

Be THE Change

Team Support Information

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



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



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Whole School Survey

The vision of the Be The Change movement and our Be The Change team is that every student feels **safe, loved, and celebrated**.

This survey is designed to see where our school stands on its way to that vision.

- **Your answers are private and anonymous;**
- **There are no right or wrong answers;**
- **Please take your time and be as honest as possible;**
- **Please respond to all items;**
- **Please write neatly.**

* * * * *

1. What grade are you in? (Circle one) 6 7 8 9 10 11 12

2. How do you identify yourself? (Circle all that apply)

- | | |
|---------------------------|------------------------------------|
| Arabic or Middle Eastern | Native American / Alaska Native |
| Asian | Native Hawaiian / Pacific Islander |
| Black or African American | White or Caucasian |
| Hispanic or Latino | Other: _____ |

3. What is your gender? (Circle one) M F Other (explain _____)

4. Do you identify as? (Circle one)

- | | |
|-------------------------|-------------------|
| Heterosexual / Straight | Gay |
| Lesbian | Bisexual |
| Unsure | Prefer not to say |

Please circle the answer that fits on a scale of 1 to 4.

	Not at All	Sometimes	Mostly	Completely
5. How safe do you feel at our school?	1	2	3	4
6. How loved do you feel at our school?	1	2	3	4
7. How celebrated do you feel at our school?	1	2	3	4
8. How hopeful are you that change can happen at our school?	1	2	3	4

Please write in the following answers.

9. Of what group or clique (if any) at our school do you think others believe you are a member?

10. If you have been identified as a member of a group or clique at our school, how has it affected you?

11. Which students or groups would you say feel the **most safe** at our school? **Why?**



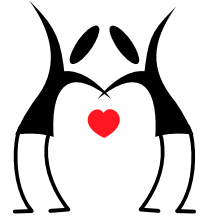
12. How do you think these students or groups (whom you believe feel the **most safe**) are **treated differently?**

13. Which students or groups would you say feel the **least safe** at our school? **Why?**



14. How do you think these students or groups (whom you believe feel the **least safe**) are **treated differently?**

15. Which students or groups would you say feel the **most loved & accepted** at our school? **Why?**



16. How do you think these students or groups (whom you believe feel the **most loved & accepted**) are **treated differently?**

17. Which students or groups would you say feel the **least loved & accepted** at our school? **Why?**



18. How do you think these students or groups (whom you believe feel the **least loved & accepted**) are **treated differently?**

19. If you had a magic wand and could change this school in 3 amazing ways, to have a school where everyone feels **safe, loved & accepted**, what changes would we see?

20. What ideas or recommendations do you have to create those 3 changes?

Meeting with Heart



You'll want to set a time, place and date for your meetings. Invite all the people you've already recruited for the team, as well as any who are interested and want to learn more. Please review the following suggestions for meeting roles, process and initial agenda. You may find these helpful as you are thinking about how you would like to work together.

Meeting Roles

To run a productive meeting, individuals need to assume certain roles. People can volunteer for these positions or be nominated by other members.

Leader — Runs the meeting, unless the leader specifically requests and agrees with someone else to conduct a particular meeting. It is the leader's responsibility to set the priorities, manage the flow, keep the meeting on track with the agenda and call on people who want to share or ask questions during the meeting.

Timekeeper — Prior to the meeting, each item on the agenda is allocated an amount of time. It is the job of the timekeeper to let the group know when it's time to move on to the next agenda item.

Scribe — Records meeting minutes. Meeting minutes should be made available to all meeting attendees before the next meeting.

Vibes Monitor — Reminds the group when the meeting is not in accord with the principles of Challenge Day: respect, acceptance, kindness, compassion and love, or with the Norms of the Team (See Supplemental Materials for information on creating your norms.). If the Vibes Monitor senses attitudes or energy moving away from these values, his or her job is to remind the group to pause and take a breath.

Meeting Logistics

The following are suggested meeting logistics:

- Set up an appropriate number of chairs for the expected attendance in a center-facing circle. Have additional chairs readily available.
- Start your meetings on time. Encourage people to show up a few minutes early to socialize before the meeting starts.
- End your meetings on time. Agree on a time to check in about whether to vote on extending the meeting.
- Ask everyone to turn off all cell phones and pagers.

Agenda

- At the first meeting, your agenda may include: Watching "The Story of Challenge Day" Video/DVD.
- Share the Big Vision for your school - An entire school where every child feels safe, loved and celebrated!

- Introduce the **Be the Change Movement**.
- Define Be the Change Teams and discuss how this might look at your school (who's on the team, what is the commitment level, etc.).
- Discuss Team roles and carry out role sign-up.
- Discuss and plan the option for conducting the **Be the Change School Survey** in your school (see addendums).
- Discuss the Planning Process - Goals for your school and Creating Your Teams plan. (See planning tools in addendums).
- Discuss the agenda for your next meeting.
- Set a date for your next meeting (or series of meetings). It's a good idea to set a regular day, time, and place for your meetings, such as every 2nd Thursday at 6:30 pm. For most people, regular times and dates are easier to remember and commit to.
- Validations/Compliments/Bravo's

Be the Change Meeting Process

In all of our meetings at Challenge Day, we use a 3-stage process that leaves each person feeling safe, loved, and celebrated. These steps are INCLUSION, INFLUENCE & AFFECTION.

Inclusion Stage - Community building. A time to include everyone in the process and allow participants to have a voice in the room.

Influence Stage - The time to teach or inform the group, negotiate agreements, resolve conflicts or implement lesson plans.

