What do our communities need to be safe & thriving?

Workshop Guide

2021
VERSION 1

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PREPARE FOR WORKSHOP

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Facilitation Values + Framework

The following values are foundational for the People's Budget Chicago. These values support our learning and community conversations. Please take a moment to review and reflect on how they can support and strengthen the workshop experience while putting people at the center of this process, and prioritizing our most impacted communities.

VALUE	KEEP IN MIND BECAUSE...
Acknowledge history How have systemic and structural racism shaped historical and current events?	Providing community members space to share their personal experiences and listen to each other is key during workshop reflection sessions.
Shift power How do we shift power to groups that have been historically marginalized or harmed?	Facilitating with kindness and empathy while making space for people's ideas is key to shifting power. Facilitation or hosting roles can support connecting our most impacted communities with their own power.
Embrace accountability How do we set up systems of accountability that value numbers and narratives?	While everyone has ideas on how to foster change, it is important to collectively ideate ways in which a group can act together and keep each other accountable.

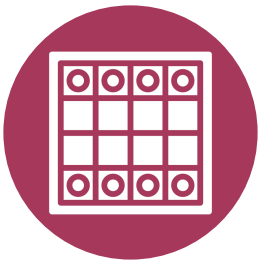
Know Your Tools + Materials

Facilitators Guide

This content outlines the steps of the workshop and provides language to guide facilitators with consistent messaging and flow.

Presentation Cards

These cards are a visual resource to share overview information about People's Budget including goals, City budget timeline, City agencies and departments, etc.



Budget Game

This section provides guidelines for group set up with the board game and the list of materials that you need to run a workshop either as a community event or to host-your-own.

Fold out

This section introduces our fold out and its content. The fold out is meant as an additional tool to use during workshop flow.

Documentation Guide

This guide provides step by step instructions for how to document workshops based on the flow of the workshop.

Group + Workshop Set up

Select a place to host the workshop that enables a group set up in a circle. All voices should feel equal, including the facilitator.

WELCOME / CHECK-IN STATION

- **Safety supplies** (face masks and hand sanitizer)
- **Registration card** (with QR code to direct to online registration form)
- **Social media card** (with social media information)
- **Postcards / Stickers**

WORKSHOP GROUP

- **Seating** (stools, foldable chairs or similar)
- **Game board** (with tokens or equivalent); you can use a couple of chairs or a stool to support the board
- **Markers** (black sharpies or similar thickness are recommended)
- **Reflection cards / Fold out (**printed materials)

Consider how to set up the group so that the game board is visible to everyone and on a stable surface.

The distance between participants could vary depending their level of comfort – just make sure everyone can listen to each other.

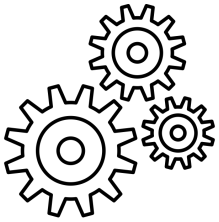
*__PBC Toolkit__ with game board and other interactive items be available for **Host-Your-Own Workshops**

Workshop Crew Members + Roles

Community Partner

This is the host organization or group that is responsible for:

- Confirming workshop location
- Confirming and communicating with workshop participants
- Designating a contact person to coordinate resources and staff for workshop
- Supporting with workshop set up



Show Runner

This crew member has experience in assisting previous community workshops and is responsible for:

- Reviewing the Show Runner Checklist + Set Up document
- Connecting with the designated community partner contact before the event
- Coordinating and communicating with workshop staff such as facilitator(s) and documenter(s)
- Making sure the materials needed for the workshop are on time at the workshop location

Facilitator

This crew member has experience facilitating previous community workshops and/or has been through the facilitators training specific for People's Budget Chicago. The facilitator is responsible for:

- Helping with workshop set up and break down
- Reviewing the facilitation guide, script, and materials before the workshop
- Facilitating the flow of workshop activities
- Coordinating with the documenter(s) before workshop starts

Documenter

This crew member has experience either in note taking, taking photos or live reporting through social media channels. See documentation guide for types of documentation. The documenter is responsible for:

- Coordinating with the facilitator(s) before workshop starts
- Taking photos during the workshop
- Live reporting via social media channels
- Ensuring the community budget is captured in the template
- Submitting documentation materials to database portal

