



**next  
step**  
to being the change

**COMMUNITY WORKSHOP**

# Coordinator's Handbook

*How to bring a  
Next Step to Being the Change  
Workshop to your community*





## **NEXT STEP TO BEING THE CHANGE WORKSHOP COORDINATOR'S HANDBOOK**

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## Welcome!

Thank you for your vision and desire to sponsor Challenge Day's Next Step to Being the Change Workshop (Next Step Workshop) in your area!

Included in this Next Step Workshop Coordinator Handbook is an outline of all the details for the successful coordination of a Next Step Workshop. Sample "job descriptions," task lists, and other forms you will need to copy have also been included.

As the identified Next Step Coordinator, you are the primary contact for our Challenge Day Office staff. It is important that you are the one person responsible for all communications and logistics of the program with the Client Relations Department, even though the job of coordinating your Next Step Workshop will be shared with your Next Step Workshop committee.

It is our desire that you always feel safe, loved and celebrated by our staff. We welcome your questions, concerns, and feedback at all times.

The Next Step Workshop is truly the "next step" after Challenge Day. It is a 3-day intensive, personal-growth workshop for adults and teen leaders that delves deeper into the skills and tools presented at Challenge Day. Through experiential games and activities, we address the underlying issues that cause violence, racism, teasing, stereotyping, gender roles, social oppression, tobacco, drug and alcohol abuse. The Next Step Workshop can also help you foster a core team of connected, committed and empowered people, which will support the growth of your Circle of Change.

The intention of our Community Workshops is to enrich and strengthen the experience of people who have participated in Challenge Day programs. Therefore, we encourage you to invite adults and teens who have attended a Challenge Day. If someone has not been to a Challenge Day and would like to come to a Next Step Workshop, we ask that they view the DVD "Teen Files: Surviving High School" so they are familiar with the program. It can be viewed from our website at [www.challengeday.org](http://www.challengeday.org).

Putting together a Community Workshop is a big job that is also very rewarding. Thank you again for your commitment and vision. You are "Being the Change" that will create lasting change in your community.



**"You must be the change you wish to see  
in the world. -Mohandas K. Gandhi**

## General Information

### Scheduling

- Book at least 4 – 6 months in advance

We try to schedule Community Workshops up to a year in advance. Please contact us as soon as possible to book a Next Step to Being the Change Workshop in your area.

Workshops are usually held over the weekend (Friday, Saturday, Sunday), although some people have scheduled them during the week.

The hours are typically:

- Day 1:** 8:30 a.m. – 5:30 p.m. (registration begins at 8:30, workshop at 9:00)
- Day 2:** 9:00 a.m. – 6:30 p.m.
- Day 3:** 9:00 a.m. – 4:00 p.m.

### Support Personnel

- Site Coordinator
- At least 5-support team members

You'll want to identify a support team of at least five individuals who will help you with the planning and implementation of the workshop. They'll be involved in getting cash donations, recruiting and registering participants, and handling all of the logistics before, during and after the workshop. One person will be designated as the Workshop Coordinator and will be the primary contact person for the Challenge Day office.

### Production Costs

- \$10,000
- Travel and accommodations
- Facility costs
- Supplies

The Challenge Day service fee for a Community Workshop is \$10,000.

In addition, we ask the producing region to provide funding for travel, hotel accommodations and ground transportation for the two Workshop Leaders and the workshop director, the workshop site, and various supplies and materials (See "**Secure Materials and Supplies**").

### Contract

- 50% deposit at booking
- Full payment at the close of the workshop

We request a 50% deposit within 30 days of booking the workshop, with the balance due at the close of the workshop. We send an invoice within 3 weeks of the closing day of the workshop that will include the balance and the travel charges. If the workshop is cancelled less than 120 days prior to the scheduled workshop date, a cancellation fee will apply, the amount of which varies according to the date of cancellation. Your days are considered booked once we have received your signed contract.

### Participants

- ▣ 35-60 people
- ▣ 6 to 20 teens
- ▣ Gender balanced
- ▣ Up to 5 spots for school coordinators

We suggest a minimum of 35 and a maximum of 60 people to participate in Community Workshops. We recommend that at least six and no more than 20 of the participants be teens (15 years and up). It's also extremely useful if you balance the number of males and females in the workshop (at least 1/3 males).

Each school that hosts a Challenge Day is given one gift certificate per year for the school coordinator to attend a Next Step to Being the Change Workshop. We ask that you reserve up to 5 "free" spots in your workshop for these Challenge Day School Coordinators. If those spots are not filled by coordinators within 3 weeks of the workshop, feel free to fill the spots with full-paying attendees. We will subtract \$100 from your invoice for each Coordinator who attends.

### ***Registration Fees***

- ▣ \$350 for adults
- ▣ \$100 for teens

Many people work with the community to get this workshop underwritten. However, that's not always possible. Registration fees may be required to offset charges. Locally, we charge \$350 for adults and \$100 for teens. If your event is underwritten you may choose to charge less. It's completely up to you.

## PLANNING AND IMPLEMENTING

**CONGRATULATIONS!** This manual was compiled to support the Community Workshop Coordinator in creating the workshop of your dreams. There are several sections to it. The first section will explain all the tasks required to make your workshop runs smoothly. The second section will be a check-off list for easy tracking. The third section is the appendix which will have all of the attachments needed to coordinate the workshop. We hope this will help simplify your process as you put together this workshop.

