



Healthy Relationships for Youth

Resource Guide for
Doing Social Action in School

A guide to support youth in turning their ideas
for a better world into actions!

Antigonish Women's Resource Centre
Amended 2014



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About

The Healthy Relationships for Youth (HRY) Program is a school based violence prevention program offered throughout the Province of Nova Scotia. The HRY Program delivers a series of twelve sessions within the Grade 9 Health curriculum that are delivered by trained youth facilitators. The program originated in the Strait Regional School Board and is currently offered in all ten high schools. In 2013, the HRY program expanded to the South Shore Regional School Board (SSRSB); Halifax Regional School Board (HRSB); Annapolis Valley Regional School Board (AVRSB); and the Chignecto-Central Regional School Board (CCRSB). Offered to local schools since 2006, HRY has reached approximately **3524** grade nine students and has trained **751** youth facilitators within the school board.

Purpose

The intention of the Healthy Relationship for Youth (HRY) Program Resource Guide is to support and enable HRY youth facilitators and teachers to take action and make change in their classrooms, schools and communities. Youth engagement is a valued part of social change in our communities and the HRY Program Resource Guide seeks to value and highlight the work youth have done and inspire other youth to take action for issues of concern to them.

Acknowledgements

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- Ⓢ The youth engaged as HRY youth facilitators
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Plan to Action!

→ Brainstorm Your Ideas with Your Group

To figure out what topics are important to you and your group members, you need to take the time to decide what one topic you would like to raise awareness around. Some possible ways of doing this are by creating flow charts, discussing with a partner what topics are important to you. You might even find something by watching the news to see what is going on in your neck of the woods! (Please see page 11, *Let's Give 'em Something to Talk About*)

→ Focus on One Area

When you pick a topic to raise awareness around, make sure to stick to that topic. It may be easy to get caught up in similar issues, but be careful not to spread your campaign too far! You want to focus your effort in one area to really get your message across.

→ Decide What Type of Project You Will Do

There are many types of projects you can do. In this resource guide you will find lots of options and be able to see what other groups have done. **Make sure** if you choose a more complicated project that you carefully manage time to ensure you accomplish your goal. **Don't forget** that campaigns take funds, so make sure yours are spent affectively. Also, it is important to keep in mind what you can effectively do with the time you are given. **Don't take on too much!** (See page 11, *Let's Give 'em Something to Talk About*, for more ideas)

→ Use Resources to Find Information

After you decide what project you are doing it is a good idea to do more research on what area your project will be focusing on. There are some resources listed at the back of this book that can provide you with information but internet sources, teachers, a nurse or doctor, and the library are all good resources when it comes to finding information about health and wellness. This may be done by the whole group or one individual may be in charge of getting all of the facts.

→ **Get Creative**

This is the time where everyone brain storms how they think the project should look in order to get the message across to as many people as possible. Think of things that will catch people's eye or attention. This could involve anything from posters to guest speakers and it is really a matter of deciding which idea to focus on. As mentioned above, page 14 is full of great ideas that you and your peers came up with for other action plans. Try to pick something realistic with the time you have and for the number of people involved. This should be a group choice so that everyone is excited about the project creating more unity and less friction within the group.

→ **Organize Your Plan**

When taking on a project it is important to stay organized and come up with a detailed outline that you intend to stick to. Everyone can be assigned a different task to spread out the work and get everyone involved. Assigning someone in the group to be a Project Leader helps take stress off of the group leader and allows everyone a chance to get involved in leadership. It's important to have regular meetings or even a quick check in (at least once a week) to see how everyone is doing with the part of the project they are working on. Remember to allow time for people to get back to you and for unforeseen problems.

→ **Contact People Who Are in Charge**

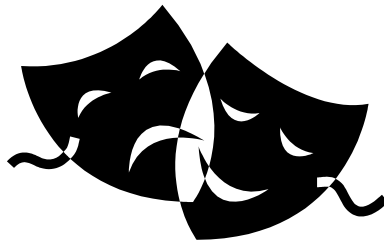
Make sure that you are able to implement your project in a quick and effective manner. The best way to do this is making sure you have the resources and permission from people who oversee your school. For example, a supportive teacher, your Principal or VP need to support your plan and can suggest who you should contact to help make that happen. It's important to remember that you may need permission slips, a safe place to work especially if it's after school hours.

