



CHALLENGE DAY

Challenge Day Coordinators Handbook

Virtual programs

Welcome

Welcome and thank you for your willingness to bring Challenge Day's virtual programs to your school and community. Upon booking your event date, you will be paired up with a Client Relations Manager who will support you in coordinating your scheduled program(s). In addition to working closely with a Client Relations Manager, please use this handbook as a guide to assist you in coordinating the logistical details of your event.

Challenge Day Virtual programs:

Our virtual programs are designed to create connection, inclusivity, and break down barriers. Some of the tools students will experience are, practicing mindfulness, stepping outside of their comfort zone, active listening, the power of vulnerability, develop self-confidence, offering compliments and sharing gratitude, speaking out and using their voice.

Challenge Day Facilitators:

Two trained Challenge Day facilitators and one Tech administrator will be assigned to facilitate each virtual program.

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Virtual Programs

Challenge Day:

The virtual Challenge Day is an experiential program that guides students through the key teachings of our full day workshop. In this program students are guided through a series of interactive activities that allow them to practice first-hand the tools that have proven to support individuals and school communities. It is designed to create connection, inclusivity, and break down barriers. Some of the tools students will experience are: practicing mindfulness, stepping outside their comfort zone, active listening, the power of vulnerability, developing self-confidence, offering compliments and sharing gratitude, speaking out and using their voice.

Youth participants

- Program designed for 7th through 12th grade
- Maximum student number 200
- Minimum student number 20

We recommend hosting Challenge Day for a whole class. Over the years the whole school will cycle through. Another common and successful model is to have administrators, teachers and counselors identify a cross section of youth leaders within the school. Selection should include both from leadership classes and from more marginalized groups on campus (e.g., identifiable cliques). Together, these students have the greatest potential to shift the norms of their peers and therefore to shift the overall school climate.

Adult participation

- 1 adult for every 5 student participants
 - For example, if you are planning for 100 Youth Participants, you will need a minimum of 20 Adult Participants.
- Coordinator participation
- Counselor participation
- Identify a staff member to remind participants of school's virtual norms.
 - The Challenge day facilitators will give this person a few minutes to share their school's virtual expectations / standards.
- Pre and Post meeting
 - Adults join zoom meeting 20 minutes prior to the start of the program for a morning meeting with our Challenge Day facilitators and stay for 15 minutes after the program for a debriefing meeting

The more teachers, administrators and community members who support your virtual Challenge Day, the more successful your program will be.

If you are unable to have the required number of adults attend the event, we require you to limit the number of your Youth Participants to fit the 1:5 ratio.

Timing

- We require 2 hours 40 min. of program time.
- Student participants join zoom meeting 10 minutes prior to the start of the program.

Equipment:

- One electronic device per participant (laptop, Chromebook, tablet, etc.)
- One headset per participant (Mandatory in class setting)

Materials:

- Paper
- Writing utensil

Tech information / Zoom:

- Zoom link will be generated by your Client Relations Manager at Challenge Day
- Zoom link will be emailed to the school coordinator two weeks prior to the program date
- Coordinator shares zoom link with participants
- Adults to place the word “Adult” in front of their name to be identified as an adult participant. Example: Adult – John Smith
- Students use their name
- Video on
- Mic muted until instructed by facilitators

Assembly:

The Virtual Challenge Day Assembly is an experiential program that increases student awareness and empathy. It is designed to create connection, inclusivity and engagement with an entire student population, giving them a shared language into the essential concepts of Challenge Day. The assembly is a powerful opportunity for school communities to remember that they are all in this together, and to have a shared experience during a time of social separation.

Youth participants:

- Program designed for 7th and 8th grade or 9th through 12th grade
- Up to 1,000 participants total including adults
- Minimum 20

Adult participants:

- One adult for every 20 students
 - All available faculty, staff, and administrators
- Coordinator participation
- Counselor participation
- Identify a staff member to remind participants of school's virtual norms.
 - The Challenge day facilitators will give this person a few minutes to share their school's virtual expectations / standards.

Timing:

- 1 hour 40 min. program
- Participants (Adults and students) join zoom meeting 10 minutes prior to the start of the program.