Please know that we are here to support you. If you have questions, anything is unclear or you want to celebrate what an amazing job you're doing, please contact our Community Workshop Department. Thanks!

### IMMEDIATELY

Your first step is to complete and submit the Next Step Program Request form (Appendix). Soon after, Challenge Day will contact you to arrange all the details.

As the Workshop Coordinator, you will be responsible for coordinating the logistics for your Next Step Workshop and be the primary contact for the Challenge Day office. We want you to continuously check in with the Challenge Day office to celebrate your achievements and to get support needed. It is vital that you are enthusiastic about Challenge Day and want to be the coordinator. If you are not the coordinator, be sure to put this guide in his/her hands as soon as possible so s/he can get started.

### Creating a Team

While many workshops are coordinated by one person we encourage and highly recommend that you work in team. Coordinating a Next Step is a big job and sharing the work (we call it play) is a great way to build community and lighten the load. This guide is designed to be simple and straight forward so you can do it alone or if you choose to create a team you can divide the tasks.

When working with a team plan to have three to five members in addition to the Coordinator. Meet with your committee members and distribute roles/jobs, according to number, interest and willingness of individuals. We've included a "Timeline" to help you keep track of tasks and due dates. Use the following sections to assign roles and be sure to get a firm commitment from each person for each of the tasks on his/her list. Ensure that all tasks are accounted for and that you know who is responsible for each one. Throughout your planning be sure to check in with the members of your team to ensure their tasks are completed. **INCLUDE TIME FRAMES.** Whether on your own or with a team, please feel free to contact the Community Workshops Department for coaching or questions. We are here to support you.

## Financial Considerations

The Challenge Day service fee for a Community Workshop is \$10,000. In addition, we ask the producing region to provide for travel, hotel accommodations and ground transportation for the two Workshop Leaders and the Workshop Director, the workshop site, and various supplies and materials. (See “Expense Estimates” below)

We request a 50% deposit within 30 days of booking the workshop, with the balance due at the close of the workshop. Challenge Day will send an invoice within 3 weeks of the closing of the workshop that will include the balance and the travel charges. If the workshop is cancelled less than 120 days prior to the scheduled workshop date, a cancellation fee will apply, the amount of which varies according to the date of cancellation in your contract.

It is important that funding scenarios be considered prior to booking your workshop. Although a full workshop should cover the costs, many communities seek outside funding in order to use the workshop as a fundraiser for their community and to offer scholarships and discounted workshop fees.

The cost of travel for a regional Community Workshop will vary depending upon travel expenses to your area from northern California, whether or not Challenge Day’s Community Workshops Director attends, and on your group’s ability to generate both in-kind and cash donations. The only fixed fee is the service fee to Challenge Day. Many of the items below can be donated. Please note that individuals’ payments for attendance to the workshop are not tax deductible.

You can use the following worksheet to help you calculate estimates for your fundraising activities. Total amounts reflect costs associated with a three-day workshop.

### Expense Estimates:

<b>Service Fee to Challenge Day</b>	\$10,000
<b>Travel for workshop leaders</b> (estimate for 3 leaders)	
▪ 2 – 3 round trip coach airline tickets from Oakland, Calif. Booked by CD office 14 - 21 days in advance	\$600 - \$3000
▪ 2 – 3 hotel rooms for leaders for each night prior to a workshop day (equal to or above the quality of a Holiday Inn. The number of nights required will depend on whether or not timely flights are available). Ideally, Challenge Day will book these rooms unless a donation is made.	\$450 - \$900
▪ Car rental beginning the day prior to the workshop and for the duration of the workshop (SUV or Van is <b>required</b> to accommodate equipment).	0 - \$280

<b>Venue</b> <ul style="list-style-type: none"> <li>* Large enough to fit up to 63 people in a seated circle (See “obtain a suitable venue” below)</li> <li>* Three days, three nights Including night before workshop to set up; 24-hour usage for first and second day of the workshop</li> <li>* Chairs – 1 for each participant</li> <li>* Six – 6’ to 8’ rectangular tables</li> </ul>	\$750 - \$3,000
<input type="checkbox"/> <b>Food</b> We recommend you provide water, juice, fruits, vegetables and other light snacks; participants are advised to bring their own lunch	\$200 - \$400
<input type="checkbox"/> <b>Supplies</b> See “ <b>Secure Materials and Supplies</b> ” (page 14)	\$100 - \$150
<input type="checkbox"/> <b>Total</b>	<b>\$12,100 - \$17,730</b>

## Obtaining a Suitable Venue

Finding a good room is important. It is helpful to start looking right away. We have had success using local Masonic Temples and community centers, universities as well as mid-level hotels. These are the things we are looking for:

- ♥ Large enough to fit 63 people (participants and the workshop leaders) in a seated circle, and still have at least 10 feet of empty space behind the perimeter of the circle (50' X 50' is ideal)
- ♥ It must be free from interruptions for the duration of the Next Step Workshop
- ♥ Located in a “private” area of the facility to allow for loud music and expressive participant involvement, to ensure quiet space for activities and to support confidentiality
- ♥ Handicap Accessible
- ♥ Carpeting for sound acoustics and comfort is suggested
- ♥ Ability to bring in your own food and to store it on site (microwave and refrigerator are handy!). Lunch breaks are quick and “working” times, so you don’t want people leaving the facility
- ♥ Ability to tack or tape things to walls (to ensure privacy)
- ♥ Ability to cover windows at eye level
- ♥ Ability to control room temperature
- ♥ With numerous, working electrical outlets and simple access to power supplies.
- ♥ Free of columns or other structural obstructions.
- ♥ Bathrooms located in the room, or immediately outside.
- ♥ There are separate temperature controls for the room so that we have the ability to control room temperature
- ♥ PA system and bells should be turned off if applicable.
- ♥ Scheduled for set-up the afternoon before the workshop and two (2) hours after the program start and ending times.
- ♥ Chairs (without arms) for all participants and the leaders