→ **Getting the Word Out About the Project**

When organizing your plan, you need to make sure you advertise what you are doing. The best way is word of mouth, posters, and social networking sites. Other options could be over the morning announcements or even making teachers aware of what you are doing and get them to announce it in class. If there is another group in school who has similar goals make sure to make them aware of your project as well. Only advertise once you have everything set and ready to go, be sure to leave enough time between when you advertise and the event.

→ **Show Time**

Once you have the word out and your youth action plan is a go its show time! Good luck!



→ Reflection

After every event there should be at least part of a meeting where members reflect on how the action plan went. Be sure to get everyone to voice their opinions and feelings on how they think the action plan went, and what they would have done differently if they had to do it again. This can be done in a group setting, written up and handed in, or people can keep a journal during the project itself. We all learn from our mistakes and this will make future projects go more smoothly.

Sometimes when you are working on a Youth Action Plan it can feel like there is a lot of work to be done. However, it's important to remember that when it is finished you will feel proud and happy about what you have accomplished!

Be the change you wish to see in the world.

- Gandhi



Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has.

- Margaret Mead

Helpful "HOW-TOs"

How to Set Up a Group Meeting

It is really important to stay organized when you are trying to make your project work. The best way to not become overwhelmed is to stay in contact with each other and stay organized. Making a change in your school will feel so much better if everyone is included and informed. Once you have chosen a project, you need to execute your plan. The following are some suggestions on how to organize and run a meeting.

→ Pick A Place

To make a meeting successful you need to pick a place to meet. Most HRY facilitators have meetings at their school. You may be able to reserve your youth health centre space or a supportive teacher's classroom. However, if more meetings are needed or the school is unavailable some other places may be your public library, a community center, coffee shop or someone's home.

→ Time

You need to make sure you set a time when everyone can make it to the meeting. If someone can not make it, make sure what they were bringing to the meeting is passed on to someone else to present or discuss. Most HRY facilitators have found it best to meet during lunch period. However, after school, after work, or on the weekend can work as well. Just try to keep in mind that some people have buses to catch after school or other commitments. Try to pick a time that works for everyone!

→ Spread The Word!

To make your meeting successful, you need to make sure everyone involved in the project knows about it. You should give your peers at least 2 days notice before calling a meeting, or even make it a weekly event so they remember to come. In your very first meeting your Project Leader or secretary can

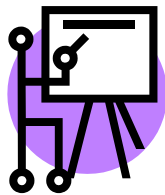
make sure to get everyone's email address, phone number or start a group on a social networking site (ie. Facebook). This way they can contact everyone and send out meeting reminders. You can also ask to have the meeting announced during morning announcements.

→ **Set an Agenda.**

Make a plan and create deadlines! It is important to set goals for your project. You may want to make a list of items or an agenda to discuss at the meeting. During the meeting it is good to have someone recording what is being said and done as well as what has been completed. Please see more information in the *Group Roles* section below. If you have the ability to photocopy the agenda you create, you may want to hand out copies to group members. This information can be kept for your records and can also be shared with other HRY teams in the future. If you set an agenda and stick to it your project will be a success! (See Appendix 1)

Agenda Example:

- Check In
- Let each member speak about what they are working on- what is completed and what is not
 - Remind everyone of due dates
 - Remind everyone about next meeting
- Check Out



→ **Check Out**

To make a meeting successful, it is important to go over what you have discussed. Now would be a good time to have the minutes of the meeting discussed. Make sure you check in with your peers and allow time for questions and concerns. You may want to go over what is working and what is not working with your plan. Keep in mind that everyone has ideas that can be helpful, try to remember to let everyone shine!

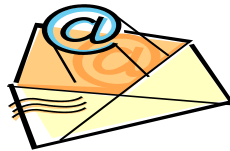


The best meeting times are 9:00 a.m. and 3:00 p.m., before people are immersed in daily work or after they've shaken off the grogginess from lunch.¹

How to write and e-mail....Like a Professional!