Equipment:

- One electronic device per participant (laptop, Chromebook, tablet, etc.)
- One headset per participant (Mandatory in class setting)

Materials:

- Paper
- Writing utensil

Tech information / Zoom:

- Zoom link will be generated by your Client Relations Manager at Challenge Day
- Zoom link will be emailed to the school coordinator two weeks prior to the program date
- Coordinator shares zoom link with participants
- Adults to place the word "Adult" in front of their name to be identified as an adult participant. Example: Adult – John Smith
- Students use their name
- Video on
- Mic muted until instructed by facilitators

Assembly - Hybrid model/Students in class:

The Virtual Challenge Day Assembly is an experiential program that increases student awareness and empathy. It is designed to create connection, inclusivity and engagement with an entire student population, giving them a shared language into the essential concepts of Challenge Day. The assembly is a powerful opportunity for school communities to remember that they are all in this together, and to have a shared experience during a time of social separation.

Youth participants:

- Program designed for 7th and 8th grade or 9th through 12th grade
- Up to 1,000 participants total including adults
- Minimum 20

Adult participants:

- One adult for every 20 students
 - One adult per class
 - All available faculty, staff, and administrators
- Coordinator participation
- Counselor participation
- Identify a staff member to remind participants of school's virtual norms.
 - The Challenge day facilitators will give this person a few minutes to share their school's virtual expectations / standards.

Timing:

- 1 hour 40 min. program
- Participants (Adults and students) join zoom meeting 10 minutes prior to the start of the program.

Equipment:

- One electronic device per classroom, displayed on big screen
- Connect speakers so whole class can hear
- Device is turned so we can see most, if not all students in class
- Teacher support needed

Materials:

- Paper
- Writing utensil (Pen or Pencil)

Zoom / Tech information:

- Zoom link will be generated by your Client Relations Manager at Challenge Day
- Zoom link will be emailed to the school coordinator two weeks prior to the program date
- Coordinator shares zoom link with teachers/adults in the class
- Video on
- Mic muted until instructed by facilitators

Graduation Challenge Day:

The Graduation Challenge Day program is designed to give 12th grade students an opportunity to come together and celebrate this important time of their lives in an inclusive and connected way. It creates opportunities for Seniors to reminisce, celebrate past achievements and bring closure to their high school experience. The program creates space for students to share gratitude and provides life tools that reach far past high school. In addition to celebration and connection, this program supports students in remembering they have what it takes to succeed and practice building confidence for the next phase in their lives.

Youth participants:

- Program designed for 12th grade / Seniors
- Maximum student number 200
- Minimum student number 20

Adult participants:

- 1 adult for every 6 student participants
- Coordinator participation
- Counselor participation
- Identify a staff member to remind participants of school's virtual norms.
 - The Challenge day facilitators will give this person a few minutes to share their school's virtual expectations / standards.
- Faculty speaker to welcome students
 - We ask that one adult be assigned to welcome their senior class. This person should be someone who has a good relationship with students, someone student admire, look up to (Coach, teacher, administrator). The welcome should be uplifting and positive (about two minutes)
- Pre and Post meeting
 - Adults join zoom meeting 20 minutes prior to the start of the program for a morning meeting with our Challenge Day facilitators and stay for 15 minutes after the program for a debriefing meeting

The more teachers, administrators and community members who support your virtual Graduation Challenge Day, the more successful your program will be.

If you are unable to have the required number of adults attend the event, we require you to limit the number of your Youth Participants to fit the 1:6 ratio.

Timing

- We require 2 hour 40 min. program time.
- Student participants join zoom meeting 10 minutes prior to the start of the program.

Equipment:

- One electronic device per participant (laptop, Chromebook, tablet, etc.)
- One headset per participant (Mandatory in class setting)

Materials:

- Paper
- Writing utensil

Zoom / Tech information:

- Zoom link will be generated by your Client Relations Manager at Challenge Day
- Zoom link will be emailed to the school coordinator two weeks prior to the program date
- Coordinator shares zoom link with participants
- Adults to place the word “Adult” in front of their name to be identified as an adult participant. Example: Adult – John Smith
- Students use their name
- Video on
- Mic muted until instructed by facilitators

8th Grade assembly:

The completion of 8th grade is an important milestone as students prepare to head into their high school career. The 8th grade assembly program gives students an opportunity to come together and celebrate this important time of their lives in an inclusive and connected way. It creates opportunities for student to reminisce, share gratitude, celebrate past achievements, focus on their goals, and bring closure to their middle school/junior high experience.

