



Movement Building Facilitator Guide

- CREATE and enhance the state’s plan to put pressure on Senators as we enter the second phase of reconciliation and ensure we win a pathway to citizenship.

- DELEGATE roles, responsibilities and commitments

TIME	GOAL	PROCESS	MATERIALS
	Create a fun environment	Play music	1-2 songs ready to be played
	Meet the facilitator(s)	Facilitators share: - Introductions (names, pronouns, organization & role) - Icebreaker question	FACILITATORS NAME GOES HERE
	COVID safety norms (if applicable)	Review summit safety norms to create a comfortable environment	
	Meet the group	Participants share: - Introductions (names, pronouns, organization & role) - Icebreaker question	
	Group discussion norms	Review summit norms and ask if there are any others that should be observed	



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TIME	GOAL	PROCESS	MATERIALS
	<p>Share on learning objectives and agenda for meeting</p>	<p>Go over the summit objectives with community mobilizing organizations and summarize timeline of events for participants</p> <p>Overview:</p> <ul style="list-style-type: none">- Goal setting and strategic planning framework- Getting to know our coalition's story- Align and review national strategic plan, goals, and deliverables- Brief power analysis activity- Plan actions to align with state and national campaigns or incorporate immigration reform into existing programming.- Close out with key takeaways and next steps	<p>1-2 songs ready to be played</p> <p>FACILITATORS NAME GOES HERE</p>



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	<p>Learn and adopt the SMARTIE Framework</p>	<p>Being by reviewing the SMARTIE framework. The elements of this framework are:</p> <ul style="list-style-type: none"> Strategic Measurable Ambitious Realistic Time-bound Inclusive Equitable <p>Thinking about these key themes is essential to ensuring that your projects stay focused and that the metrics/deliverables you set for partners are realistic.</p> <p>Ask participants if they have used this framework or similar models and if they have feedback.</p>	
	<p>Review WAH story and timeline</p>	<p>Briefly review the formation of We Are Home to connect with participants personal motivations for attending the summit and working on passing comprehensive immigration reform. To do so, ask each participant to share their responses to the story of self,us, and now that they filled out earlier in the summit</p>	



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	<p>Review WAH story and timeline</p>	<p>Ask participants to share about the work their organizations have done around their respective issues. Guide the conversation by asking the following questions:</p> <p>What was your most recent campaign? What did you learn from it?</p> <p>- Were you successful in achieving an outcome? If so, what characteristics of your campaign do you think made the action successful? What metrics have you used in the past to measure growth?</p> <p>What has been your involvement with organizing work around immigration justice? How has that look like? What were previous or current challenges you or your organization has faced? How did you overcome it?</p>	
	<p>Recognizing Intersectionality</p>	<p>Have you collaborated with immigrant rights's groups previously? Were you in the same coalition? If not, can you think of some examples of your local coalitions that have included multiple different issue areas? Who's usually left out of immigration narratives? Why? How can we intentionally include the stories of those left out of the traditional immigration narrative in our narrative and overall actions?</p>	



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	Align on national strategy and outcomes	Review the national strategy set out by WAH. Keep this visual timeline closeby as you will use this as a guide in drafting individual political actions or organizing events.	
	Review WAH's key moments	Review key goals and moments from WAH's theory to win. Discuss with participants if these goals are feasible in their communities and time frame.	
	Campaign Strategic Planning	Before heading into planning actions or events, feel free to take a break or allow for folks to decompress.	
	Power Analysis	Review the Power Analysis activity conducted earlier on in the summit agenda and compare responses among meeting participants. What are shared understandings of power? Where do individuals see differing mechanisms of power and change?	



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	New Event Planning	<p>Utilizing a large writing notepad or https://jamboard.google.com/ , use the space to draw out a physical campaign timeline of actions/events or delegate the responsibility to one of the participants.</p> <p>Use the national campaign timeline to have participants think about when their organizations' resources could best support WAH objectives. Begin at the start of the timeline. Ask participants if they already have existing actions/campaigns planned and include those in the timeline</p>	Large notepads, markers, jamboard set up
	Identify Key Dates - External	<p>Discuss with participants key dates for which the coalition will have no control over. Here are some examples of factors to consider:</p> <ul style="list-style-type: none"> - Federal Holidays - Congressional Recesses/In-session work - Organization retreats/step-backs - Conventions 	Large notepads, markers



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	<p>Identify Key Dates - Internal</p>	<p>Incorporating these blackout dates, brainstorm with participants about potential key dates that your coalition would like to see action/deliverables from state partners by. When thinking about how to design actions/deliverables, encourage participants to recall the earlier discussion about what has worked in the past and what organizers have learned in their respective fields. Other prompts to consider:</p> <ul style="list-style-type: none"> - What actions/campaigns have worked in other states? <p>What actions/campaigns have worked to moved our targets?</p> <p>Use the SMARTIE goal framework to ensure that goals are attainable, realistic, and strategic.</p>	<p>Large notepads, markers</p>
	<p>Incorporating a path to citizenship into your events</p>	<p>After allowing for space for participants to brainstorm and creating new actions that align with the goals of the campaigns, dedicate time to allow for session participants to think about how WAH objectives can be incorporated into existing actions.</p>	



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	<p>Incorporating a pathway to citizenship into your events</p>	<p>To begin, recall issue priorities that participants expressed earlier in the meeting but dive deeper. Select organizers to share about their planned action over the next two month period.</p> <p>Next, challenge participants by the intersectionality framework discussed earlier in the meeting. Use questions from the intersectional event planning document to help facilitate the conversation and encourage collaboration among participants. As folks are speaking, be sure to write down organizers who have expressed interest in collaborating. Return to this list at the end of the session and send a follow-up email to organizers reminding them of their interest.</p>	
	<p>Delegate responsibilities and deliverables to your coalition</p>	<p>State Leadership teams, Movement Partners, and We Are Home should establish clear expectations and guidelines for a streamlined working relationship at every level.</p> <p>Some examples of responsibilities may include the following:</p>	



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	<p>Delegate responsibilities and deliverables to your coalition</p>	<p>Responsibilities of Movement Partners to State Leads:</p> <ul style="list-style-type: none">- Identify strengths and opportunities to persuade congressional delegation on issues like the environment, worker's rights, LGBTQIA+, Criminal Justice, etc. with an immigrant justice lense.- Establish consistent communication channels with state leads to ensure the timeline of deliverables is being met. <p>Take a moment to brainstorm and continue mapping out the roles and responsibilities between partners and organizations. Use this document to help keep the conversation organized.</p> <p>Be sure to hang on to these responsibilities and communicate them during your later session with Movement Building track participants.</p>	



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	Establishing Communication Norms	<p>Now that timelines and metrics are set, discuss with the group how you will be communicating both internally and with engaged supporters to timely meet these goals. Some questions to consider:</p> <p>Will you use applications to track progress on campaign deliverables?</p> <p>Will you host team check-ins to ensure organizers are producing key outcomes and how often?</p> <p>How will you ensure internal operations promote a culture of learning (open-door policy, opportunities to give feedback to any member on the coalition, etc)?</p> <p>Be sure to keep these norms written and send in a follow-up email to session participants.</p>	
		Review the parking lot / bike rack	
		Share takeaways	
		What is still unclear? What items may need a follow-up conversation?	
2 hrs after start time		<p>Next steps & Close</p> <p>Use this document to track necessary follow-up steps or conversations that need to occur, but that you may not have had time for during the session.</p>	