Part of your action plan may require contacting and organizing other groups and community agencies by email. Your organization/group and purpose should be in the e-mail subject line (Eg. Event Poster attached). Be brief and DO NOT use slang, ALWAYS refer to the person in a respectable manner, Dear, (Mr., Mrs., Ms., Dr., ect.) and end the e-mail with a sincerely, yours truly or thank you.

If you are setting up a meeting, list off times you are available in order to reduce the number of e-mails, what you wish to discuss and why you are contacting them. Then show up prepared and looking respectable. Write down notes of what you wished to discuss and bring something to record their answer if it is lengthy. Remember to leave up to four or five days for their response.



How to set up a meeting ...Like a Professional!

You may need to set up a meeting with other groups and community members or agencies. This will be different from working with your friends. Setting up a meeting is much the same as writing an e-mail. Be respectful, use respectful and formal language, not slang. List off the times you are available to cut down on the amount of e-mails that are sent. When a time and place has been decided on, show up promptly on that decided time, dress respectably, prepare what you wish to talk about and always be respectful.

Group Roles and Responsibilities

→ Divide the Work

When it comes to organizing your project remember that one person can not organize and get a project going on their own so it is best to divide the work equally among members of your group. This is best done by designating a project leader who may or may not be the HRY leader. This way everyone gets a chance to be in a leadership position and the HRY leader is not overwhelmed with every project.

Group Roles for your group meetings

To make the project run smoothly everyone in the group should have a different role. These roles do not need to stay the same for the entire year, but may be helpful while working on one project. Being a leader is a very good thing, but we need to remember that everyone has this potential and sharing work lets everyone put their footprint on the project. Plus doing everything on your own can be overwhelming and your project may not be completed on time!

Here are some suggestions for roles:

Group Leader:

- This is the person who is in charge of the group as a whole. They lead all of the meetings, set up times for them and are in general the leaders of the HRY group.

Project Leader:

- The Project Leader is assigned to be in charge of one or more projects a year and is the coordinator and organizer which takes the pressure off of the Group Leader. The project leader is the one in charge of assigning people jobs and sticking to the agenda in order to get the job done. This system also gives everyone who wants to be a leader a chance to be one.

Time Keeper:

- Is in charge of watching the time during the meeting, to make sure you don't go over the allotted time.
- Makes sure all of the agenda items get discussed during the meeting.

Vibe Watcher:

- Is in charge of noting how people are feeling during the meeting- for example looking to see if people are emotional, angry, upset, uncomfortable etc.
- It is their responsibility to deal with these feelings. For example, they could suggest a time out or even a game to lighten the mood.
- Discussing issues related to health and relationships can get emotional for some people, encourage group members to talk to a supportive adult if they continue to experience upsetting feelings after you have listened supportively.

Minute Taker or Secretary:

- Is responsible to record everything that happens during the meeting. However it is important to have some guidelines to follow. Here are some suggestions:

- | |
|---|
| <ul style="list-style-type: none"><input type="checkbox"/> Record the date, time and location of the meeting. Pass around an attendance sheet<input type="checkbox"/> Only summarize the main points of discussions and their outcomes<input type="checkbox"/> Write down who is planning on doing what<input type="checkbox"/> Record the next meeting's date, time and place and make sure whatever was not touched on is brought up at the next meeting<input type="checkbox"/> Type up the minutes and send them to each group member<input type="checkbox"/> Leave room for additions to the agenda in the minutes<input type="checkbox"/> Try to keep a record of all of the meeting minutes and agendas so they can be referred back to if necessary |
|---|

Other Group Members:

- These people are essential to lifting a project off the ground and are the ones who get specific tasks done for the groups such as contacting a guest speaker or setting up a meeting with the principal to ask permission for your project.

Let's Give 'em Something to Talk About!

When trying to choose a topic or issue to discuss it can be difficult to have a focus. However, there are many topics to raise awareness around... Here are some helpful ideas!

