Welcome!

This packet is intended as an Addendum to the Alternative Spring Break (ASB) Handbook. To find out about the program structure, requirement and guidelines, please start there!

If you have already read the Handbook, the following pages will tell you about the 2018 program fees and trips!

When you are finished here, the next step will be to apply for the program. That link can be found on our website: www.northeastern.edu/communityservice/programs/alt_springbreak.html.

Contacts

If, at any point in the process, you have questions, please reach out to us! We can be reached in any of the following ways:

- Drop by: 172 Curry Student Center
- Phone: 617-373-5809 (Center of Community Service)
- E-mail: northeastern.asb@gmail.com for the ASB student Coordinators, Shelby Fundin & Michael Tormey
  - communityservice@northeastern.edu for the Center of Community Service (CCS)
  - A.gilmore@northeastern.edu for Anna Gilmore, the CCS Assistant Director

Table of Contents

- Program fee & payment information...... Page 2
- Trip Information....... Page 3-4
- General FAQs...... Page 5
- Financial FAQs...... Page 6
The fee to participate in ASB **includes**: flights (where applicable), transportation costs between campus and Logan airport, ground transportation at the host site, housing, meals, site fees and entry/exit fees (where applicable).

The fee does NOT include: medical expenses, passport fees, or souvenirs.

Program fees are listed under each trip category (Local, Domestic, and Global).

**Team Leaders**, in recognition of their work and contributions to the program, receive a 50% discount on the overall trip fee. *They must meet the same payment deadlines* as volunteers, but their payments are in half of the amount.

**University Representatives** are charged a flat rate, no matter their trip location, of $250.

**Student Drivers** are offered an incentive of $250 off the cost of their program fee. Read more about Driver eligibility and certification in the Handbook!

**Payment Timeline:**
ASB requires a **non-refundable** deposit equaling half of your total program fee in order to secure your place on a trip. Since different positions are confirmed at different times, those deadlines are listed below. The deposit will go towards your overall fee. The full total of the fee is due by January 16th, 2018. If you miss any fee deadline, you will be removed from the program. If you know in advance of a deadline that you may miss it, please speak to the Center of Community Service as soon as possible. All fees are non-refundable.

- October 30th, 2017 - Deposit due for Team Leaders & Priority Deadline Volunteers
- November 27th, 2017 –Deposit due for all Volunteers & University Representatives
- January 16th, 2018 – Total Program Fee Due

**Payment Options:**
We will accept CHECK or MONEY ORDER made payable to “NORTHEASTERN UNIVERSITY” with the volunteer’s name in the memo line. Please deliver to the CCS office (172 CSC).

Fees may also be paid online by going to https://commerce.cashnet.com/NUCCS.

**WE CANNOT ACCEPT CASH.**

**Scholarship Opportunities:**
We are excited to announce our third year of providing scholarships! Scholarships will be awarded based on financial need (determined in collaboration with the Office of Student Financial Services). Thanks to the generosity of donors, we have enough to provide up to 6 full and up to 3 half scholarships!

To be considered for the scholarship, candidates must submit a short art piece – this could take the form of a video, essay, comic strip, poem, painting, interpretive dance, or whatever suits you best! All applicants must send in their submission no later than the ASB application deadline (July 31st for Team Leaders, Oct. 30th for Volunteers). Scholarships will be offered with the trip assignment. Submissions should:

- Be no longer than 5 minutes / 1 page
- Address one or more of the following questions: Why ASB? What do you hope to gain from this experience? What previous volunteer experience led you to apply to ASB?
- Be e-mailed, as a file or link, directly to: northeastern.asb@gmail.com.

**ALL PAYMENTS ARE NON-REFUNDABLE (NO REFUNDS)**
Local Trips
Program fee: $500

Capital Area Therapeutic Riding Association (Grantville, Pennsylvania) – CATRA (http://www.catra.net/) is an all-volunteer organization providing therapeutic horseback riding to people with disabilities. Over 100 people attend weekly riding lessons! CATRA is a very special place where everyone is accepted equally. Volunteers will help with daily chores and tasks, such as maintaining stalls and paddocks, feeding and caring for the horses and other animals, restocking hay stations, and cleaning water troughs. Additional activities will depend on level of knowledge and skill, including grooming and tacking of the horses, and leading and side-walking during lessons. Grantville is a 6-hour drive from Boston.

Maine Organic Farmers and Growers Association (Unity, Maine) - Volunteers with MOFGA (www.mofga.org) will learn about organic growing practices and procedures while helping out with a variety of projects. Some tasks could include: painting, light carpentry, seeding, greenhouse work, administrative tasks, and more. Unity is just over a 3-hour drive from Boston.

Domestic Trips
Program fee: $1,000

American Hiking Society (Location TBD) – Alternative Breaks (www.americanhiking.org) combine day hiking, trail work, exploration, crew camaraderie, and FUN into a weeks’ time. Never been hiking or done trail work before? We welcome you! Alternative Breaks don’t require any prior trail work experience, just a good attitude and a willingness to get a little dirty! Volunteers can expect to hike up to 1 mile or more each working day to complete these projects.

