

On being a Lead AVP Facilitator with AVP/California

The following collection has been created to orient new Lead facilitators and to help experienced Leads come to the same page as other California facilitators.

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On being a Lead AVP Facilitator with AVP/California

What we look for in a Lead Facilitator...

Relationship between the facility and AVP local group

AVP/USA Policy Statement

Agenda samples

Supplies for AVP Workshop Kit

Agreements

Guides to Transforming Power

Information to give to First-timer-in-the-prison

A few of the practicalities of going into a CDCR prison

What we wish we had been told when first going into prisons (by Quaker women)

What to expect when going into prisons

Also, refer them to the Standards Packet for AVP California Facilitators on avpcalifornia.org

Evaluation forms

Overall Workshop Evaluation

Participant Evaluation

Facilitator/Workshop Guidance and Evaluation

Sign-in sheet

Facilitator's Log

The following—as well as the above—can be obtained at www.AVPCalifornia.org on the Facilitators Only Page under Lead Facilitators:

Certificates copy

Copy for creating wallet cards

Standards Packet for AVP California Facilitators

What we look for in a Lead:

1- Ability to see the group as a whole and the process as experienced by all

2- Understanding of core AVP values: Trusting the process, believing all people have the possibility of growth into peacemakers and even facilitators

3- Experience in the setting where the lead will be functioning, sufficiently enough that the individual is able to handle the changes and challenges of either the prison or the community or working with youth

4- Level of personal maturity and skill to guide rather than "lead" a team to make decisions

5- Able to bring together diverse personalities and encourage them to be a team

6- Positive attitude toward participants, facilitators and the setting in which functioning

7 - Working for the common good rather than for personal gain

8 – Very comfortable with the concept of Transforming Power

Steps toward preparing to be a Lead facilitator

1- **Check the AVP Basic Manual** for a whole page on being a Lead C-9. Also read the C-7 and 8... read that whole section.

As a lead, please become familiar with the Facilitators Only section of www.AVPCalifornia.org

2- **Begin collecting agendas.** Samples are in your manual and a couple are attached. You might use it as a starting point for developing your own. Sticking to the AVP/USA model works the best, tweaking it as you learn new ways of handling an exercise. Providing other members of your team an agenda prior to the

workshop is a courtesy and especially helps new facilitators to feel comfortable, but not a requirement especially if you have a team on inside facilitators. Everyone receiving the agenda at the same time creates an equality among the team members.

3- For community workshops, you will want to **recruit someone to be responsible for providing and setting up food and drinks**. For prison workshops you will want to **be sure that all details are handled** with the prison liaisons, inside and outside. You can ask someone on your team to handle these.

4- **Develop your kit to take with you**. You will be reimbursed for this compilation, so keep a list of what you purchase and you will be reimbursed. Frugality is the word.

a. Attached is a list of what I like to have in a kit. Some think Tinker Toys are optional because the Cooperative Construction can easily be done with newspaper, but they do provide a valuable “back to childhood” experience.

b. Attached are the Agreements and the Guides to Transforming Power, which need to have permanent posters done, the latter can be copied as a handout as well.

5- Check the AVP/California website for **Information to give to first-time-in-the-prison facilitators** also attached

6 - **Forms to fill out**. (All these are on the AVPCalifornia.org website under Facilitators Only>Materials for Lead Facilitators)

a. At the end of the workshop, you or a team member need to fill out the attached **Overall Evaluation** form, which you will want to have in your kit.

b. **Participant evaluations** and **facilitator** evaluations are also attached and need to be copied to include in your kit.

c. **Sign in sheet** for the prison should include their adjective name, certificate name and their prison number and should be sent to AVPpat@earthlink.net or mailed to Santa Barbara.

d. **Go on the AVPCalifornia.org website to add the outside students** in your workshop to the database. If they are already on the site, update it or let AVPpat@earthlink.net know so their info can be updated. If no computer access, then mail to P.O. Box 3294, Santa Barbara, CA 93130

7- **Extra materials**: Certificates, pins and cards.

a. Blank certificates can be purchased from Staples and can be kept in your kit. (When you go into a prison, we keep them separate from the kit and take in only what we need with the names on them.) Copy for these is on the AVP California website

b. You can get pins and cards from AVP/California in Santa Barbara. You will need to get permission from prison administration the first time you give out pins in a prison.

8 – **Arrangements for your and your team’s lodging and food** should be made by the local host. Be sure to clarify this when you set up the workshop. You will need to make arrangements for lodging if no host.

10 – **Training for Facilitators workshops should additionally include these follow-up steps**: Type up the list of graduates and email it to atapl@lifename.com to receive a year’s free subscription to AVP/USA’s newsletter. Give them the attached log to track their AVP experience.

