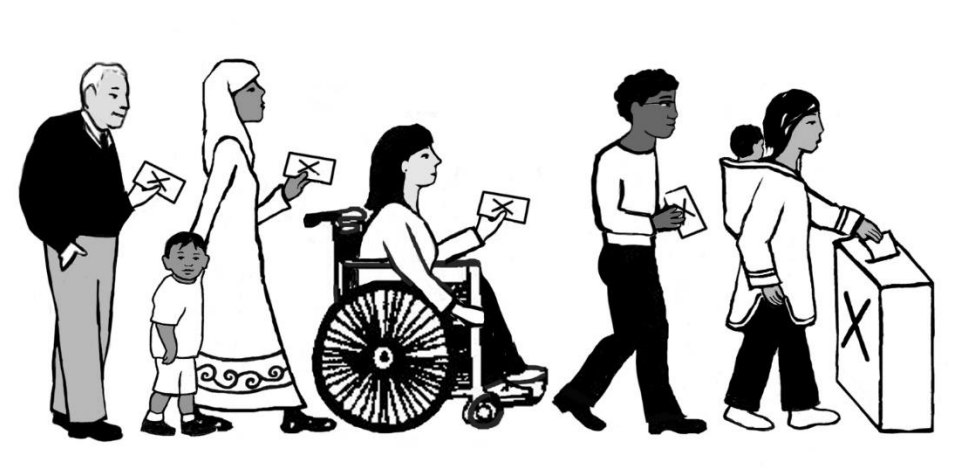


Vote for Healthy Communities Making Votes Count Café Facilitator Package



Making Votes Count Where We Live Project, 2015

Sponsored by:



With funds from:



MAKING VOTES COUNT CAFÉ

Workshop Description

This café is part of a three year initiative, 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 in both rural and urban areas. The cafés are to engage people in these communities so residents can inspire their family, friends and neighbours to make informed choices on candidate/party and make their views known in the federal election – whether or not they are eligible to vote.

In this two hour café, we will learn together about the upcoming Federal Election. With the help of videos and interactive exercises, we will explore why federal election matters and the influence we can have leading up to the October election. Even if we cannot vote, we can still have an influence by talking to our family and friends about voting. Come learn why it matters.

Objectives:

- Share why voting matters in this federal election
- Know who can vote and how
- Support each other in finding ways to engage family and neighbours in federal elections

Time:

2 hours 30 minutes in total (the café activities total for 2 hours, the extra 30 minutes are added to allow registration and wrap-up time)

Note: a break is not scheduled so have snacks at the tables.

Number of participants: 8 – 24

Location: select location that will allow you to set up like a café and that has internet access.

When to use it:

This works best with people from the same geographic riding, 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.

You may choose to co-facilitate one of the activities in this café at any given event or existing group meetings.

Before the café, prepare materials:

- For registration, you will need:

- name tags
- pens/pencils
- ballot box
- mic, stand, sound system
- Vote stickers
- large sticky notes (5 x 7 in. approximately)
- refreshments (there is no break, so pick up as arrive or munchies on table)
- registration forms (include a column for photo permission if you'd like to take photos)
- computers (to avoid lineup, best to have two computers)
- childcare and expense claim forms, as well as bus tickets
- large map of federal ridings
- Our Votes Count brochure (in different languages)
- music player and CD (optional for ambience as people arrive)
- pocket folders or paper clips for assembling handout packet
- Handout packet:
 - ✓ Agenda
 - ✓ Voter ID list
 - ✓ Voter's checklist
 - ✓ Our Votes Count brochure
 - ✓ Table chat two
 - ✓ Sample ballot
 - ✓ Four ways to vote
 - ✓ Who Does What
 - ✓ Evaluation form
 - ✓ Where the Parties Stand

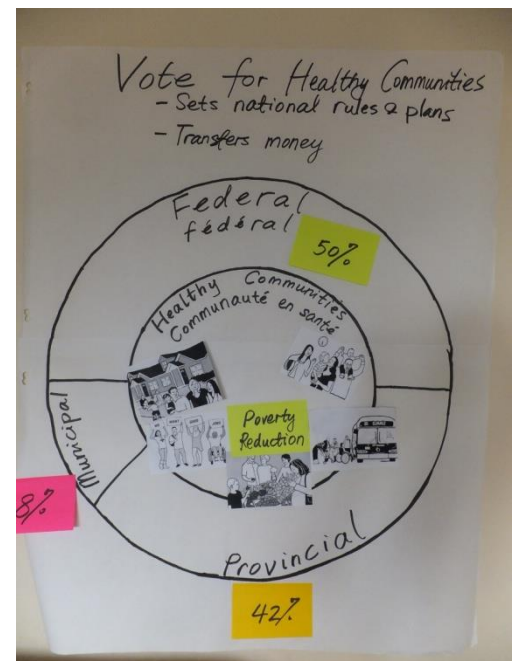
Materials by Activity

- For activity 1, you will need:

