Virginia Beach Leadership Workshop 2012  
Weekly Journal Entry #1

**Overview**

Before I dive into talking about my internship thus far, it is important to give a little background information on the program. The Virginia Beach Leadership Workshop consists of a weeklong program for high school student leaders and also a three day program for middle school student leaders. The program was started in 1967 with the support of Jerry Deviney, who at the time was a student activities coordinator at one of the Virginia Beach High Schools. It has developed and transformed into one of the top programs for student leadership in the entire country. I was lucky enough to have attended the workshop before my senior year in high school in the summer of 2008. After I attended, I was able to apply to serve as a member of the staff that puts together this workshop. I am now entering my fourth year as a staff member, and will be serving as the administrative team leader. There are three teams that make up the staff: administrative, counseling and instructional. The counseling team serves as the “counselors” for the actual workshop, and are the closest people to the delegates that attend. The instructional team works to develop the instructional content that we present during the workshop and tries to do so in a fun, innovative way. The administrative team does everything else: planning all entertainment presented during the workshop, registration, all meals, and deals with the living situation at Virginia Wesleyan College where the workshop is held just to name a few things. I have been a member of the “Admin” team for three years prior to this, and this will be my first summer serving as the team leader. I am paired up with another staff member, Drew, as the team leader. We are in charge of ensuring that all administrative tasks are completed and that we relay information from our team to the workshop coordinator and director.

**Monday, June 18th**

Our planning site for the year is at Salem High School, so the team leaders were responsible for ensuring that all planning materials made the move from Larkspur Middle School to Salem High School. To make sure everything was ready for our planning stages to being, the team leaders meet on Monday to set everything up. My Co-Team leader & I also planned out our first few days of team time to make sure that we were on the same page and that we would have a successful start to the summer.

**Tuesday, June 19th**

Our first official day of work started out with a not so pleasant surprise. I was pulled aside by the Workshop Director, MaryAnn Lafler, right before work started to inform me that one of the new staff members emailed her that morning and said he would not be able to be on the staff for the summer. It came as a bit of a shock, as this is something that hasn’t happened before. This was a person who would have been serving on the Administrative team, so that puts extra strain on our team as a whole. We will be one man down for the entire summer, but still expected to complete all tasks as if we were still a full team. It will be important that our team works well together to ensure that we can get everything done. To help start building the foundations of a strong team, we started our team time for the day with an icebreaker. The group seems to be cohesive thus far, and I can’t wait to get to know each person on my team better and see how they grow as the summer goes on.

**Wednesday, June 20th**

Wednesday went very smoothly and luckily we didn’t have another situation like Tuesday morning! We also were able to have almost three full hours of team time, which was helpful in ensuring that we got to finalize doing inventory and setting up completely. As a team, we are responsible for all banners that are used throughout the workshops, and we already started working on those. Since this is my first year as a team leader, it has been an interesting transition. I was slightly nervous that it would be very hard to make the move, but the move has been fairly easy. My co-team leader, Drew has been very helpful in making me feel comfortable in my position. He was a team leader last year, so I was nervous that he would overshadow me. Yet, he has really been good at coaching me and feeling confident in me. He has made the transition easy, and we are working very well together. It is important that Drew & I are a united force as team leaders and that we are always on the same page. If Drew and I don’t work cohesively, then our team will suffer as a result.

**Thursday, June 21st**

Today was a good day at work, and very exciting because as soon as work was over we were heading to our Staff Retreat for that evening and night. Our Staff Retreat is one of my favorite parts about being on staff. This year, the “rookies” (that is what we call first year staff members) were under the impression that they were going to be hazed at the retreat. That is something that workshop staff most definitely does not do or encourage, however it made me realize that we do have a lot of rituals as a staff. Every year at retreat, we all present our “value box” filled with the items that we value most. Typically, mine has more pictures than anything to represent the things and people that I value most in my life. This is a ritual, and sort of a rite of passage to officially be a staff member. Doing the “value box” activity every year helps to bring the staff closer together, as we are sharing our personal information. Another ritual that we have is to have a big brother and sister program to help serve as mentors for the new staff members. When I was a rookie, my big brother helped to fill me in on the various workshop terms I wasn’t familiar with and helped to make sure I was adjusting to workshop staff well. The program is about helping the rookies make the adjustment well, as workshop staff can be overwhelming at times.

**Daily Schedules & Administrative Tasks:**

The team heads are responsible for submitting a daily schedule to the workshop coordinator and director. They are a good way to help us stay on track and ensure that we get all tasks accomplished. I have attached the schedules from the first week. I have also attached the 2012 Administrative task sheet that we use to help place team members with tasks.

ADMINISTRATION

Date: \_\_6/19/12\_\_\_\_\_\_\_\_ Day: \_\_Tuesday\_\_\_\_\_\_

Day #:\_\_\_\_1\_\_\_\_\_\_\_\_\_\_\_ Total Amount of Team Time: \_1 hour\_\_

TEAM GOALS FOR TODAY:  
-Welcome  
-Orientation to Team Area   
-Begin set-up

TEAM TO-DO LIST:

-Icebreaker: “Twitter Page”  
-Hand out and review “Admin Tasks 2012”  
-Orientation to Work Area  
-Begin Set Up/Clean Up  
 -Anna will be overseeing Staff Office Set up, Drew will be overseeing Admin Paint Room set up.