Relationship between the facility and AVP local group

Guidelines in working within prison:

- All participants in AVP workshops are volunteers.
- Participation is open to all inmates.
- Registration for AVP workshops is according to the inmate's sign up date. A system needs to be devised to assure this happens.
- Participation in AVP workshops shall not be considered a requirement for any DOC program.
- Inmates have excused absences from their normal program/work assignments to attend AVP workshops.
- Facilities will work with AVP to accommodate the request for 22 hours workshops.
- Facilities are expected to provide appropriate space for the workshops.
- In order to preserve confidentiality of participants, DOC staff is not present in the workshop rooms without prior approval of the group. Of course, this should not interfere with the correctional facility staff's ability to perform essential duties.

Additional information:

- The appropriate AVP body conveys these guidelines to the participating facility or DOC, and devises with that agency the method used to communicate the guidelines to the facilities.
- Employees of DOC are encouraged to participate in and facilitate community workshops, once trained, but may not do so in prison workshops.
- Local groups and regional, or statewide organizations should consider and implement ways of letting corrections staff know the philosophy and format of AVP workshops.
- In order to maintain AVP's program integrity and autonomy, we do not accept funds from DOC, except for provision of meals and certain supplies during workshops. Funds that come from inmates or that are controlled by them are welcome.
- Local groups will appoint an outside Prison Coordinator for each facility where they conduct workshops. Prison Coordinators are responsible for maintaining a good working relationship with local facilities and for dealing with problems as they arise.
- Prison Coordinators, working with the Local Group, will ensure that outside facilitators are cognizant of prison regulations affecting volunteers and AVP workshops.
- The content and process of AVP workshops remain within the province of AVP. Prison officials are not involved with AVP affairs.

AVP/USA, Inc., (AVP/USA) POLICY STATEMENT

Adopted January 16, 1994
Amended September 4, 1995
Amended September 8, 1998
Amended September 5, 1999

I. Purpose and Methods of AVP Program

_____ The primary purpose of AVP groups is to offer individual tools for personal empowerment, enabling them to live their lives with dignity and self-respect. AVP facilitators serve the community by leading workshops with the goal of enhancing individual skills for peaceful reduction of conflict.

Our method is experiential; we use a minimum of lecture. We believe that people have within themselves answers to their questions and problems. We encourage each other to search for solutions within ourselves, drawing on our own experiences and those of our communities.

Workshops endeavor to break down the barriers that prevent people from revealing their inner selves, thus enabling them to form friendships with other individuals, and to build a community.

II. Spiritual Basis of Program: AVP has a spiritual base. AVP promotes no religious doctrine.

We believe that there is a power available to everyone which, if we are open to it, can transform violent situations. We call this Transforming Power

The goal is to empower individuals to liberate themselves and others from violence by finding creative ways to resolve or manage conflict peacefully by being open to Transforming Power.

We build upon each person's human worth, inner strength and spiritual endowment.

We strive to maintain a caring attitude toward ourselves and others.

III. Quality of Workshops: Maintaining high standards for AVP workshops is a primary goal.

Another goal is that workshops conducted in different regions are similar enough that facilitators can easily be part of a team in different places.

General

- We follow the outline for standard AVP workshops as described in the Basic, Second Level and Training for Trainers manuals.
- Facilitators need to be thoroughly familiar with the underlying principles of AVP, including the concept of Transforming Power, and endeavor to demonstrate those principles.
- All workshop participation is voluntary.
- A workshop leading to a certificate is a minimum of 22 program hours. In unusual circumstances and after serious consideration, a local group may reduce the time to no fewer than 18 program hours.
- Workshops are conducted using AVP ground rules as outlined in the Basic manual. Facilitators and local groups are encouraged to develop new exercises and resources. Such exercises and resources shall not be published as AVP materials and should only be distributed for testing purposes until they have been reviewed and approved by the AVP/USA Education Committee.

Content

- Basic workshops include exercises designed to build self-esteem, mutual respect and community; and to facilitate learning the skills of listening, cooperation, communication and problem solving. Role plays demonstrate how these skills influence creative nonviolent conflict resolution.
- Second Level workshops expand the skills presented in the Basic workshop, while focusing on situations in our lives or in society that are caused by or result in violence. Themes may be decided upon by participants during the workshop or may be designated in advance.
- Although the agendas outlined in the manuals for each of the three levels can be fine-tuned to each workshop, elements of affirmation, communication, cooperation and conflict resolution are to be included.
- The concept of Transforming Power is to be communicated in every workshop.