- ♥ Six – 6’ tables - 2 for speakers, 1 for food, 2 for check-in, 1 for sound system
- ♥ (Optional) Speaker Stands (2) if you have 2 speakers stands, you will only need 4 tables.
- ♥ Chairs without arms – 1 for each participant
- ♥ Trash Cans (3) – 1 for recycling – 2 for garbage

## Recruitment and Registration

The key to producing a successful workshop is your ability to enroll interested people in your community. This will include notifying local Challenge Day schools, networking with other interested adults, and publicizing the event. This process must begin early and proceed with earnest! In fact, you’ll likely want to have at least 30 adults who are committed to paying full price before you even consider booking the date. We recommend that at least six and no more than 20 of the participants be teens. It’s also extremely useful if you balance the number of males and females in the workshop (or at least 1/3 males).

At your request, the Challenge Day office will support your recruitment activities in the following ways:

- ♥ Send out an announcement to our list of adults who have participated in Challenge Day and expressed an interest in our Community Workshops - with a link to you.
- ♥ Publicize the workshop in our e-mail newsletter
- ♥ Post your workshop on our website – with a link to you.

We use several documents in recruiting and registering participants. You can update these Next Step Pre-registration handouts/mailings to be accurate for your Workshop. Community Workshops Department will send you electronic files of the following recruitment and registration documents as samples:

- ♥ Confirmation Letter
- ♥ Information and Logistics
- ♥ Licensing Agreements
- ♥ Permission Slips (teens only)
- ♥ Medical Information (teens only)
- ♥ Video Tape Release Forms
- ♥ Reminder Letter
- ♥ Brochure (Please send a copy of your redesigned brochures for Challenge Day to approve. We ask that you only change logistical information and keep all the other information intact.)

As people inquire about the workshop:

- ♥ Send out an application form (which includes a License Agreement)
  - Require ½ down payment to reserve space
  - Require full payment 2 weeks before the workshop
  - Obtain completed permission and medical forms for teens.

You and your team will be responsible for obtaining completed Application Forms and payment from participants. We suggest that you require a completed Application Form and a deposit to hold a person’s space in the workshop and full payment within 2 weeks of the workshop.

You may want to create a cancellation policy i.e. if you cancel your reservation for the workshop within 2 weeks of the workshop, the deposit will go toward a donation to Challenge Day. This will help cover costs as well as hold people accountable.

Once a participant is registered, send them the Confirmation Letter along with the logistics form. Please note: students under the age of 18 are required to submit a completed permission and medical form signed by their legal guardian or they will be unable to participate. Last minute searching for forms from students can be time consuming, so we suggest those be collected prior to the workshop.

Challenge Day will subtract \$100 for each Coordinator who attends the workshop with a certificate (up to 5). You may want to keep a waiting list of Coordinators beyond five. If you are struggling to fill your workshop, you may want to open up more scholarships to your waiting list.

One week prior to the workshop, please send a reminder e-mail with the following information:

- ♥ Share your excitement
- ♥ What to bring (i.e. lunch, photo, layer clothing for changes in room temperature)
- ♥ Logistics (including when and where)
- ♥ Requirement to stay the whole workshop
- ♥ Ask them to respond with a “yes” I will be there.

We ask that you make a phone call to anyone that you do not hear from.

You will be responsible for creating a Roster for registration including name, address, home phone number, cell phone number, e-mail address, and their birth month and day. The birth **year** is not necessary. **See Roster & Financial Page (Appendix).**

At the end for the first day of the workshop, send the roster to [workshops@challengeday.org](mailto:workshops@challengeday.org) for inclusion in our records following the workshop. Our office will input all information into the database. Upon completion of the workshop, we will send a letter to all participants with a roster and a Next Step Manual.

## ***Participant Payment***

Payments from participants may be made by credit card, money order, or check.

You are responsible for collecting all checks and money orders from the participants. This may be combined with the Roster (**Appendix**). Please create a spreadsheet with the following information:

- ♥ Participant Name
- ♥ Check Number or money order number
- ♥ Person's name on the check
- ♥ Person payment is for
- ♥ Amount

If you are having participants make checks or money orders payable to Challenge Day, please record the Workshop Invoice Number at the bottom.

Checks and money orders may be made out to Challenge Day. We ask that all checks and money orders be sent together to the Community Workshop Department at Challenge Day along with the spreadsheet. The monies collected will be used toward the reduction of your final invoice.

Credit cards may be processed through the Challenge Day office. If your participants would like to pay by credit card, have them contact Community Workshops Department. We will notify you as those payments come in.

If you have a Circle of Change account with Challenge Day you may use your funds for payment of the workshop, travel, hotel, and car rental, only. Contact our finance department for more information.