This is what some groups have thought of to focus on in the past:

- Sexism
- Racism
- Collaborating with the GSA (Gay Straight Alliance)
- African Heritage group
- Collaborating with MADD (Mothers Against Drunk Driving) in some way for an action plan
- Mi'kmaq Cultural awareness
- Breast Cancer/ Prostate Cancer/ Testicular Cancer awareness
- Women's History Month
- LGBTQ History Month
- Black History Month
- Sexual Assault awareness
- Violence Against Women: December 6th
- Dating Violence Awareness
- Sexual orientation information or awareness
- Cyberbullying and Digital Citizenship

Need a few Ideas?

Walk-a-thon- This is a hike or walk that can raise awareness and/or money for almost any cause. Just remember to make it fun (perhaps by soaking walkers with supper soakers) and incorporating lots of groups (perhaps have the school band walk and play or have a performance by them at the end of the walk). Food is also a good idea at the end of this activity.

Raise money for a cause by hosting **A Variety Concert or Talent Show**;
Run the **snack bar** at school events and sports games or place a **donation jar** at other school events

A Day of Remembrance and Action against **Violence Against Women**
Bring in the Sexual Assault Nurse Examiner nurses from the Antigonish Women's Centre to give presentations.

Write Love on Her Arms- This is an organization that raises money and awareness for depression, addiction, self injury and suicide. More information, go to their website: <http://www.twloha.com/>

A Day of Purple to commemorate those who have committed suicide as a result of being the targets of homophobic bullying and harassment.

A Day of Silence- this is a day where people sign a contract to stay silent for the entire day in order to promote awareness of how in the closet homosexuals and questioning individuals feel within society.

Create a **Wall of Pride** featuring famous and successful LGBTQ people

30 hour famine- this is done to raise money and awareness for poverty around the world and the funds should go to a charitable organization. Put on **skits**, they are fun and informative while challenging oppression.

Implement a **breakfast program** at school

Host a **Spirit Day**

Have leadership **training sessions** to further develop your skills

Creating Group Unity!

→ Team Building

Team building is essential to success of all groups and activities. If your team does not know each other, feel accepted for who they are in one another's presence and know how to work together your project will suffer. People will be afraid to speak their ideas and come to the forefront as leaders because of potential judgement from the group.

Snacks

One thing that never fails to bond people together is sharing food. If one person each week wants to be in charge of bringing a snack to the meeting this is always welcome.



Check-Ins

At the beginning of each meeting you may want to have a 'check-in' time. This involves going around the room mentioning what was good and bad about your week/month/day and then answering a funny explorative question such as 'if you were to be an animal what would it be?' or 'what is your biggest fear?' This way, team members get to know each other and what is going on in others lives. This team building activity brings the group together around laughs or sentiment and allows team growth due to the personal nature of this exercise.

Games

Try a trivia night; you will be amazed by what some people know. Or play a silly game like blob tag which is a game where one person is it and has to tag someone who then they link arms with and try to chase others. This continues until everyone is linked in a chain chasing after the last person.

→ Just starting out

When starting out as a new group or at the beginning of the school year team building games and group activities to get to know each other create the sense of community groups want in order to achieve their maximum potential.

Person Bingo

In this version, the bingo cards are things people do or have done such as 'play an instrument' and everyone has to go around and meet new people to fill up their card.

Quick Get-to-know you

A 3-minute get to know and answer questions about a randomly assigned partner and then present them to the group.

Never-have-I-Ever....

One game that gets people moving and gets them to know each other better is the never-have-I-Ever game. Everyone stands in a circle around one person and that person has to say something they have never done like "Never-have-I-ever been water skiing." And everyone who has been has to leave their place in the circle and find a new one. Who ever is left in the middle is the new person to ask the question of the group.

Ask if other group members know some other fun games they can share with the group!



Self Care

Self care is one of the most important aspects of every day life. It is easy to get caught up in work, especially around the time your action plan is taking place. Life is a balancing act and if balanced improperly it can lead to poor health, poor grades, and suffering relationships. But, if time is taken to recharge and relax, you can become more productive with the time you spend working.

