2016 Summer Send-Off Guide

Purpose
Thank you for your interest in hosting a Summer Send-Off! This event is a wonderful opportunity for the University of Maryland’s newest students to come together and meet other Terps from their hometown or area who will be a part of their incoming class. Summer Send-Offs are informal gatherings designed to ease the anxiety of leaving home, foster a sense of community, and celebrate being part of the Terp Family. Most of the attendees will have already attended orientation, so a Summer Send-Off is the perfect time for students to continue forming new friendships with fellow Terps and get answers to any new questions they have. It’s also a time for parents/family members to build their own support system as families embark on this journey together. New students and parents/families can learn more about life at UMD from current students, alumni, and parents. By hosting a Summer Send-Off, you will provide the space for participants to connect with each other and celebrate the university’s newest arrivals in Terp style.

A Send-Off is easy to organize and the Office of Parent and Family Affairs is here to help you through every stage of the process. Contact Shy Porter at scporter@umd.edu or 301.314.8429 if you have any questions or need assistance.

Logistics

Cost
Hosts are responsible for all costs related to the event. Anyone who hosts and pays expenses will receive credit from the University of Maryland College Park Foundation for an in-kind donation for the total amount as indicated by the receipts. In order to receive credit, all receipts must reflect itemized purchases (i.e., every item must be individually listed). Receipts should be saved and copies submitted to Roz Moore, Assistant Director of Development & External Relations, at rozmoore@umd.edu following the event. Contributions are tax-deductible as allowed by law. Please consult your tax advisor.

Timing
Summer Send-Offs typically take place on August 1-15. This time-frame is ideal since it will give most incoming students and parents an opportunity to attend an orientation program on campus before attending a Summer Send-Off. But, know that we’re happy to consider dates that fall outside of this range.

Location & Format
Summer Send-Offs can take place in local parks, church halls, restaurants, country clubs, or in the host’s home. It just depends on anticipated number of guests and the options in your area. Either way, choose a setting that is warm and inviting so participants feel welcome. And, whether you are planning a reception with light hors d’oeuvres, desserts, or a meal, you can choose to make the food yourself, hire a caterer, or invite participants to bring a dish to share. Please note that the location must be clean, inviting, and leave a good impression on participants.
Alcohol Policy
Summer Send-Offs are alcohol-free events.

Invitation Guidelines
The following is the general protocol for who will be invited to the Summer Send-Off:

1. All new students (freshmen and traditional-age transfer students) who live within an acceptable driving radius around your area. The Office of Parent and Family Affairs will work with you to determine the acceptable number to invite based on radius and total number of enrolled students in your area.
2. The parents/family of the invited new students.
3. A minimum of at least one current sophomore, junior, or senior (perhaps your own!), but you can invite as many as you would like. These students will provide honest, personal accounts of their own experiences at the University. If you need help identifying current students to invite, just let us know and we can make recommendations.
4. You may invite as many other parents/families, alumni or friends of the University as you would like and can accommodate. If you need assistance identifying alumni and/or parents of current students, we can assist and help make connections to local Terp families.

The Office of Parent and Family Affairs will design and distribute the Summer Send-Off invitations. Due to the University’s privacy policies, we are unable to release the list of incoming students to hosts. Invitations will be sent via email by the Office of Parent and Family Affairs and guests will RSVP directly to the designated host. Hosts can place a cap on the total number of attendees, which will need to be determined prior to sending the invitation.

Event Checklist
To help hosts prepare for the send-off, we have compiled a to-do list for every stage of the process. Please read it completely before beginning preparations as this will aid in planning for the event. If you have any questions, please do not hesitate to contact the Office of Parent and Family Affairs via phone at (301)314-8429 or email at parents@umd.edu. The key to hosting a great Summer Send-Off is keeping the spirit of Maryland central to the event.

Before the Event
✓ Consider organizing a host team of current parents/families, alumni, and current students to divvy up responsibilities and to create the format for the event. (See Recommended Agenda below.)
✓ Determine the logistics:
  o Location (must be clean, inviting, and leave a good impression on guests)
  o Date/Time
  o Format (see agenda)
  o Food/drinks
  o Minimum/maximum number of people
  o Prizes/giveaways (some items will be provided by Parent and Family Affairs)
✓ Keep a running list of attendees as they RSVP.
✓ Create name tags for participants.
✓ Decorate to create an inviting atmosphere. The more University of Maryland paraphernalia, the better!
✓ Save all of your receipts from your purchases for the event.
During the Event

✓ Distribute name tags. Be sure to set out blank name tags in case unexpected attendees need to make their own.
  o Use the RSVP list as a check-in list. Please make a note of everyone who attends.
✓ Allow time for mingling in the beginning. Then, welcome attendees to the event with a brief speech.
✓ Facilitate an ice breaker.
✓ Ask current University of Maryland students to provide insight about their experiences at the university.
✓ Split parents and students into different groups so they have time to ask questions and interact.
✓ Collect students’ email addresses and phone numbers on a piece of paper. Then, be sure to email a copy of this information to each student shortly after the party.
✓ Invite parents to create their own contact list as well.
✓ Take lots of pictures.

Recommended Agenda

This agenda should serve as a guideline for the event. Some items may take longer, so flexibility is important. For example, if lots of good conversation is occurring during the small group time then you may want to let those interactions continue for a few additional minutes.

- Allow mingling/late arrivals (15-20 minutes)
- Welcome from parent/alumni host (3 minutes)
- Introduction of parents/current students and alumni (3 minutes)
- Making the Most of the UMD Experience (20 minutes)
  o Break into two groups
  o Students (go with current student/young alumni)
  o Parents/families (go with current parent/alumni leaders)
- NOTE: If conversations are going well as one group, keep them going!
  o Q & A sessions
- Closing/thank you from parent/alumni host (1 minute)
- Continue mingling & mixing (remainder of time)

After the Event

Contact us! Please share with us:
✓ Who attended (please provide a copy of the attendance sheet)
✓ Feedback about the event, including any feedback from attendees
✓ Suggestions/considerations for future events
✓ Pictures from the summer send-off

Remember to submit your itemized receipts to Roz Moore, Assistant Director of Development & External Relations, at rozmoore@umd.edu to receive in-kind credit for your contribution to UMD.

Thank you so much for your willingness to host this very important welcoming event for our incoming students. Terp parents and family members like you truly help make the University of Maryland a better place. Remember, we are always here for you if you have questions.

Go Terps!
**Staff Contacts**

**Brian Watkins**
Director, Parent and Family Affairs
Email: bwatkins@umd.edu
Phone: 301.314.8429

**Roz Moore**
Assistant Director, Student Affairs Development & External Relations
Email: rozmoore@umd.edu
Phone: 301.314.3694

**Shy Porter**
Graduate Assistant, Parent and Family Affairs
Email: scpporter@umd.edu
Phone: 301.314.7905

**Chandra Bisnath**
Coordinator, Office of the Vice President for Student Affairs
Email: cbisnath@umd.edu
Phone: 301.314.8429