D

THIS MARK IS INCLUDED IN FACILITATION GUIDE TO REFER TO **DOCUMENTATION GUIDE**

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FACILITATION GUIDE

2021
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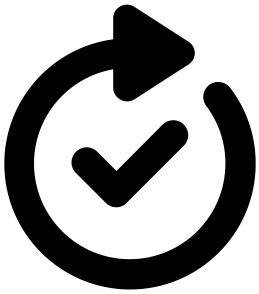
Facilitation Goals

EXCELLENT facilitation in this project will result in participants:

- Feeling *heard and seen*
- Feeling a *connection* between each other
- Feeling *part of a movement* and *able to make movement* on these issues
- Feeling *beauty* and having an *impactful experience to shift perspectives*
- Plus all deliverables in the next column



EFFECTIVE facilitation in this project will achieve:

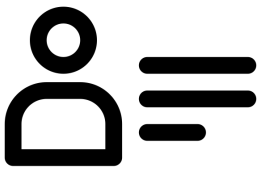
- Developing a community budget
- Identifying 2 community budget representatives
- Identifying their aldermanic representative and the timeline for the City budget process

Use your own skills and experiences as a facilitator to adapt the guide over the next several pages to achieve the highest level of facilitation possible. Above all, we want to emphasize adrienne maree brown's words: "there is a conversation in the room that wants and needs to be had. don't force it, don't deny it. let it come forth."

Introductions

10 MIN

Setting an inclusive and participatory tone is very important, and this starts with how introductions are facilitated. Make space for people to feel heard, acknowledged, comfortable, and connected.



PEOPLE'S INTRODUCTIONS

What's your name?

What are your pronouns?

How long have you lived in the neighborhood?

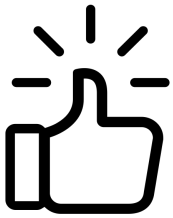
What community identities do you carry with you today?

PROJECT OVERVIEW

What are the project goals?

What is the workshop about?

How are the workshops connected to the project?



CONSENT FOR DATA COLLECTION, PHOTO AND VIDEO

How is data and documentation from this workshop being used?

Active documentation will happen during, before and after the workshop

Ask for consent using thumbs up technique.

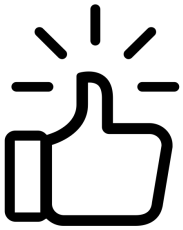
Group Agreements

5 MIN

Make space for the group to define what is important to them for space sharing. This workshop is highly focused in the conversation and how to facilitate a meaningful discussion. Depending on how familiar people are with working agreements when sharing spaces, either:

Create a new list and ask each group member to contribute one agreement to the list

Share suggested list and ask what is the most important for each group participant or if they would like to add to the list



VOTE TO ADOPT THE GROUP AGREEMENTS

Vote on this together, using our thumbs.
Thumbs up = yes
Thumbs down = no
Thumb on the side = not sure

SUGGESTED LIST
GROUP AGREEMENTS

Listen from the inside out - a feeling in your gut matters!

Engage Tension, Don't Indulge Drama

W.A.I.T.—Why Am I Talking?

Make Space, Take Space

Confidentiality—take the lessons, leave the details

Be open to learning

Be open to someone else speaking your truth

Building, not selling—when you speak, converse, don't pitch

Yes/and, both/and

Value the process as much as, if not more than, you value the outcomes

Assume best intent; attend to impact

Self care and community care—pay attention to your bladder, pay attention to your neighbors (especially COVID safety)

Part 1: Visioning

What does our community need to be safe and thriving?

15 MIN

SHARE QUESTIONS → **REFLECT + WRITE** → **TAKE TURNS + SHARE OUT**

What is one thing you love about your community?

What does your community need to feel safe and thriving?