Affection Stage - The final stage. This is the time to bring the group to a close with appreciation, acknowledgment, validation and encouragement.

Note: Times can be adapted for your specific meeting time.

INCLUSION

1. **Welcome** (10 minutes) The Team leader welcomes everyone, acknowledges and introduces guests, asks someone to read the Challenge Day and Be The Change Vision and Statements.

Intention (1 - 2 minutes) Hold hands and ask for a volunteer to open the meeting in his/her own way. This could be an intention, a song, poem, prayer or simply silence.

(NOTE: Challenge Day takes a holistic approach in all of our work - Body, Mind, Heart and Spirit. We find that spirituality is often the hardest aspect to incorporate, acknowledge or celebrate. Our intention is to leave a space where we can actually celebrate diversity in spiritual expression. The way we do this is to invite whomever would like, to start the meeting for a minute or two in his/her own way, spiritually. No one can do this wrong, and it gives everyone an opportunity to notice any judgments they may have based on different beliefs or experiences. It also offers the opportunity to shift our own perspectives and to celebrate the gifts others bring).

3. **Inclusion** (1-2 minutes per person depending on how many are present)—Each person will have one - two minutes to share "If you really knew me, you'd know this about me".

Encourage them to “drop the waterline” and get very real about their feelings. Remind everyone to just listen very carefully.

(NOTE: This process is very important! Its purpose is to build connection by starting from the heart and developing a spirit of teamwork between the Members; to acquaint guests with the practice of getting real; to make everyone feel included and heard; and to help every person present end the loneliness in their lives.)

4. **Norms** (5 minutes) Review Team Meeting Norms and see if any additional norms need to be added for that specific meeting.

INFLUENCE

5. **Agenda review/update** (5 minutes)—The leader reviews the agenda that has been posted and/or distributed. Changes or additions are made to the agenda at this time. Time slots should be assigned to each agenda item and marked clearly on the agenda.
6. **Agenda items** (approximately 30 minutes)—Each agenda item will have a person assigned as the presenter of that topic. Example agenda items are: announcements, goal setting, status reports from members or committees, issues up for discussion and/or voting, and funds allocation. Divide this time up amongst the agenda items.

AFFECTION

7. **Group Affection** (10 minutes)— Being the Change! Members can share with the large group or in pairs, the Acts of Change they are most proud of.
8. **Appreciations** (10 minutes)—Please be sure to always leave time at the end of your meetings for appreciations and bravos. You can do “popcorn” style validations, where people voice appreciations as they come to them about individuals or the group. If the group is small, you can do “tag” appreciations, where one person says something s/he appreciates about another person in the circle, then that person appreciates someone else, until everyone has spoken and everyone has been appreciated.
9. **End with hugs!**



Trademarks/Service Marks Policy

The Trademarks, Trade names and Service Marks belonging to **Challenge Day** (defined below, and collectively referred to herein as the “Marks”) represent a substantial investment of time, money, and attention for their creation, and an even greater amount of goodwill and public recognition as a result of their past and continuing use. **Challenge Day regards these Marks as proprietary**, and is committed to building their value through appropriate use and protecting them against inappropriate use. Therefore, any and all uses of these Marks by School Coordinators and Be the Change Teams, is granted under the limitations of existing Challenge Day program contracts and must conform to the standards set forth below:

1. **Definition of Marks**—The following are Trademarks, Trade names and Service Marks duly registered by Challenge Day:

A. The Trade name “Challenge Day™.”

B. The Trademark Challenge Day logo:



C. The Service Mark phrase “Be the ChangeSM.”

D. The Trademark **Be The Change** logo:



2. **Use of Marks**—The Marks may be used by a Circle of Change in any reasonable furtherance of Circle’s Purpose (as defined in the Charter), subject to the Restrictions and Limitations set forth in paragraph 3, below. Some examples of approved use are:

- ♥ On posters, banners or notices, in newspapers, newsletters, bulletins or announcements, in mailings, on handbills, in broadcast media, in emails or on websites promoting a Challenge Day program or event
- ♥ On banners or signs posted in a school or other venue relating to the actual occurrence of a Challenge Day program or event, or reminding and encouraging program participants of Challenge Day principles and values
- ♥ Included in public forums and media for the purpose of recognizing and celebrating the achievements and successes of program participants and School Coordinators and Be the Change Team members

3. *Restrictions and Limitations*—The Marks may *not* be used:

- ♥ In association with any group, gathering or organization, or in any forum, the purpose of which is to exclude or restrict access by, or to denigrate, ridicule, defame, harm, or cause harm to, any other person or group, or to advocate any such activity;
- ♥ To endorse any particular political candidate or campaign;
- ♥ To advocate any specific religious denomination, organization or belief;
- ♥ To promote any other philosophy or agenda that is not in alignment with the Challenge Day principles and values described in the Manual;
- ♥ In any manner that might diminish the value or goodwill of the Marks;
- ♥ As an integral part of any merchandise offered for sale, unless previously approved, in writing, by Challenge Day; or
- ♥ To raise funds for any separate organization not previously approved, in writing, by Challenge Day.

4. *Additional Guidelines*—Individual Marks should be used as appropriate. For example:

- ♥ The Challenge Day Marks should be used when specifically referring to Challenge Day programs, products, events, materials, communications, personnel or the Challenge Day organization or community, or when describing initiatives undertaken by Challenge Day;
- ♥ The Be the Change Marks should be used in connection with the Be the Change Movement, Be the Change programs, Be the Change teams, products, events, activities or campaigns

If you have any questions about how to apply these policies in specific circumstances, please contact the the Challenge Day office at 925-957-0234.