When is it time to say no? ...You know yourself best and if you are ever feeling overwhelmed see what you can say no to in your life.

→ Time management for yourself

As previously mentioned time management is a huge part of self care and understanding your own boundaries. One key to time management is to evaluate what you have to do and then allot different amounts of time for each thing. Scheduling can give you deadlines to meet and allow for a more productive you.



→ De-stress, relaxation and me-time

Try to save time every day for you to de-stress. Whether this is going to the gym, reading a book, seeing friends, or playing a sport these things are important to you and the way you function. Without these activities your body and mind do not get a chance to relax and this can result in unnecessary amounts of stress which may be reflected in your work and health.



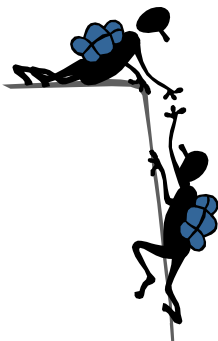
Where to Get Help in School

For all students participating in Healthy Relationships for Youth Program or any other in-school group, it is important to know that there are resources available to help you if you are experiencing violence, bullying or abuse. Our first concern is for your safety and well being.

If you need someone to talk to, provide support for you, or help you to work through personal issues, you can contact any of the following people in your school:

- Guidance Counsellor
- A teacher you trust
- Youth Health Services Centre
- Mi'kmaq Student Support Worker
- Black Student Support Worker
- Student Support Worker

Remember: If the first person you talk to is not helpful, keep trying until you find someone who will help.



Where to get help in the Community

- ☞ Antigonish Women's Resource Centre &
Sexual Assault Services Association
Antigonish 863-6221; Guysborough County Outreach: 863-8668
- ☞ Kids Help Line, Toll Free: 1-800-668-6868
- ☞ Mi'kmaq Family and Child Services: 1-800-263-8686
- ☞ Native Youth Crisis Hotline: 1-877-209-1266
- ☞ Paq'tnkek Medical Centre, Paq'tnkek: 386-2048
- ☞ LGBT Youth Line: 1-800-566-2437
- ☞ Children's Aid Society of Inverness-Richmond: 625-0660
- ☞ Child Protection Services, Department of Community Services:
Antigonish: 863-32
Guysborough: 533-4007
AFTER REGULAR OFFICE HOURS: 1-866-922-2434
- ☞ Family Services of Eastern Nova Scotia
Antigonish-Guysborough: 863-2358 Inverness-Richmond: 625-0131
- ☞ Call your family doctor or the Hospital Emergency Department;
St. Martha's: 863-2830
St. Mary's Memorial Hospital: 522-2882
Guysborough Memorial: 533-3702
Strait Richmond Hospital: 625-3100

***All of these services are available to you and are free of charge.**

How to Create an Agenda, Step by Step

Creating an effective agenda is one of the most important elements for a productive meeting. Here are some reasons why the meeting agenda is so important.

The Agenda

- ▶ communicates important information such as:
 1. topics for discussion
 2. presenter or discussion leader for each topic
 3. time allotment for each topic
- ▶ provides an outline for the meeting (how long to spend on which topics)
- ▶ can be used as a checklist to ensure that all information is covered
- ▶ lets participants know what will be discussed if it's distributed before the meeting. This gives them an opportunity to come to the meeting prepared for the upcoming discussions or decisions.
- ▶ provides a focus for the meeting (the objective of the meeting must be clearly stated in the agenda)

How to Create an Effective Agenda

You're responsible for planning your project meeting this month. Arrggh!! What to do? Now you understand how important an agenda is to the effectiveness of the meeting, but don't know how to create one. Breathe easy! All you have to do is follow the steps outlined below.