TEAM REPORT:

-Admin already started inventory & set up.  
-We did a fun, getting to know everyone icebreaker where we made our own “twitter pages”

NEEDS/SUPPLIES:  
-We sent MaryAnn our supply list two weeks ago, and those will be arriving soon

ADMINISTRATION

Date: \_\_6/20/12\_\_\_\_\_\_\_\_ Day: \_\_Wednesday\_\_\_\_\_\_

Day #:\_\_\_\_2\_\_\_\_\_\_\_\_\_\_\_ Total Amount of Team Time: \_2 hrs 45min\_

TEAM GOALS FOR TODAY:  
-Inventory  
-Admin Office  
-Distribution of Admin Tasks

TEAM TO-DO LIST:

-Copy & distribute Medical Info Sheet to staff  
-Copy & distribute Retreat Packing List  
-Copy & distribute “Rookie Info Sheet”  
-Collect & assign Admin Tasks  
-Finish inventory & set up  
-Pull banners

-Assign team members with brainstorming ideas for Sci-Aud Banner, Tuesday Night & Wednesday Activities

TEAM REPORT:

-Please return Medical Info Sheets by tomorrow before we leave for retreat  
-Rookies all received a “Rookie Info Sheet” that will help them get acclimated to staff terms

NEEDS/SUPPLIES:  
N/A

ADMINISTRATION

Date: \_\_6/21/12\_\_\_\_\_\_\_\_ Day: \_\_Thursday\_\_\_\_\_\_

Day #:\_\_\_\_3\_\_\_\_\_\_\_\_\_\_\_ Total Amount of Team Time: \_3 hrs 45min\_

TEAM GOALS FOR TODAY:  
-Prepare for retreat  
-Brainstorm Sci-Aud, Tuesday Night Entertainment and Wednesday Night Entertainment

TEAM TO-DO LIST:

-Brainstorm Sci-Aud ideas  
-Brainstorm TNE & WNE  
-Pack for retreat  
-Pick dates for Staff paint party & Virginia Weslyan trip  
-Copy & distribute staff cheers  
-Give a paint room orientation/tutorial  
-Go over staff evaluations from summer 2011 with team

-Assign team members to brainstorm Monday Night Entertainment ideas for work on Monday

TEAM REPORT:

-Reveal Staff Calendar (Kelly)  
-Ask staff to bring coasters for staff table  
-Announce that the staff paint party will be July 5th and the Virginia Weslyan trip will be June 27th  
-Present our top three ideas for Sci-Aud banner  
-Remind staff to turn in their medical info sheets before the end of the day

NEEDS/SUPPLIES:  
N/A

**Workshop 2012 Admin Tasks**

**Arrows/Instructional Signs** Create and manage directional arrows for Virginia Wesleyan. This includes indoor arrows for dorms, and other rooms, and outdoor arrows for all workshop/conference delegates and guests. Create and manage signs in the dorms posting pertinent information for middle school and high school workshop.

**Banquet** Create a plan for the middle school and high school banquet, including a diagram of the banquet room and reception area. Create banquet decorations, including, but not limited to, centerpieces and panels.

**Bonfire & Gathering** Create a plan and diagram for the bonfire to take place at the high school workshop final gathering. Gather materials for its implementations. Also, create a plan and diagram for gathering at both middles school and high school workshop, including torch, bleacher and cone/stake placement. Gather materials for its implementation.

**Equipment List/ Staff Office** Keep a continuous inventory of equipment and office supplies, including the amount of each item and its course. Keep track of the location of equipment and ensure its return to its original source.

**Monday Night Entertainment (Games)** Create a plan for Monday night’s entertainment, which is proposed as a team and approved as a staff. This plan includes the creation of games, diagrams, music, decorations, costume ideas, awards and a script for its facilitation.

**Recreations & Workshop Workout** Create a plan for recreations at middle school, including equipment lists, set-up diagrams, and a script of the rules facilitations. Create a detailed plan for recreation in the event of rain. Gather supplies for recreation plans. Also, create a plan for workshop workout.   
 **Room Assignments** Create a list of room assignments for middle school or high school. Create decorations for the doors, which include the respective delegate’s name.

**Staff Calendar** Create and manage a staff master calendar to be posted in the large group meeting area, detailing all activities and events for the duration of the summer.

**Tuesday Night Entertainment** Create a plan for Tuesday night’s entertainment, which is proposed as a team and approved as a staff. Create and gather any decorations or materials, as they are needed for the event.

**Wednesday Night Entertainment** Create a plan for Wednesday night’s entertainment, which is proposed as a teams and approved as a staff. Create and gather any decorations or materials, as they are needed for the event.

These are the top five tasks that I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, would like to be involved in:

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5.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I would strongly prefer not to work on:

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2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_