- Handout: Agenda (in handout packet)
- Flipcharts:
 - ✓ group guideline (two key points: we listen to each other; we respect each other's opinion)
 - ✓ workshop objectives

- For activity 2, you will need:

- Flipchart: healthy communities graphic
→ tape two sheets of flipchart paper or



- banner paper side by side,
- draw two concentric circles in the middle
- title the inner circle Healthy Communities
- print and post MVC six issues around the outside of the inner circle, leaving space in the centre of it for posting sticky notes.
- complete the outside circle, dividing the sections proportionally to the percentage of revenue they receive on every dollar (Federal – 50%, Provincial – 42%, Municipal – 8%). See photo.

Flipchart:

Instructions and questions for Table Chat One

Handouts:

- ✓ Table Chat Two (in participant handout packet)
- ✓ Our Votes Count brochure (in handout packet)
- Large sticky notes

- **For activity 3, you will need:**

- Handouts:
 - ✓ Our Votes Count Brochure
 - ✓ Who Does What
- Video: Who Does What (you can find it under federal resources on Making Votes Count website)
- Flipchart: Healthy Communities graphic
- Sticky notes with number of cents per dollar for each level of government: 50 cents, 42 cents, 8 cents

- **For activity 4, you will need:**

- Four volunteers who will represent four political parties. Provide them with Where the Parties Stand handout and instruct them to simply read from their platforms when questions arise and not reveal a personal bias to one party
- T-shirts, hats with logos (from internet) to represent the colours of the parties
- A table that fits four people in front of participants
- Microphone in the centre of the room
- Signs on tables with names of federal candidates
- Handouts:
 - ✓ Table Chat Two (in participant handout packet)
 - ✓ Where the Parties Stand

- **For activity 5, you will need:**

- Three scenarios on strips of paper:
 - Scenario One
 - A: “Hey, a federal election is coming up in October, are you going to vote?”
 - B: “Why bother, nothing is going to change!”
 - Scenario Two:

A: "Have you watched the candidates' debate? Did you make up your mind who you are going to vote for in October?"

B: "I don't know. I don't trust them, they are all the same: politicians never keep their promises"

→ Scenario Three:

A: "The Federal election is on October 19th, let's go together to the polls!"

B: "I don't have time, I'm too busy!"

- Vote stickers

- **For activity 6, you will need:**

- Strips of paper
- Ballot box
- Evaluation forms (in handout packet)

Café room set-up:

- Set up the room to create a café feeling - small tables (round if possible) with 4-6 people at each
- Set up a registration table with name tags, pens/pencils, handout packets
- Set up a long election table with computers that connect to the internet for checking voter registration and voting Question-Answer
- Post map of Ottawa ridings on wall beside the election table
- Place another long table that can fit four people in the front of the room (Activity 4)
- Put microphone in centre of the room (if you can't get a real one – use a prop instead) (Activity 4)
- Music player with background music playing during half hour arrival time (optional)
- Space for participants to be able to move around, consider accessibility for all.
- Snacks on the tables in small container
- Have one person responsible for registration and for directing people to the election table
- Have two people at the election table to show participants how to check their voter registration and register. Also help them find which riding they are living in and who their candidates are.

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.

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 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

2 hours

Time/Objectives	Activity	Materials	Roles
5 min Create a welcoming space	Activity 1: Welcome <ul style="list-style-type: none"> • Introduce Making Votes Count • Introduce the facilitation team • Logistics • Group guideline • Review agenda & objectives 	<u>Flipcharts:</u> - group guideline - workshop objectives <u>Handout:</u> Agenda	
40 min Understand what makes healthy communities and why the federal election matters	Activity 2: Table Chat One <ul style="list-style-type: none"> • Participants introduction • Why federal elections matter • What makes healthy communities 	Large sticky notes <u>Flipcharts:</u> - Healthy Communities graphic - Table Chat Instructions and Questions	
20 min Understand importance of the federal government in creating healthy communities	Activity 3: Who Does What <ul style="list-style-type: none"> • Show Who Does What Video • Review Handout: Who Does What • Explain role of the federal government (links between healthy communities and governments) 	<u>Flipchart:</u> healthy communities graphic <u>Handouts:</u> - Our Votes Count Brochure - Who Does What	
30 min Consider the issues that matter and where the parties stand on the issues	Activity 4: Table Chat Two <ul style="list-style-type: none"> • Introduce Table Chat • Residents ask questions and Parties respond with their platform 	- <u>Handouts:</u> Table Chat Two Where the Parties Stand - Table - Signs with names of candidates	
20 min Address voter apathy through role play	Activity 5: Role Play - Address Voter Apathy <ul style="list-style-type: none"> • Role play three scenarios • Debrief after each scenario 	- Three scenarios on strips of paper - Vote stickers	
10 min Make a commitment to act	Activity 6: Wrap-up <ul style="list-style-type: none"> • Write commitment • Place commitment in the ballot box 	- Ballot box - Strips of paper - Evaluation form	