Best Friends Animal Society (Kanab, Utah) – Volunteers will partner with Best Friends Animal Society (www.bestfriends.org), a unique animal rescue organization dedicated to providing care and homes to a variety of animals. Volunteers will serve at their sanctuary in Utah and have the opportunity to work with cats, dogs, pigs, horses, bunnies, birds, and other animals. Projects may include cleaning, facilities improvement and animal socialization.

GRID Alternatives (Salinas, California) – GRID Alternatives’ (http://www.gridalternatives.org/learn/programs) flagship program provides solar power for low-income families across the United States while providing volunteers and job trainees with hands-on solar installation experience. The team will spend at least 2 days directly installing solar panels. The remaining days will be spent on related work which might involve the engineering of the panels or the promotion of the program.

Open Hand (Atlanta, Georgia) – Open Hand (http://www.openhandatlanta.org/) helps people prevent or manage chronic disease through Comprehensive Nutrition Care (TM), which combines home-delivered meals and nutrition education as a means to reinforce the connection between informed food choices and improved quality of life. Open Hand offers over 10 meal options for people with various medical conditions and food preferences. Volunteers will partake in a variety of activities to help prep and deliver food.

Peaceable Kingdom Retreat (Killeen, Texas) – Volunteers will partner with Peaceable Kingdom Retreat (www.varietytexas.org/pkrc/), a place where children with special needs and chronic illnesses can celebrate the health-giving benefits of nature. PKRC has successfully been benefiting special lives for over 20 years through great adaptive programs and a first class facility. A great staff, supportive donors, about 4000 special kiddos, families, volunteers, friends and many others make PKRC a place where children can celebrate living. Volunteer tasks include assisting with classes or retreats, cleaning, gardening, landscaping, Eagle Scout projects, and administrative tasks.

Rebuilding Together (Location TBD) - Since 1988, Rebuilding Together (http://www.rebuildingtogether.org/) has worked towards fulfilling its mission to revitalize the homes of elderly, disabled, first responder, and single guardian low-income individuals and families. As a volunteer at Rebuilding Together, you will be a part of a nation-wide movement to enable homeowners to live in warmth, safety and independence. Rebuilding Together works to positively impact and transform communities through large and small scale projects.
**Global Trips**
Program fee: $2,000

**Outreach 360 (Jinotega, Nicaragua)** - Volunteers will partner with Outreach360 ([www.outreach360.org](http://www.outreach360.org)), formerly known as Orphanage Outreach. The mission of Outreach360 is to “release the hero within” and provide opportunities to orphaned, abandoned, and disadvantaged children. Volunteers will work in the Neighborhood Learning Center teaching basic English conversational classes, as well as literacy skills, in addition to other projects as needed.

**R.A.W Tours (San Marcos de Tarrazu, Costa Rica)** – Partnering with R.A.W Tours ([www.rawtours.org](http://www.rawtours.org)), your time in San Marcos will give you a first-hand look at the inner workings of the fair trade coffee initiatives in Costa Rica. Volunteers will get immersed in the coffee culture; visiting several local coffee farms and experiencing all aspects of the growing, harvesting, and milling process. You will work side by side actual workers in all phases of the coffee manufacturing process – out in the fields, taste testing, on the treatment and harvesting lines, and finally, quality control, distribution and marketing. Other potential activities include a local cooking class with community farmers, helping the recycling center, working with local schools on community service projects, or participating in projects with the developments association of Tarrazu.

**Tandana (Otavalo, Ecuador) Honors Department students** - Volunteers will serve with The Tandana Foundation ([www.tandanafoundation.org](http://www.tandanafoundation.org)), a nonprofit organization that offers cross-cultural volunteer opportunities, scholarships and funding for small community projects in highland Ecuador. Volunteers may help villagers replace inadequate drinking water pipes or paint their community center, harvest corn and use its flour to bake bread, play games with schoolchildren and teach English to villagers.

**Wine to Water (Dominican Republic)** – ([www.winetowater.org](http://www.winetowater.org)) With every project, the common thread in our work is ensuring the proper type of water system is used for each specific community. Our methods include: shallow & deep wells, well repairs, ceramic water filters, bio sand filters, Sawyer filters, and rain water harvest tanks. We use local materials whenever possible, and we monitor and report on all of our projects. We are constantly developing our programs and striving for more efficient systems.
General FAQs

What are the dates for Alternative Spring Break?
This year’s Alternative Spring Break (ASB) program will take place during the week of Saturday, March 4th - Saturday, March 11th, 2017.

How many students are on each team?
Teams vary slightly in size, but are typically comprised of 2 undergraduate Team Leaders, roughly 9 student volunteers, and 1 Faculty/Staff University Representative.

What is the Substance-Free Policy?
No participants are permitted to consume alcohol or recreational drugs at any time on an ASB trip regardless of age or laws in the host site country. The policy is zero-tolerance. Please refer back to the Handbook for further details.