Youth participants:

- Program designed for 8th grade
- Maximum 200 students
- Minimum 20 students

Adult participants:

- One adult for every 20 students
 - All available faculty, staff, and administrators
- Coordinator participation
- Counselor participation
- Identify a staff member to remind participants of school's virtual norms.
 - The Challenge day facilitators will give this person a few minutes to share their school's virtual expectations / standards.
- Faculty speaker to welcome students
 - We ask that one adult be assigned to welcome their 8th grade class. This person should be someone who has a good relationship with students, someone student admire, look up to (Coach, teacher, administrator). The welcome should be uplifting and positive (about two minutes)

Timing:

- 2hour 10 min. program time
- Participants (Adults and students) join zoom meeting 10 minutes prior to the start of the program.

Equipment:

- One electronic device per participant (laptop, Chromebook, tablet, etc.)
- One headset per participant (Mandatory in class setting)

Materials:

- Paper
- Writing utensil (pencil or pen)

Zoom / Tech information:

- Zoom link will be created / generated by Challenge Day
- Zoom link will be sent to the coordinator two weeks prior to their program date
- Coordinator shares zoom link with participants
- Adults to place the word "Adult" in front of their name to be identified

- Students use their name
- Video on
- Mic muted until instructed by facilitators

Security measures / Co-host Capabilities:

Although we can not 100% guarantee protection via this platform, we can assure that we take all necessary measures to protect our participants. We assign a tech administrator per event to strictly work on tech needs and monitor its participants. We work directly in team with someone from the school to support with security and assist with monitoring the room.

- Coordinator and identified supporting staff will be given co-host capabilities to support with managing the room.
- Once the program starts the “meeting room” will be locked. Coordinator or identified supporting staff will hold the responsibility of monitoring the waiting room and admit or deny entrance to those who arrived late.
- Co-hosts need to have a basic understanding of zoom functions and feel comfortable with the following:
 - Mute students
 - Turn off videos
 - Private message (even if messaging is turned off)
 - Move participants to waiting room
 - Remove participants (which will prohibit them from logging back in)
 - Manage waiting room once the program starts

Please do not change or adjust any other zoom settings.

Coordinator Day Before Call / Support during the event:

- Coordinator will receive a phone call from one of the Challenge Day facilitators the day before their event. During this call the coordinator will be given the tech administrators contact information. In the event that there is a need to communicate with our team, the tech administrator would be available to support with guidance and any questions via text.



Virtual Challenge Day – Adult Volunteer Helpful Tips

Adult Participant Tips and Tricks

- Please participate fully! This helps students feel comfortable participating.
- Stay logged in to Zoom for the entire program- even during breaks.
- There may be some tech glitches, and students may experience wifi/bandwidth issues, affecting their ability to keep their cameras on.
- **If you need support from the facilitators, please message the “tech admin,” rather than the facilitators.**

Breakout Groups

- Early in program: groups of 2-3 people, randomly created, short, unstructured opportunities to share.
- After 1st break: **“Small Family Groups”**- about 6 people.
 - **Please write down your group number and every student’s first & last name** (we visit these groups several times). You will need this list at the end of the program.
 - Be sure to update your list of students if anything changes.

Helpful Tips:

- The large sharing activity is, **“Some things I wish more people knew about me are...”** Each person gets **2 minutes** of uninterrupted time.
- We will explain this activity in detail before you begin.
- Students can share anything they want, anything on their mind, anything they’re feeling, they can even stay silent the entire time (there’s no right or wrong way to take their turn).
- We will time every person’s turn for you- **keep an eye out for the message prompts.**
- We ask that **you are the first one to share.** Then you will pick who shares next.
- **Please do not move on early or skip anyone.** It’s important everyone gets equal time.
 - Here are some questions you can ask students if they get stuck:
 - **What else?**
 - **What was school like for you before COVID-19?**
 - **What are you grateful for?**
 - **You still have some time if you have more to share. We’re here listening.**

Follow-Up: If a student requires follow-up, you will pass information to the counseling staff in our after program meeting. If you believe a student is in imminent danger, please contact the “tech admin” during the program.

Thank you for your time today! We couldn’t do this without you.



Student Recruitment

Challenge Day is designed to inspire a diverse group to role model positive communication for your entire organization. We encourage you to create a plan to continue using the tools we will share in the day, and to select students who will most benefit from the program based on your goals and vision for bringing Challenge Day to your school.

A common and successful recruitment model is to select a class (by grade or by teacher/s), or to have teachers and counselors identify a cross-section of youth leaders within the school.

Select students who are peer leaders, both from leadership classes and from more marginalized groups on campus (e.g., identifiable cliques). Together, these students have the greatest potential to shift the norms of their peers and therefore shift the overall school climate. Administrators, teachers, and students can help identify appropriate participants.