1. Send an e-mail stating there will be a meeting, the goal of the meeting as well as the administrative details such as when and where it will be. Ask those invited to accept or decline the meeting. Make it clear that once they have accepted the meeting, they are expected to attend.
2. Ask participants requesting an agenda item to contact you no less than two days before the meeting with their request and the amount of time they will need to present it.
3. Once all of the agenda requests have been submitted to you, summarize them in a table format with the headings Agenda Item, Presenter and Time. It's your responsibility to ensure that each agenda item is directly related to the goals of this particular meeting. If an inappropriate request is made, suggest that person send an e-mail or memo instead or recommend that this agenda item be discussed in another meeting. Also, you must be realistic in the amount of time you allocate to each presenter. Don't cram an unrealistic number of agenda items into an hour meeting. When people accept an hour meeting, they expect to be finished in an hour. When meetings go over time, people generally tend to get uneasy. It's better to schedule 50 minutes of discussion into an hour time slot. This way you have 10 minutes to spare and if you get done a little early, people will be pleased.
4. Send the agenda to all the meeting participants the day before the meeting with a reminder of the meeting goals, location, time and duration. At this time, ask the presenters if they are happy with the order in which they will be speaking and the amount of time they have been allocated.
5. Of course, the most important part of creating an effective agenda is to follow it during the meeting!

5 Essential Meeting Facilitation Tips

Maybe you've just been put in charge of planning a dance for the entire school. Maybe you are responsible for planning next semester's after school program activities. Or perhaps you are the lead for a fundraising bake-sale. Whatever it is you are planning, you have to hold a meeting with everyone who will be helping out. Don't panic! Here are 5 tips to help you make sure the meeting runs smoothly.

Make an Agenda:

- ❖ Facilitator(s) should plan the agenda in advance or spend the first few minutes of the meeting brainstorming meeting topics with the group
- ❖ Write the agenda up so that everyone can see it
- ❖ Write down the reason that you are meeting (goal) and what you hope to accomplish (objectives)
- ❖ Assign times and names to each agenda item
- ❖ Review the agenda with everyone at the meeting
- ❖ Start with a check in question to get everyone ready for the meeting

Establish Meeting Rules: (Post these up so everyone can see them!)

- ❖ Suggestions on creating meeting rules attached

Assign Roles:

- ❖ Note-taker (writes down the main points of the meeting on a piece of paper)
- ❖ Timekeeper (makes sure that everyone sticks to their time)
- ❖ Scribe (writes down any important points on the board)

Create "Action Items":

- ❖ Before ending the meeting, make sure everyone knows what they need to do before the next meeting
- ❖ Check in on the Action Items at the beginning of the next meeting

Take Charge:

- ❖ You are the leader of this meeting. If someone is not paying attention, interrupting, or talking about something that is not on the agenda, it is your responsibility to bring the meeting to order.
- ❖ If someone has an issue that is not on the agenda, write it down and explain that it will be discussed at the next meeting
- ❖ Give all participants a chance to facilitate future meetings or parts of each meeting

ACTION ITEMS SAMPLE

ACTION ITEM	WHO?	BY WHEN?
Create Posters for Party	Andrea and Jason	April 22
Buy Snacks for Party	Linda and Mark	April 30
Find out prices for DJ	Don and Sheryl	April 18

SAMPLE CHECK-IN QUESTIONS

- ✓ **Five years from now, you would like to have done...**
- ✓ **What do you want to be when you grow up?**
- ✓ **Who is in your family and where do they live?**
- ✓ **If you could name yourself what name would you pick and why?**
- ✓ **Who in your life do you respect most? Why?**
- ✓ **If you were to play a TV or movie star, who would it be and why?**
- ✓ **If you were a beverage, what name would you give yourself? It can be a beverage that already exists or one that you make up. What are the ingredients?**
- ✓ **Would you rather be forced to sit in a thunderstorm outside or sit through a 90 degree day in an un-air conditioned room? Why?**

Establish Meeting Rules

Just like you have rules in the classroom, all businesses and organizations make rules for their meetings. (Think about the last time you saw a TV show or movie that showed people in the courtroom and all the rules for when you can speak and what you can say!)

The best way to introduce rules is to have the group make up the rules. It's much easier to follow rules if you invented them yourself! Sometimes these are also called "Community Agreements."

HOW TO Make Rules:

- 1) At your first meeting, do a brainstorm with the group for what your meeting rules will be.
- 2) Make sure the Scribe writes all of the ideas down on a big piece of paper or on the blackboard.
- 3) After all of the ideas have been written down, have the group vote for which ones they think are most important. Each person can vote as many times as he or she wants to.
- 4) The rules that get the most votes will be your meeting rules!