FACILITATOR NOTES

Arrival and Registration (15 min)

Objective: Create welcoming atmosphere

How:

- As participants are arriving, provide them with a name tag, their handout packet and ask them to sign the registration sheet.
- Direct them to the Election table where they can
 - check their voter registration and register
 - find out about their ridings and candidates
 - ask any questions they might have on voting
 - find their riding on the map of Ottawa ridings

Activity 1: Welcome & Introduction (5 min)

Objective: Create welcoming space where people realize the importance of participating in the federal election.

How:

Introduce the project and facilitation team (1 min)

- Welcome participants to the Making Votes Count Café. Say that this is a place where we can relax and have safe space while learning together.
- 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 federal election to take place in October 2015. People who cannot vote can still have a role in encouraging people to vote or expressing their views to the candidates.
- It is up to each of us to decide which candidate and party we will support. Here we can be informed so we can each make our choice. We will do this by having table chats with some information in between.

Logistics (1 min)

- Bathrooms are located...
- There will be reimbursement for childcare and transportation, go see ...

Review agenda and workshop objectives (1 min)

Go through group guideline with two key points (1 min)

- We listen to each other
- We respect each other's opinion

Activity 2: Table Chat One – Vote for Healthy Communities (40 min)

Objective: Understand the links between healthy communities and the federal election

How:

Ask your co-facilitator to distribute 2 sticky note papers to each table

Introduce the activity (2 min)

- Point to graphic and explain that first we are going to look at what makes healthy communities to then consider what we are looking for in this election.
- Refer to the flipchart with instructions and ask them in their groups to first introduce themselves and say one word about how they feel about voting in this federal election.
- Then brainstorm their responses to each question and write their ideas on the back side of each sticky note:
 - 1) What makes healthy communities?
 - 2) Why does this federal election matter?
- Write one idea for each question on the front side of the sticky notes (one idea per sticky note)
- Select two people to present and post your ideas.
- You have 15 minutes to do this.

Table Chat (15 min)

Report back (10 min)

- Invite two participants from each group to present and post the sticky note about health communities inside the circle and about why federal elections matter just outside the circle by FEDERAL.
- Point to the graphics on the outside of the circle and note that these are issues that residents across the city have said are important to them for having healthy communities. Note where their ideas are similar.



- Note: if you have smaller groups in your café, you can give them more sticky notes to write more ideas – one per sticky note.

Summarize: (3 min)

- Now in October, we are going to have a chance to vote, which will allow us to elect a government that is committed to creating healthy communities and supporting people who are struggling to get out of poverty.
- Refer to the Our Votes Count brochure, point out that in this election, we elect MPs not a Prime Minister. It is the leader of the party that has the most MPs elected that will become the next Prime Minister.
MPs represent people living in ridings. There are nine ridings in Ottawa. Refer them to the map of Ottawa ridings on the wall.

Residents share on engaging people in the election (10 min)

- There are residents who participated in previous Making Votes Count training and currently engage their neighbours in this election.
- Let's hear what they are doing.
- Invite residents to share one thing that they are doing to encourage voting. (Only one activity per resident, to get a mix of ideas.)

Activity 3: Who Does What (20 min)

Objective: Understand role of the federal government in creating healthy communities

How:

Introduce the activity (1 min)

- Let's take a closer look at the healthy communities graphic and role that federal government plays in creating healthy communities.
- First, let's watch a video: Who Does What

Watch the video (4 min)

Ask participants (5 min)

- What have you learned from the video? Any surprises?

Review handout Who Does What (2 min)

Summarize (8 min)

- Refer back to the healthy communities graphic and point out that in addition to the responsibilities that the video shows, the federal government also plays overarching roles (write these points near the Federal):
 - sets national rules and plans
 - transfers money to provincial and municipal governments
- Important note: the three levels of government get different amounts of dollars from taxes, for every dollar, federal gets 50 cents, province gets 42 cents, and city gets 8 cents.
- We may have a strong economy (GDP), but still people can be in poverty and not healthy; the federal government makes decisions on how wealth is distributed. We need to make sure that the wealth is distributed for a common good where all can benefit if we are to have healthy communities.

Activity 4: Table Chat Two - Who Will Address Your Concerns (30 min)

Objective: Consider issues that matter and where Federal Parties stand.