IV. Team Leadership

- Team leadership is basic to AVP workshops. Workshops require more than one facilitator. This does not apply to mini workshops or presentations that do not lead to a certificate, although it is still strongly encouraged.
- Prison workshops must have at least one outside facilitator.
- Every workshop must have at least one experienced facilitator, normally designated as a lead facilitator. This person will have, as a minimum, completed all three levels of workshops, apprenticed as a facilitator, and been recommended by other lead facilitators and approved by the local group for qualification as a lead facilitator.
- For programs beginning in new areas, the apprenticeship process may be abbreviated with the approval of the sponsoring program to enable an individual to function as an acting lead facilitator pending designation as a lead facilitator.
- A workshop team leader may be designated to lead the pre-workshop team building session, write the workshop report, and may have other responsibilities assigned by the local group. The workshop team leader empowers all team members, encourages them to take responsibility for team functioning and the quality of the workshop.
- For each prison workshop, an outside facilitator will be designated to act as liaison with the prison staff for that workshop.
- We encourage facilitators to work with facilitators at other training sites at least once a year. This cross-fertilization stimulates learning and growth among facilitators.
- Development and improvement as a facilitator are significant parts of the program. Local AVP groups will establish a process to enable facilitators to learn more about themselves, their strengths and weaknesses, skills and growth, and the place of Transforming Power in their work and their lives.
- Prison facilitators are not paid for their work. AVP may reimburse any expenses incurred in conducting a workshop. Local groups may decide whether or not to pay facilitators a modest amount for conducting community workshops. Local groups may also decide whether or not AVP paid staff may conduct workshops from time to time as part of their job.

V. Organization of Local Groups

Definition

- A Local Group, as defined in the AVP/USA, Inc., By-Laws, is an organization that conducts AVP programs in a defined geographic area.
- Within any state or Region, Local Groups may be formed where there is a sufficiently large number of trained and experienced facilitators to conduct AVP programs on an ongoing basis.
- Any new group that is formed will have a mentor designated from an established AVP group to give support and guidance in the process. Local groups unable to agree on the division of a geographic area will take the dispute to their regional organization or, in the absence of a functioning regional organization, to the Committee of Local and Regional Groups (CLRG).

Responsibilities

- The keystone of AVP operations is the Local Group. With a minimum of oversight, each Local Group makes decisions regarding managing its own resources and developing procedures that meet its needs as long as they are not in conflict with this Policy Statement or AVP/USA, Inc. By-Laws. These include, but are not limited to: finances; training and support of facilitators in their group; relationships with prisons served; pursuit of community applications of AVP; policies that govern facilitators, training procedures, workshop evaluations; job descriptions for organizational positions; oversight of any paid staff.
- Working within the policies outlined in this statement, Local Groups are responsible for maintaining standards for workshops including length of workshops, attendance required for certificates, adherence to ground rules, training required for facilitators, etc.
- All workshops are conducted under the authorization of an AVP Local Group. Facilitators must work with a Local Group when setting up and/or conducting AVP workshops leading to a certificate.
- Local Groups will provide oversight of outside facilitators working in prisons within their area, and ensure that they understand the importance of abiding by Department of Corrections regulations.
- Formal orientation of facilitators by the prison where they conduct workshops is highly recommended.

- Local Groups will report semi-annually to their Regional Organization or, in the absence of a functioning regional organization, the Committee of Local and Regional Groups on their program and their financial situation.

Governance

- Consensus is the recommended process for making decisions. Local Groups will endeavor to develop the community necessary to make this a viable way to govern themselves. If a Local Group fails to reach consensus after persistent efforts, the modified consensus decision-making process as outlined in the AVP/USA, Inc. By-Laws may be the alternative method.
- Local Groups shall appoint a representative to their regional organization.
- All Local Group meetings are open to active AVP facilitators and volunteers. Individual groups may define 'active' for themselves.
- Local Groups may create their own organizational structure, deciding on officers and committees that will best meet their needs.
- Considerable effort, including holding AVP meetings inside prisons, should be made to bring inside prison AVP facilitators into the decision making process on policy matters. Local Group members could also visit inside facilitators, discuss concerns and bring insiders' point of view to outside meetings without being obligated to uphold that position.

VI. Regional Organizations

Definition

A Region is made up of Local Groups within a state or contiguous group of states.

Regional Organizations provide support to Local Groups and facilitate communications among their Local Groups and with other regions.

Responsibilities

- A Regional Organization supports its Local Groups by sharing information, exercises, camaraderie and visions for the possibility of nonviolence. It may, with the agreement of Local Groups, negotiate with the prison system of the state(s) where it is located. It may organize retreats and/or conferences that provide opportunities for development of trained facilitators and reaffirm AVP's spiritual base. It encourages intervisitation and AVP outreach to new areas. When asked, it may work with Local Groups within its area to help resolve disputes (see final section on Solutions When Problems Arise).
- Each Regional Organization appoints a representative and an alternate to the Committee of Local and Regional Groups. The representative acts as liaison between the CLRG and the Regional Organization and Local Groups.
- Each Regional Organization will report semi-annually to AVP/USA on the activities of Local Groups within its Region.