How do volunteers travel to their destinations?
Most trips will fly to their destination, leaving from and returning to Boston Logan International Airport. All teams will travel as a group leaving on Saturday, March 4th and returning on Saturday, March 11th. Some trips may depart or return on a Friday or Sunday, if necessary. Once on-site, ground transportation will be provided. For domestic trips, rental vehicles will be used for each trip. Some vehicles will be driven by other students who are over 21 and have been certified by Northeastern. The program will be asking team members over the age of 21 to volunteer to serve as drivers, and we will provide those who are eligible with further information on this process. Global trips, including any trips that take place in Canada or Puerto Rico, will have their transportation coordinated by the host organization.

Where do volunteers stay during the trip?
Housing conditions will be rustic! Volunteers will stay in modest housing at community centers, local churches, hostels or camp facilities. All volunteers will need to plan to bring bedding or a sleeping bag. Team Leaders will provide more detailed packing lists prior to departure.

What type of service should I be prepared for and do I need to have previous experience?
Service projects vary by site, but can range from painting and building, clearing trails, or working with youth. See Service Trip Information section for more details. NO previous experience is needed to participate in Alternative Spring Break. Exact project details are usually not available until immediately before your trip and we ask all volunteers to be flexible. Due to the dynamic nature of community service organizations, last minute changes may occur. We ask volunteers to accommodate the communities’ fluctuating needs. Withdrawal from the trip due to changes to trips/service activities will not lead to a fee refund.

What is the application process for Team Leaders?
Team Leader applications are due on Wednesday, September 28th at 5pm. All Team Leader applicants will then participate in a Group Interview process. A selection committee comprised of staff from the Center of Community Service will select and place Team Leaders based on their application and interview.

How are volunteers selected and placed onto trips?
Student volunteer applications are due on Monday, October 17th at 5pm. The Center of Community Service reviews all applications and students are selected and placed onto trips based on their application and trip choices. Staff and faculty can apply to participate as University Representatives, and their applications are due on Wednesday, November 2nd at 5pm.

If I am on co-op, can I still participate in ASB?
Yes! Every year, the Center of Community Service has students that are on co-op participate. However, it is important for each student to consider his or her schedule and the time commitments required for Alternative Spring Break. We recommend that volunteers on co-op consult with their employer (or future employer) to ensure that ASB will not interfere with their work.

Where can I find more information?
For any and all information regarding ASB, visit:
www.northeastern.edu/communityservice
www.facebook.com/northeasternasb
www.twitter.com/asbnortheastern
Financial FAQs

What is the program fee to participate in ASB and what does it cover?
The program fee covers all transportation, entry/exit taxes where applicable, housing, meals (on-site, but not during travel), materials and supplies. Fees are still being finalized for this year – we have given our closest possible estimate of the 2017 fees in the Service Trip Information section, pages 3-4. If you are offered a place in the program, we will tell you the final program fee at that time, so that you have that information before you accept your placement.

What expenses are NOT included in the program fee?
Not covered are passport fees (if needed), any medical tests or background checks the host site may require (CORI/SORI, TB tests, etc.), medical expenses incurred during the trip, souvenirs, social excursions, and checked bag fees if they apply and participant chooses to check a piece of luggage.

Why are some trips the same price and others more expensive?
The program fee is broken down by type of trip. Differences in price are directly related to differences in travel costs (i.e. global trips are more expensive because of higher flight costs). We select trips with costs in mind and make sure that trips are all similar in price.

Why is the program fee non-refundable?
The decision to participate in the Alternative Spring Break (ASB) program involves an investment of money and requires a commitment on the part of the volunteer to fully prepare in order to experience the program’s full benefits. Anyone interested in participating in the program is urged to plan carefully and to be completely familiar with the withdrawal policies before applying. The ASB refund policies supersede Northeastern University's on-campus refund policies.

The reason that the program fee is non-refundable is because program fees are used to pay for non-recoverable expenses. An expense becomes non-recoverable when it has already been paid out to a vendor. Non-recoverable expenses vary by individual trip and may include, but are not limited to: airfare, housing, transportation, and administrative fees.

Is it really non-refundable?
Yes.

If I fundraise more than the amount of deposits I have already made, can I get a refund?
No. Once the University has processed funds for a volunteer’s trip we are unable to refund any amount in excess of the program fee. To avoid this, participants are encouraged to begin fundraising early and pay attention to the e-mails they will receive from the Center of Community Service stating their program fee balance before each payment due date. Participants may also contact the Center of Community Service at any time during business hours to request an update on their balance.

How much money can I raise by fundraising?
In the past, students have been able to fundraise the entire amount of their program fee. In general, the more effort a student puts into fundraising, the more money they are able to raise. The Center of Community Service will advise any group seeking to do fundraisers and students are strongly encouraged to do their own individual fundraising with letter writing campaigns.

When are payments due?
The $100 deposit to be a part of the program is due Monday, October 31st, 2016. The first half of the total program fee will be due Monday, November 28th, 2016 and the remaining balance will be due Monday, January 9th, 2017.

Are scholarships available to help with this cost?
YES! For more information, please visit our website: www.northeastern.edu/communityservice.