How:

Introduce the activity (5 min)

- Refer to the Healthy Communities graphic and point out the six issues identified by Making Votes Count residents (housing, childcare, food, employment, transit, and poverty reduction)
- Review Our Votes Count brochure on the issues and point out that they can ask the sample questions to their candidates.
- Explain that this exercise will allow them to talk about these issues and practice asking questions in front of candidates.
- Refer to handout in their packets *Table Chat Two* and review it to the group:

Task Sheet – Table Chat Two

1. Quickly list issues that are important to you in the upcoming election (*they can be ones already identified in Our Votes Count brochure*) and talk about why each one is an important issue.
2. Each person at the table creates one question to ask a candidate on the issue that matters to him or her (use sample questions in your brochure where possible), using the following outline:

Tell them who you are:

My name is...

I live in the riding where you are running (or name the riding)

Name your issue:

I am concerned about...
Tell them how this affects your life or your community:
This is important because...
Then, ASK your question:
If elected, ...

Table Chat (15 min)

While participants are discussing their issues, have one person float to the tables to make sure they stay on track. The other facilitators need to set up a table with four chairs in front of the participants, signs of candidates' names, and make sure the four volunteers are ready to present their platforms, instruct the volunteers to stick to platforms and remain non-partisan.

Question period (10 min)

- Invite four parties to the seats and introduce them to the group
- Invite one person per table to come to the microphone and ask one question; each party responds to questions

Tips: in your café, you will need to find out who your candidates are in your riding and have participants ask questions to candidates. Make sure candidates stick to their platforms so as to ensure non-partisan approach.

Activity 5: Role Play – Address Voter Apathy (20 Min)

Objective: Address voter apathy through role play.

How:

Introduce activity (1 min)

- We all have a role to play to encourage our friends, family and neighbours to vote. In this activity, we will experience some things people might say and identify together some possible responses. For this we would like to ask 2 volunteers to come forward and read scenarios we will give you.

Play scenario one (6 min)

- Invite two volunteers A and B to sit on the chairs and hand them scenario one
 - A reads: "Hey, a federal election is coming up in October, are you going to vote?"
 - B responds: "Why bother, nothing is going to change!"
- Ask the group for quick ideas on the most effective way to respond.
- Repeat the scenario inviting A to respond to B with one of the ideas the groups came up with to see what happens.
- Clap and thank the volunteers, give him/her a vote sticker and invite them back to their seats.

Play scenario two (6 min)

- Invite two other volunteers to play scenario two
 - A: "Have you watched the candidates' debate? Did you make up your mind who you are going to vote for in October?"
 - B: "I don't know. I don't trust them, they are all the same: they promise, but don't keep their promises."
- Ask the group for quick ideas on the most effective way to respond
- Repeat the scenario inviting A to respond to B with one of the ideas the groups came up with to see what happens.
- Clap and thank the volunteers, give him/her a vote sticker and invite them back to their seats.

Play scenario three (6 min)

- Invite two other volunteers to play scenario three
 - A: "The Federal election is on October 19th, let's go together to the polls!"
 - B: "I don't have time, I am too busy!"
- Debrief with the group the most effective way to respond to this kind of statement
- Repeat the scenario inviting A to respond to B with one of the ideas the groups came up with to see what happens.
- Clap and thank the volunteers, give him/her a vote sticker and invite them back to their seats.

Summarize: (1 min)

- These are just a few examples.
- People are most likely to vote when they hear about it from people they know.
- We have more impact than we know.

Activity 6: Wrap-up (10 min)

Objective: Make commitment to act.

How:

Suggestions for residents to act (3 min)

- Point out that we all have a role to play in encouraging our neighbours/friends/family to vote in their interest. *We heard about some activities at the beginning of the café. Let's brainstorm ideas as to what we can do.* Do a quick brainstorm. Some ideas to add if not mentioned.
 - You can participate in Making Votes Count Facebook campaign "I vote because"
 - I invite you to have your photos taken at the end of the workshop
 - Join a Making Votes Count team who is engaging residents in voting
 - Vote and encourage your friends and family to vote

- Ask questions at all candidates' debates

Fill in Commitment and Evaluation (2 min)

- Distribute evaluation form and strip of paper to each person
- Ask them to complete the evaluation and write on the paper something they commit to doing to get out the vote.
- Collect evaluations.

Closing (2 min)

- Invite people to stand in a circle in the room, place the ballot box in the centre.
- Invite people who did not get a chance to check if they are registered to remain afterwards to do so, and have a facilitator ready to meet them at the computer.
- Invite each person to share in a few words, one thing they plan to do, and place their strip of paper in the box. Say if you prefer not to share, you can just put the paper in the box and clap your hands.