Some Examples:

- Ⓢ Raise your hand and wait to be called on before speaking
- Ⓢ One voice at a time
- Ⓢ Stay focused on the issue being discussed, do not talk about related issues or people
- Ⓢ Listen and take notes
- Ⓢ Respect each other

SEVEN STEPS TO SOCIAL ACTION

Before beginning a journey, everyone needs a solid plan. The Seven Steps to Social Action is a planner, worksheet and entrepreneurial guide all rolled into one.

STEP #1: FIND A CAUSE YOU CARE ABOUT

Do you care about poverty? What about world hunger? The first step to making a difference is knowing what you care about.

Take a moment ...

What do you wish you could change about the world?

What do you think is unfair?

What makes you angry?

What makes you speak your mind?

What entrepreneurial ideas do you have that you can apply to the issue?

STEP #2: DO YOUR RESEARCH

Learn as much as you can about your cause. The more you know, the greater difference you can make!

Research tips for students:

- Make a list of questions
- Find information. Try the library, textbooks, teachers, people in your Community, the news, websites and more!
- Stay alert! Always think about all points of view

STEP #3: BUILD YOUR DREAM TEAM

Build a strong team by drawing on different people's skills. Strong teams bring together many different kinds of people:

- Dreamers who are imaginative
- Doers who are energetic
- Reasoners who are thinkers and well organised
- Bridge-builders who are good communicators and team players

STEP #4: MEET AROUND THE ROUND TABLE

Once you build your team, it's time to hold a meeting! Start by choosing a date, time and place for everyone to get together. Remember that successful meetings follow an agenda and have a goal.

Your map to a marvellous meeting:

- Thank everyone for coming
- Play a quick game to raise your energy
- Explain why you're meeting. This can include:
 - > Discussing social and environmental issues
 - > Coming up with creative, entrepreneurial ideas that make a difference in your community or the world
 - > Mind-mapping ideas on awareness and fundraising events to hold within the school to share more about what you are doing
 - > Creating action plans
- Share all participants' research on the issue
- Collaborate on an action plan that gives each person a job to do
- Set a date and location for your next meeting

STEP #5: MAKE A PLAN OF ACTION

The best way to set goals is to think about your cause as a group of smaller issues. For example, if your cause is the environment, you may want to focus on saving energy or protecting a forest.

Next, mind-map ways to achieve these goals, and put it into a plan of action. This plan will become your guide to making a difference!

Take a moment...

Things to think about when making your plan:

- What is your goal?
- Who can help you reach your goal?
- What will your team need to do to reach this goal?
- What challenges will you face? How can you overcome them?

STEP #6: TAKE ACTION!

Now the time has come to take action! This is the key to turning your plan into reality. "Think globally, but act locally." Through your students' actions, find ways to make global issues relate to local issues in your home and community (e.g. running a food drive will raise awareness about local and global hunger while helping to stock the shelves of the local foodbank).

Remember, strong leaders "walk the walk."

You and your team have a plan and your event is ready to go. Make the most of your big day by keeping these things in mind:

- Ensure that "raising awareness" is an important part of the day

- Think about how you can make even the awareness events into fundraisers
- Spread the word about your group, the children in the developing world and the work of Free The Children
- Ask your guests for feedback on the event

STEP #7: BRING IN THE FUN!

The most amazing, fantastic and electrifying thing about taking action is that, to succeed truly, you must have fun!

Setting the Fun Meter on 'high' means:

- Making sure meetings are enjoyable, with snacks and energisers
- Creating opportunities for friendship
- Thinking about how things went with all actions you take (What did you do well? What can be done differently?)
- Celebrating victories!

References

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Websites

<http://www.effectivemeetings.com/meetingplanning/agenda/agenda.asp>

<http://www.healthiersf.org/excelafterschool/Resources/Technical-Assistance/guide/Meeting%20Facilitation%20Tips%20for%20Youth%20PD.pdf>

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