



Pre-Trip Guidelines

Prior to your group's volunteer trip to Old First, it is suggested that you have at least one meeting for information and reflection with your group's participants AND any other adult leaders. Remember that awareness, reflection, and preparation are imperative to your group having a transformative experience!

Please complete the following steps at your meeting:

1. Have each participant fill out a Liability Waiver; either mail completed forms to Old First prior to your trip, or bring them with you when you arrive.
2. Discuss what volunteering and service work mean, past experiences and how it serves a larger purpose. (This serves as early reflection/preparation for the trip)
3. Go over the Itinerary for your trip with your group. Discuss the kind of work that you will be doing and how it will impact the community served. (If you need prompts to help facilitate this discussion, let your Old First contact know and we can send along questions/prompts)
4. Discuss tourist attractions within walking distance. If your group is interested in adding an activity to your schedule you'll need to tell your Old First contact right away, so we can arrange plans in advance. Depending on the activity, your group may have to pay an extra cost.
5. Review items to pack – bedding (sleeping bags, air mattress, pillows), toiletries (shampoo, soap, towels, etc), weather appropriate clothing (snow shoes, jacket/coat, umbrella, gloves, etc)
6. Review the Septa website (<https://shop.septa.org>), decide if you would like to buy SEPTA Key online or in person once you arrive in Philadelphia. It is your responsibility to make plans and make purchases if necessary.