



Team Guide

*The driving force in creating a school
where EVERY child feels
safe, loved and celebrated.*

2520 Stanwell Drive, Suite 160 • Concord, CA 94520
office@challengeday.org • www.challengeday.org



Table of Contents

Welcome To Your Be The Change Guide	1
The Be The Change Movement - An Overview	2
Be The Change Teams	4
Creating Your Be The Change School Team	7
Your Be The Change School Team - Planning Checklist	9
Creating and Implementing Your School Plan	10
Action Plan Worksheet (template)	13
Action Plan Worksheet (sample).....	14
School Plan & Timeline (template).....	15
School Plan & Timeline (sample).....	16
Thank You For Sharing Our Vision	17
Addendums (separate documents)	
♥ Be The Change Team Support Information	
▪ School Survey	
▪ Meetings with Heart Guide	
▪ Trademarks Policy	
♥ How to Be The Change : Keeping Challenge Day Alive	
♥ Frequently Asked Questions (FAQ's)	

Welcome to your...

Be The Change Team Guide

If you are reading this guide, there's a great likelihood that you have already decided to become a powerful part of the solution in your local school and/or community. By becoming a founding member of your school's **Be the Change** Team, you will be joining a growing network of motivated youth and adults who have already committed themselves to Being the Change they wish to see in the world.

As part of the **Be the Change** Movement and network, you and your school will be sharing lessons, resources and ideas with countless other schools, communities and individuals who share our vision of creating a world where every child feels safe, loved and celebrated.

By focusing on your piece of the puzzle (your school), you and your school's **Be The Change** Team will become an important part of the solution on our planet. This manual is designed to support you in your efforts to create the 100% school community of your dreams.



"In our quest to create a world where every child feels safe, loved and celebrated, it's not about arriving at our goal as much as how we treat each other along the way."

*- Rich & Yvonne St. John-Dutra
Co-Founders*



The Be The Change Movement

An Overview

"We must be the change we wish to see in the world." ~ M. Gandhi

In creating your team, it is important that you know you are not alone.

Be The Change was inspired by the words and actions of Mahatma Gandhi and fueled by the vision of Challenge Day. The **Be The Change** Movement is a rapidly growing, international coalition of like-minded, socially responsible and committed individuals, schools, communities and organizations. By being part of a school team, you automatically become part of the **Be The Change** Movement. You not only commit yourself to being the change you wish to see, you also serve as an inspiration and support to others.

Challenge Day and the **Be The Change** Movement share a common **vision** ... that EVERY child lives in a world where they feel safe, loved and celebrated.

Since 1987, Challenge Day has been working to create positive change in schools around the world. We noticed, however, that even though the young people were inspired and ready to create change in their world, they were soon hit with a wave of fear, negativity and hopelessness. Then, we had a radical idea!! What if we (all of us - together) created a bigger wave ~ a wave of love, hope and inspiration? We call that wave the **Be The Change** Movement.

The current state of our world, with violence, pollution, poverty, disease, addiction, social oppression, isolation and war has left many of us feeling fearful, victimized or alone. The **Be The Change** Movement provides each of us with a clear and powerful way to be a part of the change we wish to see in the world.

A huge piece of the **Be The Change** movement involves a commitment to make at least one intentional, positive *Act of Change* every day. An *Act of Change* can be as small as offering a smile to someone new or as big as volunteering at a local homeless shelter. By maintaining your commitment to perform at least one intentional, positive *Act of Change* per day, you will be gifting yourself with the immediate satisfaction and pride associated with making a difference.

**With millions of people committed to *being the change*,
there is no limit to the possibilities.**

Imagine schools where every student is given time to log, share and celebrate their daily, positive contributions. Imagine families where every member is consciously looking for ways to contribute. Imagine corporations where contribution and service are the basis of the company culture.

Imagine...a world where the people of every country commit themselves to making positive contributions. Imagine...a world where international competition is focused not on winning or losing, but on generating positive change with the most impact. Imagine...a world where our daily news is no longer dominated by violence, poverty and destruction and instead celebrates and recognizes positive change.

While implementing your plan to create the 100% school of your dreams, your **Be The Change** Team will be asked to incorporate the **Challenge Day's** three-step "FORMULA FOR CHANGE".

Challenge Day FORMULA FOR CHANGE

Notice

♥ Wake up!