## 2 MONTHS PRIOR

### Complete and Return Next Step Events Logistics Form

It is imperative that the Challenge Day office has all the logistical information in order to complete itineraries and to ensure the Leaders have everything they need to create a fantastic workshop. A completed Next Step Event Logistics Form will help to make that happen. **(Appendix)**.

### Identify Assistants

Challenge Day has implemented an Assistant Program for Community Workshops. Assistants are people who have previously attended a Next Step Workshop. In some communities that is not possible. In such cases, we ask that the volunteers chosen to be Assistants have experience in working with small groups, great communication skills, and that they have done some form of personal growth work.

An Assistant for each small group is needed for the weekend. We have 5 – 6 people in a small group. So, if you plan to have 60 people at the workshop, 10 Assistants are needed.

As you identify Assistants please send them the Assistant Guidelines **(Appendix)** and ask them to read it carefully and get it back to you confirming they are interested and available.

**These Assistants cannot be your registration crew** as they will be meeting during registration time.

We ask that Assistants arrive at 7:45 am each day so that we are ready to meet by 8:00 am. We also ask that they stay 20 - 30 minutes at the end of each day to touch base with the Leaders, celebrate the day and discuss any areas of concern.

## 6 WEEKS PRIOR

### Secure Materials and Supplies

Challenge Day will supply all banners, a sound system, and all the printed materials that are delivered during the Next Step Workshop. You will be responsible for providing some essential supplies listed below. You may want to seek these out as donations or purchase them with your Circle of Change funds.

- ♥ Two easel stands with paper (these need to be the sturdy easels that we can use to write on during the workshop vs. the easels that are simply to hold up signs)
- ♥ 10-15 boxes of tissue
- ♥ Two – 3 prong – 100-foot extension cords
- ♥ Thick water-based (washable) markers (3-4 per person)
- ♥ Nametags (three for each participant – one each day)
- ♥ Roster (including name, address, phone number, e-mail address, and birthday – without the birth year). This is usually done on an excel spread sheet.
- ♥ First Aid Kit (with Band-Aids)
- ♥ Food for snacks (see attached food suggestion list)
- ♥ Beverages - Coffee, tea & Juice –(see attached food suggestion list)
- ♥ Water (bottled water) at least one bottle for each participant & the means to refill them
- ♥ A permanent sharpie pen to write names on water bottles
- ♥ Camera & means to print out pictures on site on the first day of the workshop.
- ♥ Cooler for ice (if ice machine or freezer with ice is not available)

### Enroll Volunteers

Volunteers are required for many different tasks during the workshop. Be sure all your volunteers know what time to arrive and where to go. We ask that you plan to have:

#### Set-up Crew

Four to six people to assist in setting up the room for the workshop the day (or night) before – posting signs & posters, setting up chairs, registration, sound system, food & merchandise tables, etc.

#### Clean-up Crew

Four to six people each evening to clean up afterwards (Reminder: These volunteers may not be Assistants as they will be in a meeting at the end of each day).

#### Photographer

This person is someone outside of the workshop. S/he does not need to be a professional photographer; simply someone who can snap a picture with a digital camera. We ask that this volunteer be available on Sunday between 1:30 and 2:30 pm (preferably someone who lives nearby so we can call them when we break for lunch. We will take the photo right after lunch). Please have this person's phone number easily available.

## **Registration Crew**

Three to four people to help on the first day of registration. These people may not be "Assistants" as they will be registering participants during a time when the Assistants are meeting.

### ♥ **Greeter**

This volunteer is responsible to ensure each participant has a name tag. The following is a guideline:

- Welcome each participant
- Ask each participant to write in **BIG BOLD PRINT** so that it can be seen from across the room
- Ask them to put it on their shirt where it can be seen

### ♥ **Registration Confirmation Volunteer**

This volunteer is responsible for ensuring that all roster information is correct and that all payments are complete. The following is a guideline:

- Ask each participant to **CAREFULLY** read all the information on the roster. (*This is really important for us to contact them after the workshop*).
- Ask them to read everything very closely, to correct any information that is incorrect, and to fill in any information that is missing.
- Inform them that this information will be distributed to all the participants next week. If there is any information they do not want sent out to participants, please have them circle it.
- Once the information is checked, please highlight their name. This will make it easier to see who has not arrived as we get close to the beginning of the workshop.
- Check to verify that each participant has submitted payment and collect fees as necessary.
- When we are 5 minutes from the start, please ask someone to call the missing people to make sure they are ok and on their way.
- Give the Leaders a count for the day so we can ensure the correct amount of chairs.

### ♥ **Validation Poster Volunteer**

This person is responsible for ensuring each participant has a photo and validation poster with their name on it. The following are guidelines:

- Each participant should be photographed with their name tag visible, for Challenge Day database records.
- If they've brought a photo, they may use it for their poster.
- If they've forgotten their picture, let them know it's not a problem, because you will be taking one.
- Explain that there are papers hanging on the walls all around the room; they each get their own poster.
- Have them tape their photo to a poster and write their name next to it.
- Explain to them that everyone will be writing affirmations and amazing things that they see in you or have experienced with you. The picture & writing their name on the paper is to help identify them until people know their names.
- Quickly upload all photos, and print the photos of the participants that did not bring one.