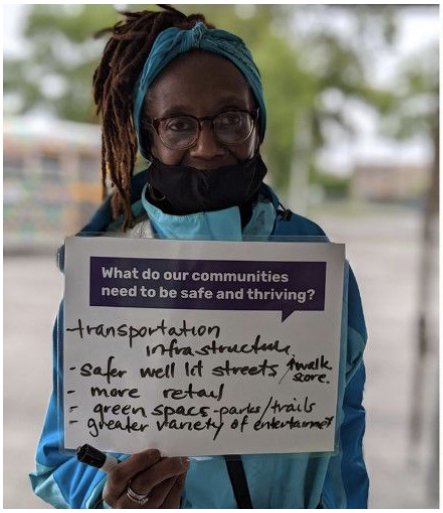
Distribute reflection cards and markers.

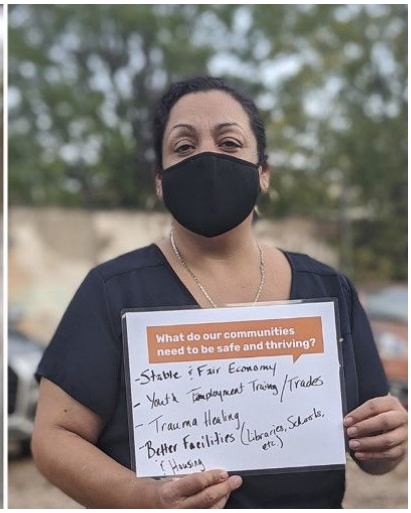
Give people 1-2 minutes of silence to reflect and write.

Take turns and go around the group and share out.

After people share, take a photo of them with their reflection cards. ***Documenters*** should support this.

D





Discussion prompts:

What do we notice about the types of things that make people feel safe?

What didn't come up? Why might that be?

WHEN YOU SEE THIS MARK REFER TO E **DOCUMENTATION GUIDE**

Part 2: Budget Game

What is our community budget?

20 MIN

FOR MORE SET UP INFORMATION GO TO THE **GAME BOARD** SECTION

INTRODUCE BUDGET CATEGORIES

6 categories, explain what is included in the budget categories and what is excluded

DISTRIBUTE TOKENS TO GROUP EVENLY

Total tokens should add to $100

SELECT MOST IMPORTANT CATEGORY INDIVIDUALLY

Each person allocates **one token** to the category they feel is most important

Review, reflect, and document priorities

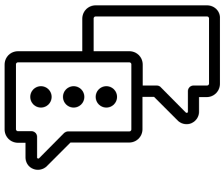
D

DISTRIBUTE YOUR DOLLARS

Everyone allocates the rest of their dollars

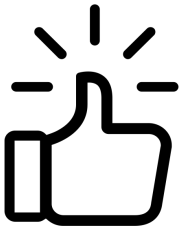
Document this initial community budget

D



COMMUNITY REVIEW + CONSENSUS

Review, reflect and discuss any reallocations to create a final community budget



VOTE + APPROVE BUDGET

Vote on this together, use thumbs up method

Document final budget

D

Part 3: Activation

What next steps should we take to make our priorities heard?

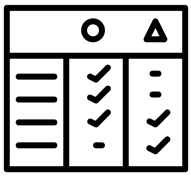
15 MIN

DISTRIBUTE FOLD OUT

Each person receives a fold out and marker or thick pen

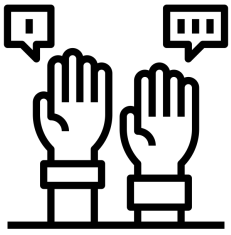
WRITE APPROVED COMMUNITY BUDGET

Use the section of the fold out that says “How I want to spend our money”



REVEAL CITY BUDGET AND COMPARE

Both budgets will be on the same sheet; make space for discussion

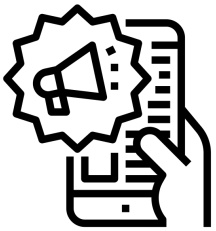


NOMINATE COMMUNITY LEADERS (BUDGET REPS)

Community leaders are nominated and voted on by the group. They also need to accept role.

