistant or Kelly
- Coordinate a time to practice legislative visits prior to logistic meeting and departing for DC
- Ensure all participants feel comfortable and are prepared for the legislative visit
  - if there are concerns, feel free to send questions to the IFTJ core team or SCSJ staff!
- Research advocacy topic (especially ISN webinars) and stay up-to-date with your advocacy issue-area as the IFTJ approaches
- Look over directions to advocacy visit meeting site and consider potential lunch options near the meeting-place for advocacy day
- Encourage letters, phone calls and online actions related to visits to get responses before the visit
- Communicate and debrief with core team member(s) in your group

### **During the Trip:**

- Review advocacy materials and practice legislative visit with group during allotted advocacy time.
- Be knowledgeable of the IFTJ program schedule to help guide participants during the weekend and answer any schedule-related questions they may have
- Communicate and debrief with core team member(s) in your group
- Attend relevant breakout sessions to get most up to date information on advocacy topic
- Optional: help lead advocacy preparation for other delegations if invited

### **Day of the visit:**

- co-lead group members to specific advocacy visit on The Hill
  - confirm meeting time and location
  - Know the directions and lead group from vigil to meeting(s), and meeting to bus
- Ask for relevant business cards in legislative office
- Encourage students to stop by home state offices if time
- Take picture of group at/after each legislative meeting (action shots are great)
- Write and mail thank you letters to representatives, senators and/or staff-people you meet with
- Find a place for your advocacy group to eat lunch, then meet back at the bus on Capitol Hill by **2:00pm**
- Encourage students to report back and share a few reflections over the microphone on the bus

### **Post-trip:**

- Encourage participants to commit to Ignatian Family Advocacy Month (IFAM) and Ignatian Advocacy events throughout the year
- Assist in legislative visit preparation for IFAM advocacy visits
- Lead/co-lead in-district legislative visits in February for IFAM

## **FOOD CO-COORDINATOR:**

### **Pre-trip:**

- Work with Wendy to purchase food for IFTJ retreat
- Look at food allergies and determine the best types of foods to have and when to have them
  - Try to determine food schedule with teach-in schedule
- Collect meal plan donations from application, submit
- Determine quantity of food needed based on number of people and nutritional facts.
- Talk with Sodexo and send in food request at least 3 weeks before the IFTJ trip
- Have a brief meeting with the food leaders and explain what they will do and the food schedule
- Create a groupme
- Create step-by-step directions of times to start certain foods and what to do
- Prepare as much food as possible the week before trip
  - Freeze/cut
  - Separate into different food group bins

### **During the trip:**

- Help remind food leaders when to start food, and help with set up/clean up
- Load bus and rooms, making sure everything
- Put up reminder signs and directions for cleaning in the food rooms

### **Post trip:**

- Food for reunion.
  - Leftovers from the trip, or new food if in the budget.