♥ **Logistics Volunteer**

This volunteer is responsible for ensuring that each participant has what they need and knows what to do when they enter the workshop. The following are guidelines:

- Ask each person to take a water bottle (unless they brought their own) and to write their name on the top with permanent marker. (**Note:** please use permanent markers. If they write on the top vs. the side, it makes it easier to find their bottles when they're on the floor).
- Tell them that this is their bottle for the weekend and where to refill them. It's a way for us to take care of the planet.
- Inform them as to where they can put their personal belongings & lunches.
- Let them know where the bathrooms are and when we'll be starting.
- Remind them to please turn off their cell phones.
- Show them the poster (our leaders will be bringing this with them) and invite them to: **"Introduce yourself to everyone and Share with each person their BIGGEST goal for the weekend"**.

## 1 WEEK PRIOR

### Confirm Participants

You are almost there! Just one week to go. Please call all of your registered participants to remind them the details of the workshop and love them up. Make sure you cover all these things:

- ♥ Where and when the workshop is including the hours of each day
- ♥ Bring a lunch and snacks each day (lunch tends to be late and is on site)
- ♥ Bring a recent photo of themselves
- ♥ Bring a water bottle if they have one
- ♥ Wear layers (thermostats vary)

- ♥ Make sure they have turned in all funds
- ♥ Share your excitement for the weekend.
- ♥ Ask them to respond with a “yes” I will be there

We ask that you make a phone call to anyone that you do not hear from.

## **2 DAYS PRIOR**

### **Communicate with the Community Workshop Department at Challenge Day**

This call is to celebrate all that that’s been set up and to cover any last minute details.

## **1 DAY PRIOR**

**Work with Set-up Team to set-up room for workshop**

**Train Registration Team**

**Give all applications to Workshop Leaders**

## **POST WORKSHOP**

**Complete all paperwork and payment with Challenge Day Office**

**Send Roster, group photo, and individual photos to Community Workshops Manager**

**Check in with Assistants to be sure they contacted their family groups**

## **KEEPING CHALLENGE DAY ALIVE**

The Next Step Workshop can serve as a part of a powerful transformation of your community. Immediately following the workshop, everyone will be excited about sustaining the change. Now is the time to carry the energy of Challenge Day and the Next Step Workshop forward.

What are your hopes for your community? How do you want to keep things going?

The best time to plan fundraising and gain support for future of your community is immediately following a Challenge Day or a Community Workshop. People around you will be fired-up! Take advantage of this opportunity to plan ahead.

For a list of fundraising ideas and tips, please contact our office.

To celebrate what you are creating in your community and to help create connection within the Challenge Day community, we invite you to share celebrations, poems and stories about your experiences with Challenge Day and our Community Workshops. Please mail us at:

Challenge Day  
2520 Stanwell Drive, Ste 160  
Concord, CA 94520  
Attn: Newsletter

Or email us at [office@challengeday.org](mailto:office@challengeday.org) with “Newsletter Contribution” in the subject heading.

## TIMELINE FOR WORKSHOP

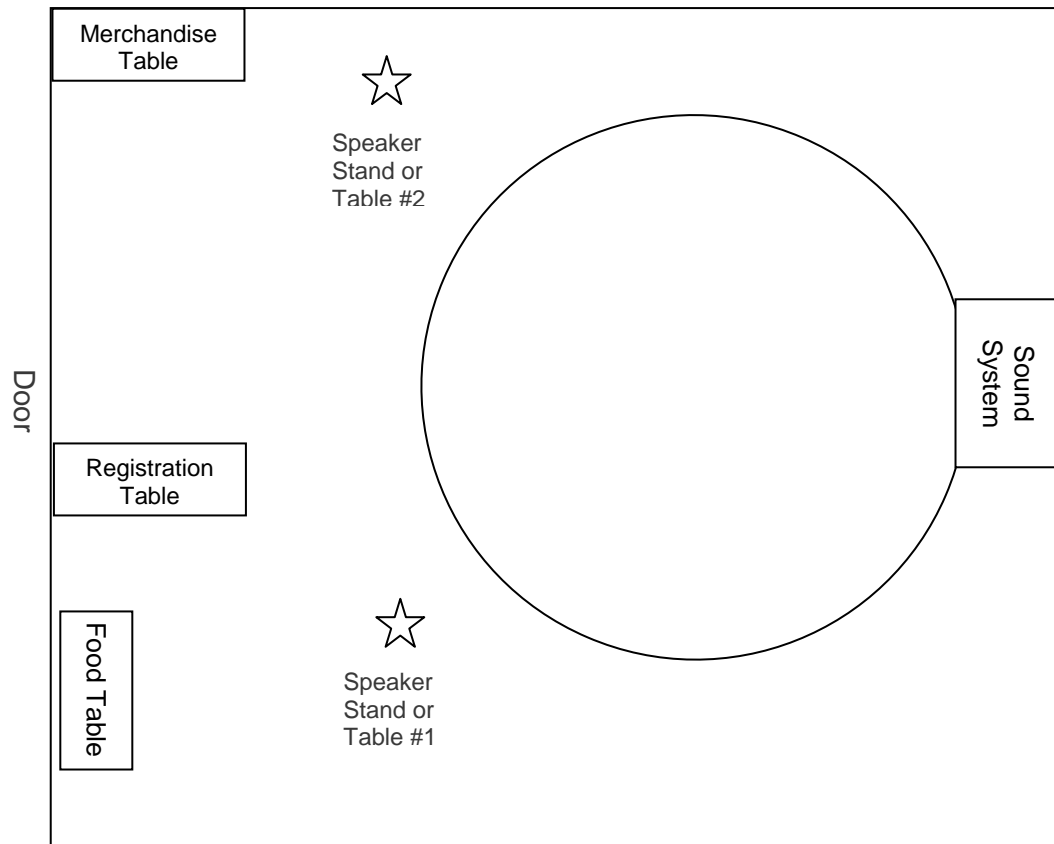
<b>Immediately</b>	_____	Complete and submit your Next Step Program Request form	
	_____	Sign and return your Next Step to Being the Change Workshop contract	
	_____	Process Invoice for Deposit	
	_____	Set up Coaching Call with Community Workshops Department.	
	_____	Form a Next Step Workshop Committee and meet to distribute jobs	
	_____	Meet with Committee Members and Distribute Jobs	
	_____	Obtain a suitable venue for the Next Step Workshop	
	_____	Obtain information on hotels in the area	
	_____	Update Registration Forms	
	_____	Contact Community Workshops to send e-mails to potential participants (optional)	
	_____	Begin inviting people to register (Pay attention to Gender Balance)	
	<b>2 months prior</b>	_____	Complete and return the Next Step Event Logistics Form
		_____	Check in with Committee on completion of tasks
_____		Obtain information on hotels	
_____		Identify Assistants	
_____		Check Gender Balance	
<b>6 weeks prior</b>	_____	Secure Materials and Supplies – See “Secure Materials and Supplies” (Page 14)	
	_____	Elicit Volunteers	
	_____	Check Gender Balance	
	_____	Check in with Committee on completion of tasks	
<b>1 week prior</b>	_____	Call and confirm each Participant	
	_____	Send out reminder letter to all participants	
	_____	Phone call with Challenge Day – Last minute logistics – Let’s get EXCITED!!!!	
	_____	Confirm Participant Numbers (# Males, Females, Students, TOTAL)	
	_____	Confirm Assistants & Volunteers	
	_____	Check in with Committee on completion of tasks	
<b>2 days prior</b>	_____	Create Roster with name, address, phone #s, email, birthday and \$\$ owed.	
	_____	Shop for food	
	_____	Check in with Committee on completion of tasks	
<b>1 day prior</b>	_____	Train registration Team	
	_____	Give all applications to Workshop Leaders	
	_____	Work with set-up team to ensure proper set-up	