Choose

♥ Dream it!

Act

♥ Do something!

Participants in the **Be The Change** Movement are asked to embrace the following principles:

- ♥ **I**dentify and pursue your life's passion and purpose
- ♥ **A**spire to be your highest self
- ♥ **M**ake at least one conscious, positive contribution each day

You are the heroes you've been waiting for!



Be The Change Teams

We believe now is the time for us to **WAKE UP** and **NOTICE** what's happening in our schools and communities.

What if... instead of asking, "How do we raise test scores?" we ask, "What would it take to create schools where every child feels safe, loved and celebrated?"

What if... our schools could become supportive learning environments that empower every student to thrive and grow at all levels?

What if ... separation, isolation, loneliness, depression and all forms of violence could be systematically eliminated from our children's school experience?

What if ... interpersonal connection, life skills and support could automatically lead to higher test scores and happier children? In that environment, is it possible that students everywhere could feel excited to learn and go to class?

NOTICE

Since we started our work in 1987, students around the world have shared the same lists of things they don't like and even hate about their schools - We all know the list; cliques, rumors, stereotyping, humiliation, isolation, negative peer pressure, bullying, violence, drug abuse, self-mutilation, eating disorders, racism, sexism, homophobia, competition and academic stress.

One of the results of the recent focus in our schools on improving test scores has been that teachers and students are facing increased pressure to meet new standards. In many schools, these pressures are compounded by increased class sizes, compounded by a drastic reduction in extra-curricular programming, counseling services and teacher availability. Our kids are being asked to navigate through a sea of personal emotions and interpersonal challenges without the support and tools they so desperately need and deserve.

What will it take for us to notice our kids are in crisis? Many of our children are feeling lonely, hopeless, depressed, frightened, addicted and in many cases even suicidal.

CHOOSE

As parents and educators, we believe it's time for us all to step up and share our children's burden. If our kids can't experience that love and connection are possible in their schools, how can they ever believe it's possible in their own lives or in the world? Our work is about teaching young people that they are not victims. They are the heroes they have been waiting for. As an organization we have committed ourselves to demonstrating that all young people (everywhere) can have the schools, communities and lives of their dreams.

The fact is, most of what our kids are hating in their schools has to do with the attitudes, beliefs, hurtful and destructive habits that have been passed on to them by others and are now being perpetuated by their own actions. By challenging young people everywhere to step up and take personal responsibility for their lives and schools, we are (in the words of Gandhi) teaching them to **Be The Change** they wish to see in the world. We challenge young people to CHOOSE what they DO want. DREAM IT! What we focus on grows. Create a vision, a goal, and a target to focus on and aim toward.

In our work in the schools, we find that young people everywhere want and need the same things - love, acceptance and connection. Challenge Day has consistently proven that these things are possible in our schools. We believe anything we all want, we can get.

ACT

We believe by inspiring concerned and committed adults to join hands with motivated youth leaders, we can and will **Be The Change** we all wish to see in our schools. As part of our vision, we are assisting schools everywhere in the creation of **Be The Change** Teams. These teams are made up of dedicated youth and adults from the greater school community with the sole purpose of planning and creating a school environment where every child feels safe, loved and celebrated.

Using Challenge Day's Formula for Change, **Be The Change** Teams become the driving force in the creation of the school of their dreams.

School Team's Formula For Change

Step 1 - Notice

- ♥ Wake Up!
- ♥ How are people treating each other?
- ♥ Do you like things the way they are?
- ♥ Do students feel safe, loved and celebrated in your school?

Step 2 - Choose

- ♥ Dream it!
- ♥ What will it take for every child to feel safe, loved and celebrated in your school?
- ♥ Create your 100% vision for the school of your dreams

Step 3- Act

- ♥ Do something!
- ♥ Create a plan and take the actions needed to make your vision a reality.
- ♥ Have the courage to do whatever it takes to bring your dreams to life.

Thank you for choosing to ... **Be The Change!**





Creating Your School Team

Organizing your **Be The Change** School Team is the first step in creating the 100% school of your dreams. Bring motivated, committed teens and adults together to start your school team.

Your team must include...

- ♥ At least one committed and motivated student leader
- ♥ At least one school staff member
- ♥ At least one parent

Additional team members may include other youth, administrators, teachers, local service providers and almost anyone else committed to being the change.

