

Making Votes Count Café Facilitator Package



Making Votes Count Where We Live Project, 2014

Sponsored by: City for All Women Initiative (CAWI), Coalition of Community Health and Resource Centres (CCHRC)



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MAKING VOTES COUNT CAFÉ

Workshop Description

Join us at a two hour event where we will have fun and learn together about the upcoming Municipal Election. Following an interactive game about City services, we will explore why municipal government matters and the influence we can have leading up to the October election. Even if we cannot vote, we can still have an influence. Come learn how and why it matters.

Objectives:

- Share ideas as to how municipal politics relate to our everyday lives.
- Know who can vote and how.
- Have fun and support each other in finding ways to engage family and neighbours in the October 2014 municipal election.

Time: 1 hour 50 min total (the café exercises are scheduled for 90 min, plus 20 min for arrival time when they also play a BINGO Game)

When to use it:

This café is part of a three year project, Making Votes Count Where We Live, co-sponsored by City for All Women Initiative (CAWI) and Coalition of Community Health and Resource Centres. The aim is to raise voter turnout in neighbourhoods where people living on low-income live and for all people living on limited income. The cafés are to engage people in these communities so they can inspire their family, friends and neighbours to make their views known in the municipal election – whether or not they are eligible to vote.

This works best with people from the same geographic area, as they discuss the issues that matter to them and their neighbourhood. If they are not from the same geographic area, consider how to adapt.

Participants: 8 - 24

Set-up:

- Registration Table at room entrance, with name tags and handouts
- Small table(s) (round if possible) with 4-6 people at each
- Tables are covered with paper, as participants will be invited to draw on it, with a container of thin multi-coloured markers and tray of snacks
- Music player with background music playing during half hour arrival time
- Space for participants to be able to move around
- Microphone set up in a central location in the room (if you can't get a real one – use a prop instead)

- Large map of wards is posted on wall
- Be Creative – consider ways to create the café ambiance. For example, people serving coffee and tea at the tables wearing aprons, soft music playing, flowers or battery candles on tables, a draw for a prize at the end.

Material:

1. Refreshments : container for snacks at each table; drinks to be served
2. Roll of plain paper for covering tables
3. Name tags/stickers
4. Participant sign-up sheet
5. Pens/pencils
6. Folders or paper clips for assembling handouts
7. Prizes for Bingo winners (Activity 1)
8. Flipchart paper, masking tape, markers
9. Large city-wide ward map (Activity 3)
10. Couple of paper arrows (Activity 3)
11. Table Chat One task sheet, one per table (Activity 4)
12. Ballot Box (Activity 7)
13. Strip of paper for each participant, to represent a ballot (Activity 7)
14. Childcare and expense claim forms as well as bus tickets

Handout Packet:

- Handout 1 - Making Votes Count Contest (Activity 2)
- Handout 2 - Who Does What (Activity 2)
- Handout 3 - Making Votes Count Song (Activity 2)
- Handout 4 - Sample ballot (Activity 3)
- Handout 5 - Municipal Candidate Chart (to be completed for each area)(Activity 4)
- Handout 6 - Table Chat Two Task Sheet (Activity 5)

Separate Handouts:

- City Services Bingo Sheet (Activity 1 and 2)
- Creating a City for All – Municipal Election October 2014 Brochure (all)
- Table Chat One Task Sheet (Activity 4)

BEFORE THE SESSION:

- In the days proceeding, complete the *Municipal Candidate Chart* filling in what you know about the candidates, include their photo and web-site.
- Set up the room to create a café feeling
- Set up a registration table with name tags, pens/pencils and handout packet.
- Post large map of city wards in a central location and use a big paper arrow to identify the ward(s) for participants in the room

- Practise singing, “Making Votes Count Song”, so that you can sing it as a quick energizer throughout the café.

Tips on Co-Facilitating

Co-facilitation is when two or more facilitators merge their skills, expertise and experience to jointly deliver a learning event. Here are some tips to make your co-facilitation a success.