<b>During</b>	_____	Give Leaders the Roster
<b>Workshop</b>	_____	E-mail roster to workshops@challengeday.org
<b>Day 1</b>	_____	Bring Assistants' Names and phone numbers to meeting (in case any are missing)
	_____	Supply water for the Leaders
	_____	Get Group Lists from Leaders to return to Assistants
	_____	Call all participants who have not arrived (10 minutes before the start of the workshop to make sure they're coming)
	_____	Get a count from registration & make sure there are enough chairs for each participants
	_____	Make sure there are enough Validation Posters (one for each participant)
	_____	Count number of participants & note number of males and females participating
	_____	Confirm Leaders food needs for tomorrow
<b>Day 2</b>	_____	Bring Assistants' names and phone numbers (in case any are missing)
	_____	Refill water bottles for each of the Leaders
	_____	Call people who are not there (10 minutes before the workshop begins)
	_____	Confirm Photographer for Sunday (S/he will be needed somewhere between 1:30 and 2:00. It's nice if it is someone close or in the building so we can contact them when we start lunch and let them know it'll be about ½ hour)
<b>Day 3</b>	_____	Assistant's names and phone numbers (in case any are missing)
	_____	Call all participants who have not arrived (10 minutes before the start of the workshop to make sure they're coming)
	_____	Refill water bottles for leaders
	_____	Call photographer at lunch time (ask him/her to head over)
<b>Post</b>	_____	Complete all paperwork and payment with Challenge Day
<b>Workshop</b>	_____	Send Roster, group photo, and individual photos to Community Workshops Manager
	_____	Check in with Assistants to be sure they contacted their family groups
	_____	Share celebrations, poems and stories about your experiences with Challenge Day and our Community Workshops manager