By having each group in the school community participate, you will not only be insuring that these groups are powerfully represented in your planning process, you will also be providing your team with the diverse experience and resources it will need to achieve it's goals.

There is really no limit to the size of your team. In many cases, it has been the larger, more diverse teams that have been able to vision and create the most powerful and lasting changes. By including a broad cross section of committed youth and adults from your extended school community, your team may be well on it's way to creating the school of your dreams.

Recruitment

For many people, participating in a Challenge Day Program or watching our Emmy Award Winning Documentary "*Teen Files "Surviving High School"*" has proven to be all the inspiration they need to join their local school team. Either of these activities provides a direct experience that love and connection are possible in our schools. As a team, your goal is to gain agreement from all participants that it is possible for all students in your school to feel safe, loved and celebrated.

School Community Awareness and Enrollment Evening

For those who cannot experience a Challenge Day first-hand we strongly recommend you utilize our "*Teen Files "Surviving High School"*" documentary as the focal point of your school community awareness and enrollment evening.

Hosting a community evening event can also help you achieve the following results:

- ♥ increased parent and community awareness of the many challenges facing today's teens.
- ♥ increased sense of compassion and community among members of your extended school community.
- ♥ opportunities for passionate and heartfelt discussions between teens and their parents.
- ♥ a vision of what is possible when teenagers feel safe loved and celebrated.
- ♥ opportunities for local service providers to network and share information with members of your extended school community.
- ♥ help in the creation of your **Be The Change** School Team.

A sample outline for these events can be downloaded from our website at www.challengeday.org.

Word of Mouth

Perhaps more than anything else, your enthusiasm in communicating your vision and desired results can be your best recruiting tool.

Formalize Team Membership

Once you have identified your core team members, we recommend creating a team roster with contact information, phone numbers and emails, so members can stay in contact with one another between meetings. It is also good to identify roles within the team. Who is in charge of what? You might have a team leader, a media coordinator, a logistics coordinator, etc. Larger teams may have actual committees such as survey and evaluation, logistics, media, special projects, events, website, etc., all with committee heads and lines clearly identified.



Your Be The Change School Team Planning Checklist

Create your team

- ♥ Bring motivated, committed teens and adults together
- ♥ Show the 15-minute segment from the "Teen Files: Surviving High School"*
- ♥ Agree it's possible for all students to feel safe, loved and celebrated
- ♥ Formalize the membership in your **Be The Change** School Team

Notice what's happening and **Choose** how you would like it to be.

- ♥ Survey your entire school*
 - ♥ See where you are
 - ♥ Let them know change is coming
- ♥ Use the information from the survey to identify the issues around which you will create your **Be The Change** School Plan. See the [How To Be The Change: Keeping Challenge Day Alive!](#) Guide* for ideas to include in your plan.

Step into *Action*

- ♥ Create a timeline for your plan*
- ♥ Identify resources needed to implement your plan
- ♥ Form committees and enroll community to support your team in creating results
- ♥ Use on-going meetings*, committee reports, daily acts of change*, special projects and on-going activities to generate positive energy for the school-wide change
- ♥ Administer the post-survey to the entire school
- ♥ Use the results to update and revise your plan for the following year

Celebrate your successes

- ♥ Share your results locally, nationally and internationally with others
- ♥ AIR - use on-going *awards, incentives and recognition* to maintain momentum and to celebrate the changes.

* Enclosures or addendums to this Guide



Creating & Implementing Your Plan

Once your team is created its time to create your plan for creating a school where every child feels safe, loved and celebrated. Your 100% dream school environment!

Step 1 - NOTICE

- ♥ What are the primary challenges facing the students at your school?
- ♥ How are people treating one another on your campus?
- ♥ Do you like the way things are currently? If not, what changes need to be made?
- ♥ Do the students in your school feel safe, loved and celebrated?

The **School Team Survey*** will be very helpful in identifying which students and/or groups of students on your campus feel the most and least safe, loved and celebrated.

By having your entire staff & student body complete the survey you will...

- ♥ Give your team a clear picture of how safe, loved and celebrated your students currently feel at school
- ♥ Give your school community a voice in the creation of your school plan
- ♥ Build anticipation and a sense of hope among staff and students

Data from the survey should be used to...