LEARN HOW TO CONTACT ELECTED OFFICIALS

Make sure everyone knows who their Alderperson is and how to contact them (use info card template)



SHARE PBC RESOURCES AND ABOUT OTHER COMMUNITY CAMPAIGNS

Reference website and available resources (toolkit, invite to host their own workshop)

PRESENTATION CARDS

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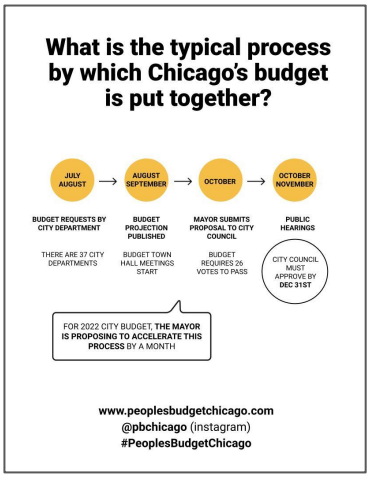
Using Presentation Cards

These cards are a visual resource for the workshop flow and conversation process. Oftentimes, having an illustration or diagrams helps to communicate in more interactive ways or to remind the facilitator of key conversation points or language without having to look at the script.

Cards 1-4 are letter size and laminated to be used multiple times.
Cards 5-6 are are used to fill in information specific to the workshop.

1

2



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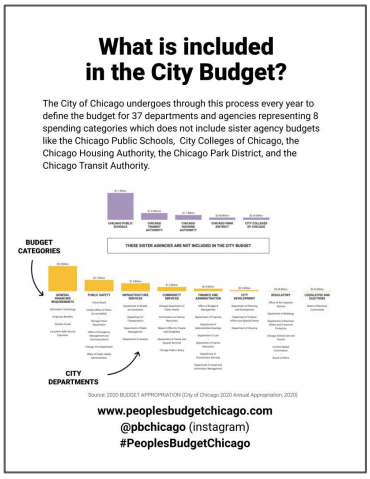

4

5

6

COMPLETE THIS INFORMATION PRIOR TO WORKSHOP

ASK COMMUNITY BUDGET REPS TO COMPLETE WITH THEIR CONTACT INFO

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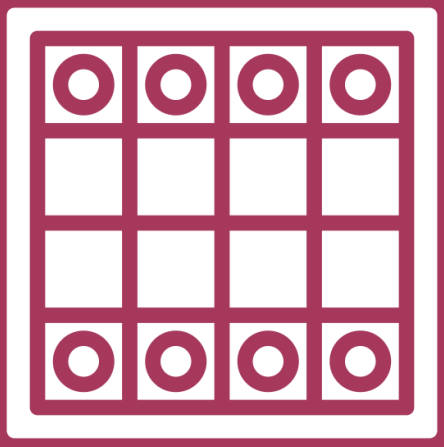


BUDGET GAME

2021
VERSION 1

Budget Game Categories

Make sure to get familiar with the Budget Game categories which are based on the City Budget and City Departments. Each category is assigned to one color, includes a graphic and a list of services to help distinguish what is included in them.

Each of these categories are represented in the board game with the same amount of color area; the idea is that the tokens are allocated on top of these six categories throughout the game to discuss budget priorities.

HEALTH

Mental Health
Maternal + Child Care
HIV/AIDS Prevention + Support
Lead Poisoning Prevention

EDUCATION

Early Childhood Education

HOUSING

Affordable Housing
Low-income Housing
Homeownership Support

INFRASTRUCTURE

Parks + Recreation
Public Transportation
Streets + Water

COMMUNITY RESOURCES

Libraries, Arts + Culture
Workforce Services
Youth + Senior Services
Fire + Emergency Services

CARCERAL SYSTEM

Police
Police Accountability

A Note on the City Budget

2020 Adopted Budget $12.6 Billion

2021 Adopted Budget $13.5 Billion

The adopted 2020 budget was $12.6 billion. The adopted 2021 budget is $13.5 billion. This is the amount that City Council voted on. The adopted $13.5 billion City budget funds 37 city departments but **DOES NOT** include spending on Chicago Public Schools, City Colleges of Chicago, the Chicago Housing Authority, the Chicago Park District, or the Chicago Transit Authority.