## Room Set-up

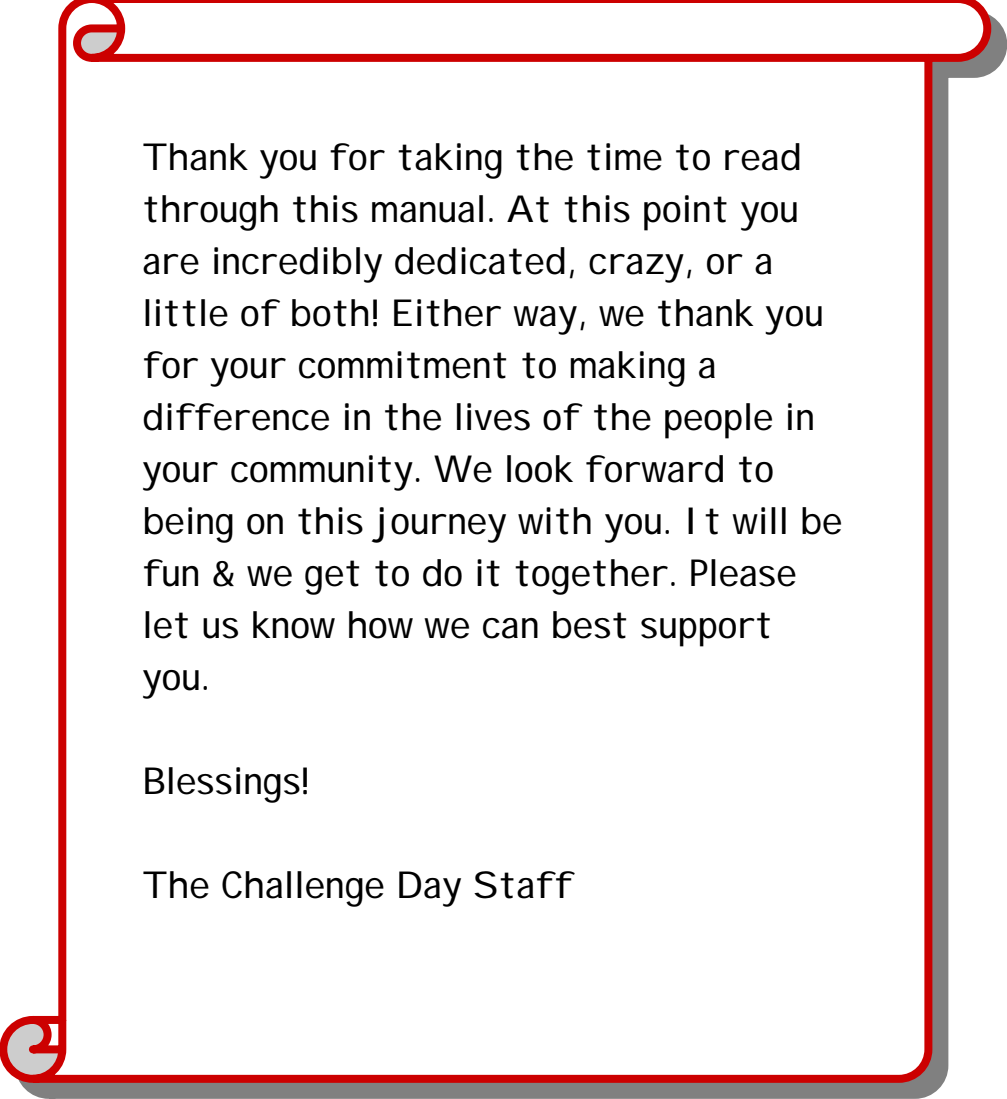
A room that is at least 50' X 50 is imperative for this workshop (see the Timeline and Check-off List, page 5, for a full description of room criteria). One chair per participant including workshop facilitators should fit in the room with at least a 3-foot buffer from the walls. If the room is larger than this, the circle should **not** be centered in the room and instead should be set up to allow for the maximum amount of wall space to help contain the energy of the room.

**Please Note:** We suggest that the Registration and Food Tables be placed outside the room if at all possible. This makes it easy for anyone who is not in the workshop to help with Registration as well as set up food while we are conducting the workshop.



## SUGGESTED FOOD LIST

- ♥ **Fruits and vegetables**
- ♥ **Peanut butter** (64 oz.)
- ♥ **Jelly**
- ♥ **Bagels or Muffins** (for 1<sup>st</sup> break each day)
- ♥ **Cream Cheese**
- ♥ **Hummus** (3 small containers)
- ♥ **Coffee** (optional)
- ♥ **Coffee Filters** (if needed for your coffee urn)
- ♥ **Tea** (optional)
- ♥ **Sugar and/or sugar substitute** (if you serve coffee and tea)
- ♥ **Half and half** (3-pints) **1 for each day** (if you serve coffee and tea)
- ♥ **Juice** (3 Gallons) please be aware the red juices stain. Suggest Apple or Orange Juice or white Grape Juice
- ♥ **Bottled water** (2 for each person)
- ♥ **Large containers of water to refill water bottles if there is no filtered water system in the building**
- ♥ **Paper Cups (hot/cold)**
- ♥ **Small to Medium Sized Plates**
- ♥ **Napkins**
- ♥ **Ice** (1 bag each day if there is no icemaker)



Thank you for taking the time to read through this manual. At this point you are incredibly dedicated, crazy, or a little of both! Either way, we thank you for your commitment to making a difference in the lives of the people in your community. We look forward to being on this journey with you. It will be fun & we get to do it together. Please let us know how we can best support you.

Blessings!

The Challenge Day Staff

# APPENDIX

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## **Next Step to Being the Change Workshop Assistant Guidelines**



***Thank you so much for being the change by agreeing to be an Assistant this weekend. Your presence & love are essential for the success of this workshop. You are an angel!***

### **WORKSHOP HOURS**

- Day 1 – 7:45 am – Please arrive early so you have time to register & get settled  
8:00 am – Attend pre-program Assistant meeting  
8:15 am – Get support around special assignments & welcome participants  
5:30 pm – Attend Assistant closing meeting  
5:45 pm – Assist with clean-up & signing posters
- Day 2 – 8:00 am – Please arrive early so you have time to get settled  
8:15 am – Attend Assistant check-in meeting  
8:30 am – Assist in welcoming participants  
5:30 pm – Attend Assistant closing meeting  
5:45 pm – Assist with clean-up & signing posters
- Day 3 – 8:00 am – Please arrive early so you have time to get settled  
8:15 am – Attend Assistant check-in meeting  
8:30 am – Assist in welcoming participants  
4:10 pm – Attend Assistant closing meeting  
4:30 pm – Assist with clean-up

### **ASSISTANT RESPONSIBILITIES**

#### **Throughout the workshop**

- ♥ You are Rich & Yvonne's extended arms as you assist in holding the room with love, compassion, joy (did I mention love?) authenticity, calm, excitement, support, fun, truth and yes, even more love!
- ♥ We are so grateful you are here. Please keep in mind that this is a weekend of service. If throughout the weekend, you feel you need extra support, please take time during breaks or at the end of the day for special sessions. We ask that while the workshop is happening in the room, you are there to support your group.

