

## Iowa Community Voices Planning Worksheets

The *Iowa Community Voices* program is a series of educational meetings designed to enhance the civic understanding and leadership skills of minorities and newly arrived immigrants to Iowa. The following worksheets are a companion piece to Iowa State University Extension bulletin PM 1951a, *Organizing an Iowa Community Voices Program*. These worksheets are designed to assist in the planning and organization of the Iowa Community Voices program.



### Program Planning Worksheet A

This worksheet is designed to help plan the overall Iowa Community Voices program. Here are a series of questions to help the planning committee think through the program curriculum, recruiting methods, and finances needed.

1. **Target Audience:** Who do we want to come to the leadership program?

- New arrivals — less than six months in community
- Relatively recent arrivals – less than three years in community
- Established residents – immigrants or minority group members who have lived here longer than three years
- Young immigrant families

- Immigrant youth
- Other interested and sympathetic individuals from the community

2. What are the community issues that are the most important to the target audience?

- Key issues

---

---

---

- Problems

---

---


---

- Opportunities

---

---

---

- 
3. How long should each session last? Number of hours
  4. What day and time of the week should each session be held?
  5. How often should the sessions be held?
    - Weekly
    - Every two weeks
    - Monthly
  6. Where should the sessions be held? (neutral/safe location)
  7. Should childcare or an educational program for children be offered? (Obtain suggestions for ways of providing it.)
  8. Recruiting Participants
    - How are we going to recruit participants?
    - Who is going to recruit participants?
    - Printed material needed for recruiting?
  9. Agenda for Each Session

Limit the number of speakers to no more than two per hour. It takes time to translate from English to Spanish. The most important part of the session will probably be the question and answer time after the speaker has completed the formal presentation.

10. Interpreter(s) for each session

11. A person in charge of each session to —

- Contact speakers
- Gather materials to be translated
- Assign responsibility for refreshments
- Set up meeting room
- Clean up meeting room
- Arrange for door prizes

12. A “calling committee” to encourage people to attend each session.

13. How much money will the program take to operate? (Develop a budget.)

Refreshments . . . . .	_____
Door prizes . . . . .	_____
Graduation certificates . . . . .	_____
Rental of meeting room . . . . .	_____
Cost of getting materials translated . . . . .	_____
Printing promotional brochures . . . . .	_____
Other . . . . .	_____
Total . . . . .	_____

14. How to get the money

- Ask one or more employers, churches, civic groups
- Apply for small grant
- Other sources?

# Individual Session Planning Worksheet B

This worksheet is designed to help plan an individual Iowa Community Voices session.

Session Date, Time, Place: \_\_\_\_\_  
\_\_\_\_\_

Session Main Topic: \_\_\_\_\_  
\_\_\_\_\_

Session Subtopics (make an agenda): Welcome, Introductions, Get Acquainted, Overview of the Program, etc. \_\_\_\_\_  
\_\_\_\_\_

Session Planning Committee: \_\_\_\_\_  
\_\_\_\_\_

Speakers: \_\_\_\_\_  
\_\_\_\_\_

Session facilitator: \_\_\_\_\_  
\_\_\_\_\_

Materials to be translated: \_\_\_\_\_  
\_\_\_\_\_

Interpreter(s): \_\_\_\_\_  
\_\_\_\_\_

Refreshments: \_\_\_\_\_  
\_\_\_\_\_

Door Prizes: \_\_\_\_\_  
\_\_\_\_\_

It is suggested that each speaker be limited to a maximum of two pages of materials to be translated. All materials to be translated should be given to the translator at least two weeks before the session.

Each session should limit the number of guest speakers in order to maximize two-way communication. Ample time should be available for sharing of information, ideas, and opinions. Suggestion: maximum of 3 or 4 speakers; each speaker talks 10 minutes (it takes another 10 minutes to interpret); allow sufficient time for questions.

File: Communities 7

*This publication was prepared by Tom Quinn, ISU Extension community development specialist, and Jan Flora, ISU Extension sociologist and professor of Sociology.*

... and justice for all

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Many materials can be made available in alternative formats for ADA clients. To file a complaint of discrimination, write USDA, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964.

Issued in furtherance of Cooperative Extension work, Acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Stanley R. Johnson, director, Cooperative Extension Service, Iowa State University of Science and Technology, Ames, Iowa.