Together, these 5 sister agencies have budgets adding up to an additional $12 billion. Their budgets undergo a separate process run by each agency's board, which are appointed by the Mayor and are not voted on by Chicago's Alderwomen and Aldermen.

Because Alders DO NOT VOTE on Sister Agency budgets, we have excluded them from the People's Budget categories.

In practical terms, for example, this means that when we discuss **education** we are only speaking about the spending on Early Childhood Education from the Department of Family and Support Services and are not including K-12 spending by CPS or the budget of City Colleges.

Similarly, the housing spending that is included in the City Budget and therefore in our People's Budget Categories excludes the **housing** spending of the Chicago Housing Authority. **Infrastructure** does not include the budget of the Chicago Transit Authority. Moreover, spending by Cook County, which is an important source of **health** funding, is likewise excluded.

How to Set up Game Board
for an Outside Workshop

- □ Place the board (24"x 36") in the center of the group; if possible, use additional stools or another stable support to create a table
- □ Circle setup
- □ Small group (8-10 people); facilitator should be seated with workshop participants
- □ Comfortable seating for about 60-min
- □ Set up seats or stools at a safe and/or comfortable distance while allowing people to hear each other
- □ Make sure you have all materials used during the workshop:
    1. reflection cards + black markers
    2. tokens
    3. fold out

How to Set up Game Board
Host Your Own

- □ Organize your letter size color boards next to each other on the table so that everyone can see them
- □ Circle setup
- □ Small group (8-10 people); facilitator should be seated with workshop participants
- □ Comfortable seating for about 60-min
- □ Make sure you have all materials used during the workshop:
    1. reflection cards + black markers
    2. tokens
    3. fold out

FOLD OUT

2021
VERSION 1

Fold out

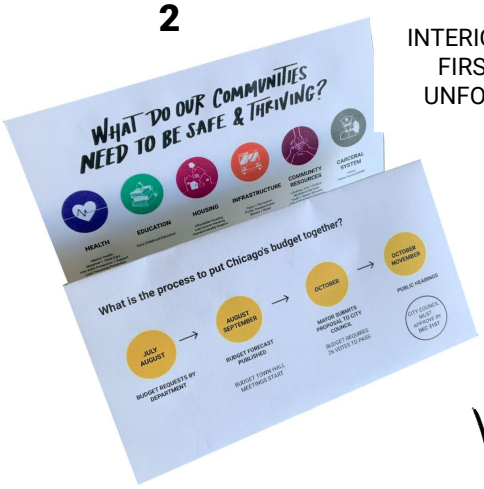
This tool is a take away, but also to be used during the workshop flow. Two main features of this fold out include:

- City Budget Reveal: Keep the folded area with the sticker closed until you start Part 3 of the workshop.
- Contact information: Encourage participants to use the blank areas provided to write the contact information of their community budget reps and Alderperson.

1

FRONT COVER & COMPLETED FOLDED

2

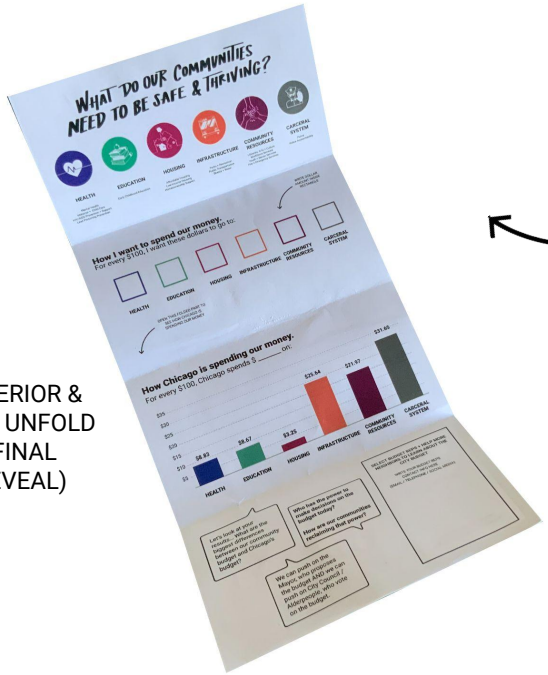


INTERIOR & FIRST UNFOLD

3

INTERIOR & SECOND UNFOLD

4



INTERIOR & FULL UNFOLD (FINAL REVEAL)