Before the day of the event:

- Find out what you can about the participants.
- Find out about the space, and consider any need to make changes to fit the space.
- Meet with your co-facilitator to:
 - Agree on who will do each part
 - Agree on how you can support each other (for example, one facilitates while the other flipcharts)
 - Plan where you will cut the workshop, if going over time
 - Plan how to signal each other as to time
 - Try to anticipate any question/concern/problem and think about how to deal with them
 - Be frank with each other about strengths, vulnerabilities and trouble spots
- Read the facilitator’s notes carefully; know your part and your co-facilitator’s part.

On the day of the event:

- Arrive early so you can set up and feel comfortable in the space.
- Avoid intervening when your co-facilitator is on, unless you have agreed that it’s OK, in advance
- Decide where you will sit so you don’t trip over each other
- During activities that don’t require constant attention, check in regularly with each other. Look for ways to affirm each other’s contributions
- Ask your partner for help when you need it
- Avoid telling participants that you are running behind time, but instead figure out a solution yourselves.

Co-Facilitator Worksheet

Making Votes Count Café

1 hour, 50 minutes (with 20 arrival time and BINGO)

Time/Objectives	Activity	Materials	Roles
20 min Create a fun atmosphere while discovering the City services we use	Activity 1: <ul style="list-style-type: none"> Arrival, Registration Bingo Game 	-Registration -Name Tags -Handouts -Bingo Sheet -Pens	
10 min Create a safe space where everyone feels the atmosphere of a café	Activity 2: Welcome <ul style="list-style-type: none"> Facilitator introduction Introduce Café Participant introductions Making Votes Count Song 	<u>Handouts:</u> -Who Does What -Song	
5 min Understand who can vote and who we vote for	Activity 3: The Election Process <ul style="list-style-type: none"> Review brochure pages Wards Sample Ballot 	-Ward Map <u>Handouts:</u> -Brochure -Sample Ballot	
25 min Inform how we choose a candidate	Activity 4: Table Chat One <ul style="list-style-type: none"> Introduce Table Chat Table Chat Whole Group (share qualities, review brochure) 	-Table Chat One Task Sheet <u>Handouts:</u> -Municipal candidate chart	
30 min Learning to ask candidates about the issues that matter to us	Activity 5: Table Chat Two <ul style="list-style-type: none"> Introduce Table Chat Table Chat Whole Group (share questions, brainstorm where to ask questions) Making Votes Count Song 	<u>Handouts:</u> -Brochure -Table Chat Two task sheet -Song	
10 min Generate enthusiasm and ideas for engaging residents in election	Activity 6: Engaging People in the Election <ul style="list-style-type: none"> Brainstorm Consider working together 		
10 min Make commitment to act	Activity 7: Wrap-up <ul style="list-style-type: none"> Write commitment Place commitment in box Sing song 	-Ballot box -Strips of paper <u>Handout:</u> -Song	

FACILITATOR NOTES

Activity 1: Arrival, Registration and Icebreaker – 20 Min

Objective: Create a fun atmosphere while discovering the city services we use.

How:

Registration: As participants are arriving, provide them with a name tag, their handout packet and ask them to sign the registration.

Icebreaker: Point them to the “*City Services Bingo Sheet*” and a *pen/pencil*. Ask them to circulate around the room, introduce themselves to others and ask them which city services they use. Ask them to write their name in one square that names a service they have used. Then go onto the next person to do the same. Those who are able to get a line of squares filled in across the sheet, can all out BINGO, and they will be given a prize.

Facilitators are ready with a small prize to handout to anyone that calls BINGO, and encourage winners to continue getting signatures.

Activity 2: Welcome - 10 Min

Objective: Create a safe space where people realize the importance of participating in the municipal election.