- ♥ Help you identify your students most pressing concerns
- ♥ Direct the development and implementation of your team's plan
- ♥ Help you identify current needs and potential service gaps on your campus

Be sure your plan includes administering the post-survey to the entire school so you can use the results to update and revise your plan for the following year. Your results can add power to grant and foundation applications!

Step 2 - CHOOSE

Utilizing the results of your survey or any other assessment processes you might utilize, choose how you would like things to be on your campus.

- ♥ What will it take for EVERY child to feel safe, loved and celebrated in your school?

- ♥ Create your 100% vision for the school of your dreams.
- ♥ Where will your team focus its attention?

Step 3 - ACT

Once you have a vision for where you'd like to be, it's time to step into action! It's time to create a plan and timeline for creating the 100% school of your dreams. The key is to stay committed and do whatever it takes to make sure that EVERYONE is safe, loved and celebrated on campus.

We recommend you utilize the sample school plan and planning sheets as a guide for creating your team's plan and timeline for achieving your goals. Identify the resources you will need for each step of the plan and if necessary, create committees to increase your team's effectiveness.

Remember the overall goal of your plan is to create a school where EVERY child feels safe, loved and celebrated. It is important that you create both a long-range plan as well as a clear path for making your vision a reality. We recommend you identify a series of short-term, achievable objectives that will help your team build the momentum and support it will need overtime.

Our How To Be The Change: Keeping Challenge Day Alive! Guide* is packed with ideas that may support you in creating your plan.

Planning Worksheets

To support your planning efforts, we have included Action Plan and Timeline worksheets, as well as completed samples at the end of this guide.

Enrolling Community Support

Once you create your plan, it's important that you enroll school-wide community support. It is time to share your plan and timeline with the staff, students and parents from your school. Remember, the more your school community feels enrolled in the vision, the easier it will be to gain the support needed to accomplish your goals.

There are many ways to get the word out. Often, Faculty/Staff meetings, letters to parents, newsletters, school-wide assemblies or school/community/parent information nights can be very effective. Local media can also be an extremely effective way to enroll community support. The important thing to

remember is that your plan should include opportunities for student, parent and community involvement.

On-going Meetings

Use on-going meetings, committee reports, daily acts of change, special projects and on-going activities to generate positive energy for the school-wide change. A suggested meeting guide for running your meetings that are in-line with Challenge Day and the **Be The Change** Movement Principles is included as an addendum.

Publicity and Celebrations

It can be very helpful to have local media people as part of your school team. Although many school officials are often concerned that pointing out campus concerns in the media can have a negative effect on the way their school is viewed, we have found that using the media to highlight your efforts to create positive change can be a powerful way to enroll outside community support. Once your vision and initial plan are set, the local media can be extremely helpful in outlining your plan and securing the outside support and resources you need to see your dreams become a reality.

We also recommend that you use local and school-based newspapers, radio stations, newsletters and other media to provide opportunities to highlight your various events and accomplishments along the way.

Having regular publications about student and staff accomplishments can also be a powerful and effective way to maintain momentum. Acknowledgements, awards, incentives and recognition are great ways of maintaining awareness, highlighting successes and keeping your school focused on achieving its goals.

Be The Change Network

As part of the larger **Be The Change** Movement, your school team will be part of a growing international network of individuals, schools and organizations committed to creating a world where every child feels safe, loved and celebrated.

Once your plan is underway, a great way to keep the momentum going is to share your successes with others in the **Be The Change** Movement Network through the Challenge Day Newsletter. Please send your success stories to us via e-mail at office@challengeday.org. This is a great way to spread the word and share your ideas.



Be The Change Action Plan

Notice ♦ Choose ♦ Act

Purpose: Creating an Action Plan with at least three goals will help you and your team stay focused and create the most successful activities possible.

Directions: Make copies of this worksheet for each of three to five goals your team would like to accomplish. Define who will be responsible for specific tasks, what resources they will need and by when the task is to be completed.

GOAL : 1	Description: _____		
	Start Date: _____		
Tasks/Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Resources <i>(Funding/Time/People/Materials)</i>	Timeline <i>By When? (Day/Month)</i>
1.			
2.			
3.			
4.			



Be The Change Sample Action Plan

Notice ♦ Choose ♦ Act

Purpose: Creating an Action Plan with at least three goals will help you and your team stay focused and create the most successful activities possible.