DOCUMENTATION GUIDE

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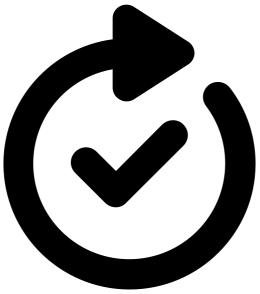
Documenter Goals

Identify key priorities for the citywide budget through a community process that centers and amplifies communities with historically greatest disinvestment.

EXCELLENT documentation will::

- Amplify the voices of participants by chronicling the event and sharing notes online as well as highlights on social media.
- Interview the chosen People's Budget Council members or Budget reps to capture the following: what they and their group think their community needs to be safe and thriving; what their top budget priorities are; how those align with the budget priorities of the City.
- Utilize written notes, photographic documentation, and audio recording to catalog the event.
- Plus all deliverables in the next column.



EFFECTIVE documentation will::

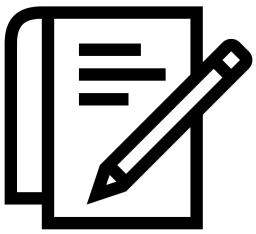
- Capture pivotal points in the conversation, allowing participants to feel heard and seen.
- Photograph each participant with their individual responses to the question "What does your community need to be safe and thriving?"
- Record participant's budget allocations, including the reasons they made those budget choices, enabling us to thereby identify the values that guide the formation of the people's budget.
- Upload all of the documentation materials online to the shared People's Budget Chicago folder.

The following pages walk you through the People's Budget Chicago and what facilitators and participants will be doing. There are reminders about what needs to be documented throughout the guide.

At the end of the documentation guide are pages that you can use or adapt to support your documentation of the People's Budget Chicago event.

Types of Documentation

The role of documentation can take multiple forms; for each workshop, it is ideal to have at least two documenters that can cover the following types of documentation.



Note-taking

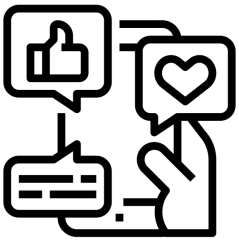
This type of documentation creates qualitative content that helps the People's Budget to collect and synthesize the narrative and to share community priorities for investment. For this type of documentation, focus on capturing:

- Quotes or statements from participants in the discussion
- Insights about their personal experiences and how those are reflected in their priorities
- Remarks about budget consensus during the budget game discussion

Photos

There are multiple aspects that are important to document through photography:

- Workshop participant portraits holding their reflection cards
- Budget game interaction; focus on documenting the tokens on the board and the moment when each participant allocates their tokens
- The group in conversation; focus on capturing people as they are speaking with the members of the group



Live Reporting

We are using social media platforms as one way to amplify the community stories and perspectives of this project. By pairing photos and narrative, this documentation is meant to share the workshop discussion but also to inspire others to host their own or participate in future ones. For live reporting focus on:

- Referencing quotes, comments, or experiences from community members
- Describing the intent and tone of the conversation, especially as it progresses from reflection to taking action.
- Include the hashtag #PeoplesBudgetChicago

Workshop Run of Show

(15m) Welcome, Introductions, Documentation Consent, & Group Agreements
(15m) Pt. 1: What does our community need to be safe & thriving?
(30m) Pt. 2: What is our community budget?
(15m) Pt. 3: What next steps should we take?
(5m) Closing

5m Welcome [Host]

The host will start the event and ask people to go around and share: our names, our pronouns, how long we've lived in the neighborhood, and why we came out to join this budget party. The facilitator will ideally go last and move into the next section.

2m Project Introduction [Facilitator]

The facilitator will introduce the People's Budget Chicago project, including the project goals, the typical City budget process, and what the day's event will achieve. They will also let people know that what they do will be captured by People's Budget Chicago Documenters, who are going all over the city to see what people are saying. They will call out the Documenter(s) by name and ask people to wave to you.