How:

Facilitator introduction (1 min)

Welcome participants to the Making Votes Count Café. Say that this is a place where we can relax and have fun while learning together. Point to the snacks on their tables and coloured markers, inviting them to write or draw on the paper that is covering the table.

Co-facilitators introduce themselves and explain this café is part of a larger project, Making Votes Count Where We Live, co-sponsored by the Coalition of Community Health and Resource Centres and CAWI. In this project, people are finding fun and new ways to increase voter turnout. Why, because politicians listen to the people who vote, and make their views known.

Introduce Café (1 min) This café is one way of getting people involved in the Municipal Election to take place in October 2014. Another way is a city-wide contest on getting out the vote. You too can enter this contest (point to handout). The more creative the idea the better.

People who cannot vote can still have a role in encouraging people to vote or expressing your views to the candidates.

Note that it is up to each of us to decide which candidate we will support. Here we can be informed so we can each make our choice.

We will do this by having two table discussions or chats with some information in between.

Participant Introductions (5 min) Note that the City services on the BINGO sheet are only some of the services the City provides. Refer participants to the handout “*Who Does What*”, and note how there are three levels of government each with their own responsibilities. Some responsibilities are shared.

In a round, ask everyone to share their name and one City service they would not want to lose.

After everyone names a service, say that this is why being involved in municipal elections is so important. Politicians make decisions every day about the services that matter to us.

Sing Making Votes Count – Chorus and Verse 1 (3 min)

Tell them that every café needs some singing. Refer them to the Making Votes Count song and invite them to join you in singing the chorus. Tell them you will sing the rest later.

Note that on their song sheet is a square we will ask them to fill in at the end of the café – “**What I will do**”. They can be thinking through the café what that will be.

Activity 3: The Election Process – 5 Min

Objective: Understand who can vote and who we vote for

How:

Brochure review: Refer participants to the “*Creating a City for All*” Brochure, review pages 2 and 4. Be sure to cover who we vote for, who can vote, and briefly explain the voters list emphasizing you can still vote even if not on the voter’s list. Emphasize that whether or not you can vote, you can influence the elections.

Note that this year there are extra advanced polling days in a few key locations across the city, and that anyone can vote in an advanced poll.

Wards: Refer to the large map of Ottawa's wards. Point out that the pictures are of the people who are currently holding that office.

- Point out that there are 23 wards, each represented by a City Councillor. The mayor represents the whole city. Ask them the name of their current City Councillor and the mayor.
- Point to the arrow on the large map that indicates where their ward is situated.

Election Ballot: Refer to the Sample Ballot in their handout packet.

Activity 4: Table Chat One – 25 Min

Objective: Inform how we choose a candidate.

How:

Introduce table chat (3 min)

Say that we are going to take a little time to discuss the qualities we would look for in a City Councillor. Someone we would be willing to support or vote for. Imagine we are at a café and having a friendly chat with friends. As you have a discussion at your table, enjoy the refreshment, and draw or write on the paper covering your table as you wish.

Hand out *Table Chat One Task Sheet* to each table. Review task.

Table Chats (10 Min)

In whole group (12 min)

Once the ten minutes is up, invite each table to share two important qualities they would look for in a candidate. Ask each table to try and name qualities that another table has not already said.

List those qualities on flipchart as they are reported and summarize what is written when you are finished.

Invite the group to brainstorm how they can learn about the candidates. Add any points from the Brochure (page 5, Learning about Candidates) that they miss, including going to www.ottawa.ca/vote.

Refer them to the "*Municipal Candidate Chart*" that you have compiled for their ward(s).

Point out that:

- This includes a list of candidate(s) running for election of City Councillor in their ward. The word "incumbent" refers to the person who is currently holding the office.
- The chart also includes where the candidates stand on four issues. You will see only some of the information is filled in. You can learn more yourself on these issues or you may have other issues that you want to find out about. This is a tool for you to use.

Activity 5: Table Chat Two – 30 Min

Objective: Learning to ask candidates about the issues that matter to us.