Directions: Make copies of this worksheet for each of three to five goals your team would like to accomplish. Define who will be responsible for specific tasks, what resources they will need, and by when the task is to be completed.

GOAL : 1	Description: Create a Be the Change Team at Sample High School		
	Start Date: 10/1/2006		
Tasks/Action Steps <i>What Will Be Done?</i>	Responsibilities <i>Who Will Do It?</i>	Resources <i>(Funding/Time/People/Materials)</i>	Timeline <i>By When? (Day/Month)</i>
5. Coordinate the first two Be The Change meetings and recruit motivated teens and adults for core group.	Janet Teacher	Meeting Facility (check with custodian); flyers (5 cents per copy); help posting flyers; food for meeting (\$50);	10/15/2006 and 10/30/2006
6. Present the 15-minute <i>“Teen Files: Surviving High School”</i> documentary	Eric Gray	15-minute <i>“Teen Files: Surviving High School”</i> documentary, Challenge Day Presentation Guide	10/15/2006
7. Survey school and bring results to next Be The Change meeting to identify priority issues.	Leslie Thomas	Copies of Challenge Day survey; teacher/classroom support, volunteers to tally results.	10/30/2006
8. Identify priority issues and create a 1-yr and 5-yr Be The Change school plan.	Team	1 to 2 meetings, 2-4 hours	11/15/2006



Be The Change Plan Timeline

Notice ♦ Choose ♦ Act

ON GOING ACTIVITIES	MONTH 1 November	MONTH 2 December	MONTH 3 January	MONTH 4 February	MONTH 5 March	MONTH 6 April
Bulletin Boards	MONTH 7 May	MONTH 8 June	MONTH 9 July	MONTH 10 August	MONTH 11 September	MONTH 12 October



Be The Change Plan Sample Timeline

Notice ♦ Choose ♦ Act

ON GOING ACTIVITIES	MONTH 1 November	MONTH 2 December	MONTH 3 January	MONTH 4 February	MONTH 5 March	MONTH 6 April
Team Meetings <i>Daily BeThe Change Announcements and Challenges of the Day</i> Acts of Change Documented in all classrooms Visual Be The Change Reminders: <ul style="list-style-type: none"> - Posters - T-shirts - Norms - Validations 	Administer Survey & Identify/gather Statistics Compile and Share Results Be the Change Parent/ Student Evening Challenge Day with Core Team Members	1 st Challenge Day Faculty Training Show the edited 90 minute “Teen Files: Surviving HS” document to entire school – 1 day in assemblies	Follow up activities with Junior Class – Legacy Project Art Class create a Be The Change Mural Next Step Workshop Core Team	2 nd Challenge Day Community Service Awareness Events	Poster Contest <ul style="list-style-type: none"> - Respect - Peace - Understanding On-Campus Mentorship Training	Lunch Mix Up (Sit with someone new) Mentoring Junior High – Elementary Classes
Bulletin Boards	MONTH 7 May	MONTH 8 June	MONTH 9 July	MONTH 10 August	MONTH 11 September	MONTH 12 October
Be The Change Quads (Put-down free zones) <i>On Going Support Groups</i> <ul style="list-style-type: none"> - Grief - AI Anon - Be The Change - GLBT (Gay, Lesbian, Bi and Transgender) One-on-One Counseling	Drama Department puts on a play about Respect Conduct Post Survey, gather statistics Cultural Pride Week	Collate survey and statistical results. Create feedback program Celebration Assembly with awards and recognition	Review survey data and create plan for Sept 05-06 school year.			

THANK YOU FOR SHARING OUR VISION

We CELEBRATE and acknowledge you for caring enough to make a difference! By simply obtaining these materials and reading through them, you have contributed to being the change.

We encourage you to put these materials to use. Additional information may be found on our website. Also, feel free to contact the Challenge Day office if we can support you in any way.

Challenge Day

Email: office@challengeday.org

Web site URL: www.challengeday.org

Remember you are a part of the **Be The Change** Network. The Challenge Day Monthly Newsletter includes success stories from **Be The Change** Teams all over. We invite you to take advantage of this support & to share your enthusiasm by networking your intentions to create positive change in your community.

Our heartfelt gratitude goes out to you for having the courage to make a difference in the world. Thank you for sharing our vision.