D **DOCUMENTER(S):** When the facilitator calls out your name, please wave to all and say hello. This will ensure not only that participants know who you are, but also serve to bring you into the event, making your work as a documenter easier.

3m Documentation Consent

After the project introduction, Facilitators will work with participants to find the level of consent that they would like as far as documentation of the event. Participants will be asked to vote (thumbs up = yes, thumbs down = no, in the middle = not sure) to the following:

➔ Please give a thumbs up/down if you're comfortable recording our budget so our group can be counted in the People's Budget Chicago.

Workshop Run of Show

- ➔ Please give a thumbs up/down if you're also comfortable with photos and videos being taken of our discussion. This helps share the reasons behind the budget, in your own voice and words and lets us know of anyone who *doesn't* want to be in photos or video.
- ➔ (Facilitators: Q1 requires consent for participating. If someone does not consent on Q2, they should be identified so documenters do not share their face/voice).

D **DOCUMENTER(S):** Please note which participants do not consent to being shown on photo / video / audio so that their faces and voices are not shared out.

5m Group Agreements

After the group decides on its level of documentation consent, the Facilitators will create a set of group agreements on a whiteboard / paper with participants that will serve as guidelines for how the conversation will be conducted.

D **DOCUMENTER(S):** Please take a photograph of the final group agreements page.

15m Pt 1: What does our community need to be safe & thriving?

Once group agreements are decided, Facilitators will ask participants to reflect individually on the following question: "What does our community need to be safe and thriving?"

Participants will write their answers on whiteboards / paper. Afterwards, Facilitators will ask people to share what they wrote and why. Facilitators will ask people if they notice any commonalities in what makes people safe as well as what is not there and why that might be.

Facilitators will then invite people to take a selfie with their board and post it with the #PeoplesBudgetChicago hashtag and any hashtag they may have chosen for the budget party.

D **DOCUMENTER(S):** Take notes of the conversation, paying particular attention to why people are sharing why they wrote what they did. Take a photograph of each of the participants with their whiteboard, ensuring that you can see their face and the board in the photograph.

Workshop Run of Show

30m **Pt 2: What is our community budget?**

The next part of the event will center on the City budget. Facilitators will start by describing the categories of the budget that will be funded and what each of them relate to: Health, Education, Housing, Infrastructure, Community Resources, and Carceral State. Facilitators will pass out an equal number of tokens / chips to participants, each of which represents a dollar of investment and total $100 between all participants.

In turn, each participant will then be invited to put down their first dollar in the category they think is most important. Once everyone has put their dollar down, the Facilitator will lead people in a discussion about why they chose that category as their most important.

D **DOCUMENTER(S):** Please take a photograph of the full board after the first dollar has been allocated by each participant. More importantly, please take notes on why each participant chose that as their most important category.

After this conversation, each participant will go up to the board one at a time and put down their remaining tokens. Facilitators will call out what each participant is investing in as well as the amount they are investing. After everyone has put down their tokens, the Facilitator will lead a discussion about the budget choices.

D **DOCUMENTER(S):** This is a critical stage of the exercise, please document both the narration and, most importantly, the allocation of chips on the board.

Workshop Run of Show

Pt 2: What is our community budget (cont.)?

Facilitators will then lead a conversation centered on the question of whether or not the group accepts the board as their community budget or whether they want to change the board in one way or another to represent their community's values. The group will decide how they will arrive at a community budget and debate what that should look like (i.e., how people want to lobby for changes to the existing board and convince each other to move tokens from one category to another).

D

DOCUMENTER(S): Capture as much as you can of the discussion and be sure to take photographs as well as document on paper what the allocation of the community budget is after participants arrive at a final community budget.

After participants decide on a final community budget, Facilitators will then reveal what the City spent across each of the six categories. Facilitators hand out worksheets where participants can include their budget allocations and compare those to the City allocations. Facilitators will then lead the group in a discussion that includes their reactions to the City spending, what they see as the biggest differences between their community budget and the City, and if it makes them want to change their allocations.