How:

Introduce table chat (5 min)

Explain that we are going to have a second table chat, but to do that we want to give everyone a chance to talk with someone else, so we ask that most people move to a different table so we get a different mix of people at each table (exactly the number of people who move will depend on your number of tables). If you find it difficult to move, feel free to remain at your table and people will go to where you are.

After everyone is settled, refer them to pages 8-11 in the brochure – Issues to Consider.

- Affordable housing
- Safe and Affordable Transit
- Employment
- Good Food for All

Say that these are issues that residents have told us are important to them when we conducted focus groups as part of the “Making Votes Count Where We Live” project. Point out how the pages are organized with a statement as to why this matters, some information, then a question that you might ask to the candidates.

Say that these issues may be important to you, your friends and neighbours. You may also have other issues in your communities and/or neighbourhoods that you want to discuss.

Refer them to the *Table Chat Two task sheet* in their handouts and review it, checking to make sure the task is clear for everyone.

Table Chat (15 Min)

In Whole Group (10 Min)

Once 15 minutes are up, call time.

Note that you have time for a few people to come forward to ask their question into the microphone like they would at an all-candidates meeting. Invite as many people as possible to come forward for the time you have. Try to have at least one per table.

Congratulate and thank them, recognizing that everyone will have questions to ask. Say that they have already taken a big step today in making candidates accountable and responsive.

Point out that there are many places that you can ask questions of the candidates. Invite them to brainstorm some places. Encourage them to take their questions and pose them to the candidates; by e-mail, in person, on-line forums or by getting others to ask the questions for them.

Sing Making Votes Count – Chorus and Verse 2

Activity 6: Engaging People in the Election - 10 Min

Objective: Generate enthusiasm and ideas for engaging residents in election.

How:

Brainstorm (5 min)

Note that there are many ways to engage in the election. Point to the list on the back page of the brochure and review. Emphasize that if you are not eligible to vote, you can do all these things except vote.

Remind them that there is a contest as to creative ways that residents can get their neighbours and friends to vote.

Brainstorm ideas of engaging residents.

Some ideas could include things like:

- Having a pot-luck voting dinner where everyone gets together to share a meal and then goes to vote together (or vice-versa)
- Organizing car pools to get people to the polls
- Organizing group childcare so parents can go to vote
- Making signs encouraging neighbours to vote and putting them on your lawn or your door.
- Have a tea party with friends and neighbours and talk about why it's important to vote
- Work for a candidate you support and help them call constituents to vote
- Bake cookies and give them to neighbours and family with little notes attached about how and why we vote.

Consider working together (5 min)

Say that with all these great ideas, you are going to now see which have the most potential for getting neighbours and friends to vote and encourage others to vote. Invite people to look at the list and ask themselves which ones seem the most interesting and give them energy to want to be involved.

Read down through the list asking for a show of hands as you review each one. Put a check beside the ones where people had the most interest and note that these are ones you can further explore doing together.

Invite them to consider who in the room they would like to connect with to make these ideas happen.

Activity 7: Wrap-up – 10 Min

Objective: Make commitment to act.

How:

Write commitment: Distribute strip of paper to each person.

Say that now that we have some concrete ideas about how we can get involved, we would like everyone to write down a commitment they would be prepared to make (an action), leading up to the elections. Something that will help get their family, friends and/or neighbours out to vote and/or involved in the election.

Tell them they can write this in two places. One place is in the box that is on the page with the song, so they can take their action idea home with them, and help make the words of the song come to life.

The other place is on the strip of paper, where they can write their idea, name and contact information, if they are okay with being contacted.

Place commitment into ballot box:

Now, ask them one-by-one to read their action out loud and put it in the **ballot box**. Tell them that we may be following up with them on their action before the election. (Note: if out of time, they could simply put their commitment paper into the box.

Sing Making Votes Count Song (all or part depending on your time)