



PARENT & FAMILY ASSOCIATION

2019 Summer Send-Off Guide

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. New students and families can learn more about life at UMD from current students, families, staff, and alumni. 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 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 Thursday, August 1 and Sunday, August 18, 2019. 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 play. We encourage creativity: a potluck at your local park, a joint hosted dessert, etc. 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.

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 invitation.

Who 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 of the Office of Parent and Family Affairs team.

Who hosts will invite:

1. 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.
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 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. 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:
 - Location (must be clean, inviting, and leave a good impression on guests)
 - Minimum/maximum number of people
 - Date/Time
 - Format (See *Recommended Agenda* below.)
 - Food/drinks
 - Prizes/giveaways (some items will be provided by Parent and Family Affairs)
- ✓ Keep a running list of attendees as they RSVP.
- ✓ Create nametags 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 nametags. Be sure to set out blank nametags in case unexpected attendees need to make their own.
 - Use the shared RSVP list as a check-in list. Please make a note of everyone who does or does not 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 and #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 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 (10-15 minutes)
- Welcome from parent/alumni host (3 minutes)
- Introduction of parents/current students and alumni (10 minutes)
- Group Photo (3 minutes)
- Making the Most of the UMD Experience (20 minutes*)
 - Break into two groups: **But if conversations are going well, keep them going!*
 - Students (go with current student/young alumni)
 - Parents/family members (go with current parent/alumni leaders)
 - Q & A
- 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 Danielle Walker 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!

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