

**EVALUATION & FEEDBACK FORM**

Mini-Sabbaticals for

Advocates-in-Residence

A Special Program of The Sapelo Foundation | Musgrove Retreat & Conference Center | St. Simons Island, GA

# OVERVIEW

# We are on a mission for a just Georgia. Will you join us? Through a special program, our foundation opens its doors to those who dedicate their lives to advocating, organizing, engaging, and opening doors for others. Mini-sabbaticals for advocates-in-residence take place at the Musgrove Retreat & Conference Center, an inspiring and intimate space on St. Simons Island, GA that helps us advance our mission: *“We are on a mission for a just Georgia, through partnerships and solutions that increase environmental protection, social prosperity, and civic power.”*

# Georgia’s advocates are too valuable and valued not to regularly rest, recharge, reflect, restore, relationship-build, and then reengage. Thus, the purpose of each mini-sabbatical is *unstructured* time without workbecause we wholeheartedly believe:

# The professional work and personal lives of advocates are precious, important, and inextricably linked. As a foundation partner – not only a funder – we care about the people who work to make a more just Georgia.

# Burnout is real – physically, emotionally, mentally, spiritually, individually, and institutionally – especially for those who pursue constantly demanding work in our non-stop, post-COVID world.

# Historically, some of the world’s greatest advancements were born from the minds of well-rested leaders, who experienced “ah-ha” moments and groundbreaking ideas while taking long walks, breaking bread during lively dinner conversations, and pausing to read or write.

# We envision time at Musgrove as the catalytic start – not a onetime break – for much-needed individual and institutional culture changes that will create positive-feedback-loops: advocates regularly rest, recharge, and then sustainably reengage at work, in their communities, and with their family and friends à employers reduce turnover, maintain talent and institutional memory, enhance employees’ satisfaction, and advance missions and work cultures.

# We will all live in a more just Georgia – with greater environmental protections, social prosperity, and civic power – when advocates have more sustainable energy and joy, leading initiatives, learning and applying new ideas, mentoring the next generation, building relationships and teams, feeling worthy and respected, and serving Georgians for decades to come.

# INSTRUCTIONS

# Report Form

# It is due within 2 weeks of departure from the Musgrove Retreat & Conference Center.

# It can be downloaded on the “[**Mini-Sabbatical for Advocates-in-Residence**](https://sapelofoundation.org/mini-sabbaticals/)” page of our website.

# Submission

# Email the completed form to [info@sapelofoundation.org](mailto:info@sapelofoundation.org).

# Title both the email and the attachment: “[Lead Organization Name] – Mini-Sabbatical Evaluation”

# PART A: ORGANIZATION & ADVOCATE INFORMATION

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| **Organization & Advocate Information** | |
| **1. Today’s Date:** |  |
| **2. Lead Organization’s Name:** |  |
| **3. Contact’s Name and Title:** |  |
| **4. Contact’s Email Address:** |  |
| **5. Dates of the Mini-Sabbatical:** |  |
| **6. Number of Advocates who participated:** |  |

# PART B: ADVOCATE EVALUATION & FEEBACK

# Directions: If more than 1 advocate attended the Mini-Sabbatical, please collaborate on answers to the following questions.

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| **Advocate Evaluation & Feedback** |
| **1. Can each advocate who participated share at least 1 plan/goal for integrating long-term resting and recharging into their lives? Below, all can be listed together anonymously.** |
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| **2. How did the time at Musgrove allow each advocate to rest and recharge? Below, feedback from all advocates and be aggregated in the answer.** |
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| **3. How can we improve the program, process, and/or stay at Musgrove for next time?** |
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# PART C: LEAD ORGANIZATION EVALUATION

# Directions: Please answer the following questions on behalf of the Lead Organization. If desired, PTO policies can be emailed separately to [info@sapelofoundation.org](mailto:info@sapelofoundation.org).

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| **Evaluation** |
| **1. Can each organization that sent an advocate to Musgrove share its current paid-time-off policies and the year it was last updated? Below, each organization can list this information anonymously.** |
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| **2. Does each organization that sent an advocate to Musgrove plan to have an internal conversation or evaluation (however formal or informal) about the degree to which its current HR policies for PTO/vacation (or any other area of HR) reflect the organization’s desired values, goals, culture, mission, retention rate, and employees’ needs? (Yes/No)** |
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