Other options include entire grade levels, or classes. For example, Advisory classes, Math classes, English classes, etc.

Recruiting Adult Participants

Adult Participants are crucial for the success of your program. We recommend inviting teachers, counselors, administrators, school board members, PTA members, parents, and guardians. Invitations can be extended to local politicians, community counseling organizations, students and instructors from local colleges, fire and police department members, or other community members.

Adults are asked to be on time, limit distractions, participate fully, keep video camera on, and their mic muted until instructed by Challenge Day facilitators.

Each program requires a different number of adult participants, please refer to the table of contents to guide you to the adult to student ratio for the program you are hosting.

If you are unable to have the required number of adults, we require you to limit the number of youth participants to fit the number of student to adult ratio required for your scheduled program.

We reserve the right to cancel the program at your expense if the required number of adult participants cannot be provided for your hosted program.

Counselor Role

We require the presence of a counselor or licensed mental health professional, employed by the school, during the entire program time. The counselor is responsible for communicating reportable incidents to proper authorities and providing the appropriate follow-up care for students once the program is complete.

Confidentiality

Prior to our sharing activities our facilitators will emphasize the necessity of confidentiality for maintaining privacy and a sense of safety for all participants. However, there are always things that are not confidential when working with minors, which brings us to the next topic.

Mandated Reporting

Each state in the U.S. has established mandated reporting laws requiring adults to alert Child Protective Services (CPS), or a similarly named agency, if a minor is being physically, sexually, or emotionally harmed by someone; if a minor is planning or engaging in self-harm; or if a minor intends to harm someone else. It is important that a report is filled out with Child Protective Services (CPS) – usually within 48 hours. We strongly advise checking with your local department for the exact reporting time and reporting requirements. Our Challenge Day facilitators will clearly indicate the kind of information that will not be held confidential if sharing during our program(s).

Follow-Up Meeting - *Challenge Days and Graduation Challenge Days*

After students are released the Challenge Day facilitators will host a follow-up meeting with all the adult participants to help them identify and confidentially report students in need of aftercare.

Follow-up link will be sent to adult participants during the program, and available during the follow-up/debriefing meeting. Example of online follow up form below:

*Please fill in the following information about your small group. If you are concerned about a specific student, please be sure to note it. * **Required**

Your Name: *

Your Phone Number (where you can be reached today- only used by the school counseling team if needed): *

Follow -up for Student 1: *

- No Follow-Up Needed
- Nothing "non-confidential" shared, but a follow-up with the student is requested
- Student shared something non-confidential: They are hurting themselves or seriously considering it, they are hurting someone else or seriously considering it, They are being hurt; or if any of these have happened in the past

This step will be repeated for student #2, #3, #4, etc.



Opt Out - Permission Slip

Congratulations, your child will be participating in a virtual Challenge Day event hosted by your school/community!

The goal of our Challenge Day programs is to build empathy and compassion in our communities. Our virtual SEL programs are designed to create connection, inclusivity, break down barriers and remind students that they are not alone. Through our interactive activities students and adults are able to come together and practice first hands tools that have proven to support individuals and school communities. Some of the tools they will practice include, mindfulness, taking action, active listening, the power of vulnerability, learning to responsibly manage emotions, develop self-confidence, offering complements, sharing gratitude, speaking out and using their voice.

Virtual Challenge Day program will be held on _____ from _____ to _____
Date Times

Location: Zoom – School personnel will provide link to participants

For more information about Challenge Day, please speak with your School Coordinator, visit www.challengeday.org or contact Challenge Day at 925-957-0234.

If you DO NOT want your child to participate in this program:

Please sign and return the form below to _____ no later than _____.

I would like for my child/ward to be **excused** from participating in the Challenge Day Program. I understand that the event is not required and that my child's/ward's participation is voluntary.

I understand that the Challenge Day Program will deal with a wide range of issues such as leadership, self-esteem, social oppression, and teasing. I also understand that the program will be fun, empowering, and eye-opening. I further understand that my child/ward may be invited to participate in future Challenge Day Programs at his/her school, that members of the print and film media may be present at this event and that my child/ward may be photographed, or quoted as a participant in this program.

I have carefully read this statement and fully understand its contents.

I **DO NOT** give my permission for my child/ward

(name) _____ to participate in the Challenge Day program.

Parent Name (please print) _____

Parent Signature _____

Phone Number (____) _____



Permission Slip

Congratulations, your child will be participating in a virtual Challenge Day event hosted by your school/community!