D

DOCUMENTERS: Record as much as you can of the discussion about the reactions to the City spending and differences with the community allocations.

Facilitators will go further into the City budget and explain what other types of spending the City does and the separate budgets of Chicago's Sister Agencies.

Workshop Run of Show

15m **Part 3: What next steps should we take?**

Facilitators will outline the role of Alderpersons in the City budgeting process. They will encourage people to get involved by engaging the Mayor as well as Alderpersons and organizations that they can connect with to mobilize for changes to the City budget.

Facilitators will also ask participants what information they want to know more about.

5m **Closing**

Facilitators will close the event by asking people to write a postcard to their city leaders and remind participants about what happens next with respect to the results of the budget conversation, possibilities for future CUE involvement, and how we will communicate the final People's Budget Chicago results.

D **DOCUMENTER(S):** If appropriate, once people are finished writing, capture as many of the messages that people are sending to their elected representatives.

Facilitators will then ask for each group to nominate two budget representatives to be part of a People's Budget Council and talk to their aldermanic representatives. Lastly, Facilitators will ask people to record a video on what they want from our city budget and why. Facilitators will ask participants to go to you to share their story and their voice.

D **DOCUMENTER(S):** Record People's Budget Council representatives and others that wish to participate, doing your best to ensure good sound and video quality.

Documenter Checklist (items underlined are particularly important)

Location: _____ **Date:** _____

☐ **Consent Process**

Participants that do not consent to being shown on photo / video / audio

1. _____ 2. _____
3. _____ 4. _____
5. _____ 6. _____

☐ **Photograph of Group Agreements**

☐ **What does your community need to be safe and thriving?**

- Document people's responses; i.e., why they answered the way they did;
- Photograph each participant with their whiteboard, ensuring we can see their face and responses

☐ **Budget Game (first dollar)**

- Document how people allocated their first dollar by photographing the board and filling out the worksheet on the next page;
- Chronicle why people chose that as their most important category

☐ **Budget Game (initial allocation)**

- Document how people allocated all of their dollars by photographing the board and filling out the worksheet on the next page;
- Chronicle the discussion about why people invested as they did

☐ **Budget Game (final allocation)**

- Document how people agreed to allocate the group's budget by photographing the board and filling out the worksheet on the next page;
- Chronicle the discussion and negotiations about why investments should change

☐ **Budget Game (City numbers)**

- Chronicle the discussion and reactions to the differences between the City budget allocations and what people chose

☐ **Postcards**

- Once people are finished writing, capture the messages on their postcards

☐ **People's Budget Council Representatives**

- Take a video of the People's Budget Council representatives (and others that wish to be recorded) speaking about what they want from the City budget and why — do your best to ensure good sound and video quality

LOCATION: _____ **DATE:** _____

BUDGET GAME: FIRST DOLLAR ALLOCATED

WRITE DOLLAR AMOUNT INSIDE RECTANGLE

HEALTH	EDUCATION	HOUSING	INFRASTRUCTURE	COMMUNITY RESOURCES	CARCERAL SYSTEM
Mental Health Maternal and Child Health HIV/AIDS Prevention + Support Lead Poisoning Prevention	Early Childhood Education	Affordable Housing Low-Income Housing Homeownership Support	Public Transportation Water Management Streets + Sanitation	Libraries , Arts & Culture Workforce Services Youth & Senior Services Fire & Emergency Services	Police Police Accountability

BUDGET GAME: INITIAL GROUP ALLOCATION

FOR EVERY $100, ____ AMOUNT OF $ SHOULD GO TO:

WRITE DOLLAR AMOUNT INSIDE RECTANGLE

HEALTH	EDUCATION	HOUSING	INFRASTRUCTURE	COMMUNITY RESOURCES	CARCERAL SYSTEM

BUDGET GAME: FINAL GROUP ALLOCATION

FOR EVERY $100, ____ AMOUNT OF $ SHOULD GO TO:

WRITE DOLLAR AMOUNT INSIDE RECTANGLE

HEALTH	EDUCATION	HOUSING	INFRASTRUCTURE	COMMUNITY RESOURCES	CARCERAL SYSTEM