2020 Summer Send-Off Host Guide

University of Maryland • Office of Parent and Family Affairs

PURPOSE

Thank you for your interest in hosting a Summer Send-Off! Summer Send-Offs are 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. These informal gatherings take place across the country and are designed to ease the anxiety of leaving home, foster a sense of community, and celebrate being part of the Terp Family. Many new students will have already attended orientation, so a Summer Send-Off is the perfect time to continue forming new friendships with fellow Terps and get answers to any new questions. It is also a time for families to build their own support system as they embark on this journey together. 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. To volunteer as a host, please complete the Summer Send-Off Host Interest form. Volunteers must participate in a brief (15-20 minute) training session via phone on Monday, June 1 at 7 p.m. or Tuesday, June 2 at 12:15 p.m. Contact Danielle Walker, Program Coordinator, at dwalk18@umd.edu or 301.314.7905 if you have any questions or need assistance.

LOGISTICS

Who can host?
Current or former Terp family members and alumni. You can host as an individual or as a group. If you are interested in co-hosting and need assistance finding a co-host, please contact Danielle Walker.

When can I host?
Summer Send-Offs will take place between Friday, July 31 and Sunday, August 23, 2020. This time frame is ideal since it will give most incoming students and families an opportunity to attend an orientation program on campus before attending a Summer Send-Off.

Where can I host?
Summer Send-Offs can take place in local parks, restaurants, coffee shops, country clubs, or in the host’s home. It just depends on anticipated number of guests and the options in your area. Choose a setting that is warm and inviting so participants feel welcome. 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.

What will it cost?
Hosts are responsible for all costs related to the event, though the actual cost you incur can vary widely on the kind of send-off you plan. We encourage creativity. 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). Save all receipts and make copies before submitting to Danielle Walker following the event. Contributions are tax-deductible as allowed by law. Please consult your tax advisor.

What is the Alcohol Policy?
Summer Send-Offs are alcohol-free events.
INVITATION PROCESS

The following is the general protocol for Summer Send-Off invitations. The Office of Parent and Family Affairs will design and distribute the Summer Send-Off invitations and share access to the RSVP list associated with your invitation. Due to the University’s privacy policies, we are unable to release the list of incoming students to hosts. Hosts should place a cap on the total number of attendees, which they determine prior to staff sending the invitations.

Parent and Family Affairs will invite:
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 and families of the invited new students.
3. A university staff member, typically one from the Office of Admissions or Office of Parent and Family Affairs (based on event size/attendance and availability of staff).

Hosts will invite:
1. 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.
2. Other parents/families, alumni or friends of the University 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.

EVENT CHECKLIST

To help you prepare for your send-off, we have compiled a to-do list for every stage of the process. Please read this completely before beginning preparations as this will aid in planning for the event. 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, 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 Maximum number of people
  o Date/time
  o Format [See Recommended Agenda below.]
  o Food/drinks
  o Prizes/giveaways [some items will be provided by Parent and Family Affairs]
- ✓ Keep a running list of attendees as they RSVP [PFA staff will share access to RSVP list].
- ✓ Create nametags for participants [PFA staff will provide blank name tags].
- ✓ 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 nametags. Be sure to set out blank nametags in case unexpected attendees need to make their own.
  o We will provide an attendance sheet for guests to sign in as they arrive. You may also use the shared RSVP list as a check-in list. Please make a note of everyone who does attend.
✓ Allow time for mingling in the beginning. Then, welcome attendees to the event and ask the group to do introductions.
✓ Ask current University of Maryland students to provide insight about their experiences at the university.
✓ Take a group photo of parents/families and students together and send to Danielle Walker at dwalk18@umd.edu. We also encourage anyone who takes photos for social media to tag @TerpFamily (Facebook & Twitter), @TerpFamilyUMD (Instagram) and use the hashtag #TerpFamily.
✓ Split parents/family members and students into different groups so they have time to ask questions and interact.

### Recommended Agenda

This agenda should serve as a guide 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 [10-15 minutes]
- Welcome from host [3 minutes]
- Introduction of families/current students and alumni [10 minutes]
- Making the Most of the UMD Experience [20 minutes*]
  - Break into two groups:
    - Students (with current student/young alumni) *But, if conversations are going well, keep 'em going!
    - Parents/family members (with current parent/alumni leaders)
  - Q & A
- Closing/thank you from host [1 minute]
- Group photo [3 minutes]
- Continue mingling & mixing [remainder of time]

### After the Event

Please share with us:
✓ Who attended (copy of the attendance sheet or check-in list)
✓ Feedback and suggestions about the event, including any feedback from attendees (feedback form)
✓ Pictures from the summer send-off
✓ Itemized receipts to receive in-kind credit for your contribution to UMD

All items may be sent to Danielle Walker at dwalk18@umd.edu.

### STAFF CONTACTS/MAILING ADDRESS

**Danielle Walker**  
Program Coordinator, Parent and Family Affairs  
Email: dwalk18@umd.edu  
Phone: 301.314.7905

**Chandra Bisnath**  
Coordinator, Parent and Family Affairs  
Email: cbisnath@umd.edu  
Phone: 301.314.8429

**Brian Watkins**  
Director, Parent and Family Affairs  
Email: bwatkins@umd.edu  
Phone: 301.314.8440

**Mailing Address:**  
Office of Parent and Family Affairs  
8400 Baltimore Avenue, Suite 200  
College Park, MD 20740

---

Thank you so much for your willingness to host this very important welcoming event for our incoming students and their families. Terp parents, family members, and alumni 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!