The goal of our Challenge Day programs is to build empathy and compassion in our communities. Our virtual SEL programs are designed to create connection, inclusivity, break down barriers and remind students that they're not alone. Through our interactive activities students and adults are able to come together and practice first hands tools that have proven to support individuals and school communities. Some of the tools they will practice include, mindfulness, taking action, active listening, the power of vulnerability, learning to responsibly manage emotions, develop self-confidence, offering complements, sharing gratitude, speaking out and using their voice.

Virtual Challenge Day program will be held on _____ from _____ to _____
Date Times

Location: Zoom – School personnel will provide link to participants

For more information about Challenge Day, please speak with your School Coordinator, visit www.challengeday.org or contact Challenge Day at 925-957-0234.

Please sign and return the form below to _____ no later than _____.

I would like for my child/ward to participating in the Challenge Day Program. I understand that the event is not required and that my child's/ward's participation is voluntary.

I understand that the Challenge Day Program will deal with a wide range of issues such as leadership, self-esteem, social oppression, and teasing. I also understand that the program will be fun, empowering, and eye-opening. I further understand that my child/ward may be invited to participate in future Challenge Day Programs at his/her school, that members of the print and film media may be present at this event and that my child/ward may be photographed, or quoted as a participant in this program.

I have carefully read this statement and fully understand its contents.

I give my permission for my child/ward (name) _____
to participate in the Challenge Day program.

Parent Name (please print) _____

Parent Signature _____

Phone Number (____) _____

Be the Change – Follow-Up Plan

“Now that my school has experienced a Challenge Day program, what can I do to help sustain the positive changes?”

As a result of participating in Challenge Day programs, young people make a powerful commitment to be the change they wish to see in their schools. The sad reality is that all too often these motivated youth return to their school community and are immediately faced with difficult choices, intense negative peer pressure, an almost universal desire to fit in, and a strong fear of rejection. They need the support of the entire school community to create lasting change.

Challenge Day programs are a powerful catalyst for growing acceptance and compassion in schools and communities. Your Challenge Day is a first step to create awareness about ways we separate socially, and to learn tools that can help people bridge those divides. Our vision is that the connection fostered in a Challenge Day program can be an everyday experience for every community. The Be the Change Movement is about creating the school, community and world of your dreams every single day. Thank you for “Being the Change” in our world!

Create and sustain your student Be the Change Team

Real change can begin with the leadership of young people. Those who participated in your Challenge Day program will be longing for the type of caring support and connection they experienced during their Challenge Day event. They will also be ready to create positive cultural changes in their school environment related to kindness, acceptance, inclusiveness, and anti-bullying.

Creating a Be the Change Team is about creating an on-going culture of respect and acceptance, led by students themselves. We have prepared a guide that explains how to set up the team (or integrate it into an existing group or club) and provides sample weekly activities to engage participants. Challenge Day has the biggest impact when combined with the efforts and commitment of students, teachers and other community members in partnership with groups that may already exist on your campus: leadership groups, mentorship programs, peer-led clubs, and conflict resolution classes/groups.

Your Client Relations manager will email you a copy of the Be the Change Team Guide. You can request a copy by emailing office@challengeday.org

Create A Resource List

Every school has its own resources, please assure students are aware of what those are. Below is a sample of a school and community resource list for Contra Costa county.

School and Community Resource List for Contra Costa County

Sample Only

National Resources

- STAND! Against Domestic Violence 888-215-5555
- Crisis/Suicide Hotline 800-833-2900
- Youth Crisis Hotline 800-843-5200
- STD Hotline 800-227-8922
- Anti-Bullying Hotline 866-444-6996
- Cyberbullying Resources Online <http://cyberbully411.org/>
<http://www.Cyberbully.org>
<http://www.stopcyberbullying.org>

Community Programs

- Alcohol and Drug Abuse Hotline 925-932-8100
- The Helpline 800-273-6222
- New Connections (Homeless or Runaway) 925-754-3673
- Crisis Hotline 925-933-4357
- REACH 925-646-5268
- NEAT Family 925-687-8844
- TAP (Teenage Program) 925-646-5268
- Alateen 925-932-6770
- Young People's Alcoholics Anonymous 925-939-4155
- Narcotics Anonymous 925-685-HELP
- Planned Parenthood 925-676-0300
- Rape Crisis Hotline 925-789-7273
- Cyberbullying Resources Online: <http://www.ctap4.net/projects/cybersafety>

On Campus

- Peer Helpers
- Youth Peer Educators
- Friday Night Live
- Mentors
- Support Groups
- School Counselors