#### **In the Morning**

- ♥ Each day, be sure to clear any withholds with Challenge Day staff and/or other Assistants
- ♥ Your most important job is to welcome new participants!
  - Introduce yourself and others
  - Actively look for people who are separate or alone
  - Show people where to put their things (please try to keep the areas underneath the validation posters clear so people can write on them easily)

- ♥ Assist in creating a timely program start by getting people into the room on time especially after lunch & breaks.

### **During the Workshop**

- ♥ Actively look for opportunities to serve
- ♥ Reach out to new participants and people you don't know
- ♥ Respect all time agreements & assist in gathering everyone back to the circle
- ♥ Offer support without trying to fix them (listening is our greatest tool!)
- ♥ Demonstrate clear boundaries with touch – remember to **always** ask permission before giving hugs! Be aware of participant's body language.
- ♥ Be aware of age & group appropriateness with emotional sharing & language. Model responsible & respectful expression (emotional & physical)
- ♥ Demonstrate active listening skills
- ♥ Fill validation posters & encourage others to do the same
- ♥ Give new participants the opportunity to share first (especially for openings & closings)
- ♥ When asked to find a partner, find a partner **RIGHT AWAY** so that Assistants don't end up partnering with other Assistants. Seek out those who are hiding out or hanging with their friends.
- ♥ During breaks – assist with keeping the room picked up and arranging chairs

### **During Small Groups**

- ♥ Demonstrate group leadership through full participation
- ♥ Pull your group in close
- ♥ Demonstrate eye contact and attentive listening without giving advice
- ♥ Ensure that each participant is given their full time for expression
- ♥ Stay aware of participants with special needs
- ♥ Keep workshop facilitators informed regarding any special concerns
- ♥ Distribute materials & supplies as requested
- ♥ Have Kleenex available at every group meeting

### **End of the Day**

- ♥ Attend an Assistant debriefing meeting at the end of each day to share special needs, concerns, coaching and validations from the program

### **On-Going Support**

- ♥ Complete a follow-up call with each of your group members within 10 days of the workshop
- ♥ After you contact all group members, please call or e-mail JoDee at the Challenge Day office with an update on your calls ([JoDee@challengeday.org](mailto:JoDee@challengeday.org) or 925-957-0234 X 111).

In addition to the above responsibilities, we ask that each assistant be in charge of one of the following areas throughout the weekend. Please read them over carefully to see which “special assignment” you are interested in. **We will assign people at your check-in meeting on the first day of the workshop.** Thank you for making this work so much fun!

- \_\_\_\_\_ **Chair Angel** – The chairs will be moved around all weekend. Please check with JoDee at the beginning of EVERY break to find out how the chairs need to be placed for the next activity (feel free to ask for help!) At the end of the day, the chairs will go back into the large circle.
  
- \_\_\_\_\_ **Door Angel** –The “**Door Angel**” is responsible for making sure everyone is in the room before closing the doors. When coming back to the room after breaks, please check the bathrooms, hallways and food area to bring people back into the room. When everyone is in, make sure that all the doors are closed. Please let Leaders know if you notice anyone missing. **Note:** The first day, seat yourself in the circle near the door to assist with any latecomers. If someone comes in (after we’ve begun) show them to a seat & let them know that we’ll get them registered at the break. That way, they can join in and we can keep the flow. \*Note – It’s a good idea to have a chair or two stacked against the wall near your chair so that you can put it in the circle if someone arrives late.
  
- \_\_\_\_\_ **Trash Can Angel** – At each break and at the end of the day, check/empty all wastebaskets & the large trash cans (if needed). Also, check the recycle bins. If they are  $\frac{3}{4}$  full, please empty them. \*\*Note where to find extra garbage bags.
  
- \_\_\_\_\_ **Drinks Angel** – Before we start, at each break and at lunch, make sure all beverages are available (especially water). If there is coffee & hot water, please refill. Ensure that there are plenty of cups (if used). We want people to stay hydrated. Remind participants to write their names on their cups and water bottles. At the end of the day, fill up all the water bottles (you may enroll others to help with this).
  
- \_\_\_\_\_ **Validation Posters Angel** – At the first break, please make sure every poster has a picture. If not, use the Challenge Day Camera (2 people per photo) to take pictures during the break. When all pictures are taken, please give the camera to JoDee & let her know there are pictures that need to be printed. Encourage others to write on Validation Posters – Toward the end of the first day, please make sure that every poster has at least one validation (more would be great). Throughout the workshop, watch closely make sure EVERY poster is getting completely covered. If there are any that are sparse, be sure to write on them & ask others specifically to write on them.
  
- \_\_\_\_\_ **Restroom Angel** – Monitor **restrooms** to make sure there are plenty of paper towels & toilet paper. Empty garbage as needed and help keep sink area tidy. \*Note where you can find extra supplies.