Governance

- Consensus is the recommended process for making decisions. Regional Organizations will endeavor to develop the community necessary to make this a viable way to govern themselves. If a Regional Organization fails to reach consensus after persistent efforts, the modified consensus decision making process as outlined in the AVP/USA, Inc. By-Laws may be the alternative method.
- Each Regional Organization will appoint a recorder for its proceedings.
- The Regional Organization will create governance structures that help it meet its responsibilities.

VII. Relationships with Corrections Department (DOC) and Facilities:

The goal of this relationship is to provide an environment where AVP program can be conducted effectively within correctional facilities. Care should be taken not to compromise or surrender those aspects of AVP which are central to its success simply to win admission to a particular prison or prison system.

The following guidelines are expected:

- All participants in AVP workshops are volunteers.
- Participation is open to all inmates.
- Registration for AVP workshops is according to an inmate's sign-up date. A system needs to be devised to assure this happens.
- Participation in AVP workshops shall not be considered a requirement for any DOC program.
- Inmates have excused absences from their normal program assignments to attend AVP workshops.

Inmates may not be called out except for mandatory call-outs.

- Participating facilities will support full range of AVP workshops.
- Facilities will work with AVP to accommodate the required 22 program hours in each workshop.
- Facilities are expected to provide appropriate space for the workshops.
- In order to preserve confidentiality of participants, DOC staff is not present in the workshop rooms without prior approval of the group. Of course, this should not interfere with the correctional facility staff's ability to perform their essential duties.

The appropriate AVP body conveys these guidelines to the participating facility or DOC, and devises with that agency the method used to communicate the guidelines to the facilities.

Employees of DOC are encouraged to participate in and facilitate community workshops, but may not do so in prison workshops.

Local Groups and Regional or statewide organizations should consider and implement ways of letting corrections staff know the philosophy and format of AVP workshops.

In order to maintain AVP's program integrity and autonomy, we do not accept funds from DOC, except for provision of meals and certain supplies during workshops. Funds that come from inmates or that are controlled by them are welcome.

Local Groups will appoint an outside Prison Coordinator for each facility where they conduct workshops. Prison Coordinators are responsible for maintaining a good working relationship with local facilities and for dealing with problems as they arise.

Prison Coordinators, working with the Local Group, will ensure that outside facilitators are cognizant of prison regulations affecting volunteers and AVP workshops.

The content and process of AVP workshops remain within the province of AVP. Prison officials are not involved with AVP affairs.

VIII. Solutions When Problems Arise

For the purpose of maintaining our integrity and effectiveness, we must promptly use our principles and methods to resolve our own conflicts.

To promote harmonious relations among people involved in AVP Local Groups, AVP committees should provide opportunities for community building.

To protect our community relations, AVP conflicts should be kept out of public view; e.g., not to be shared with client agencies unless the local AVP group or groups involved agree.

Some suggested methods (described in AVP Basic manual, C-6 & C-7) for conflict resolution are:

- Direct conversation
- Clearness committees
- Threshing sessions
- Six-point problem solving, and
- Mediation.

When parties involved are unable to find a solution among themselves, they shall invite members of Local, Regional and/or national AVP groups to assist in the solution.

Persons unwilling to participate in conflict resolution until a conflict is resolved, shall be relieved of their AVP responsibilities until they engage or re-engage in conflict resolution. The relevant Local, Regional and/or national groups shall determine whether persons are actively engaged in the resolution process.

AGENDA Weekend

BASIC WORKSHOP COMMUNITY

Day I: Session 1 – 6:00 p.m.-9:00 p.m.

- _____ Agenda Review/ *poster*
- _____ Introduction and welcome
- _____ Opening Talk/Ground Rules/*posters*
- _____ Adjective Name Game
- _____ Affirmation Exercise
- _____ L & L: *Big Wind Blows?* Hurricane
- _____ Break
- _____ Re-entry: What I hope to get out of this workshop
- _____ Concentric Circles Exercise (as a graduated listening example)
- _____ L & L : *Elephants and Palm Trees*
- _____ Brainstorm: What is violence/non-violence?/*poster*
- _____ Evaluation /*poster*
- _____ Closing: _____

Day 2 - Session 2 8:30 a.m. - noon

- _____ Agenda Review
- _____ Re-entry: _____
- _____ Exercise: Sharing a conflict I resolved non-violently...
- _____ L&L
- _____ Transforming Power Talk/*handout*
- _____ Construction Exercise/*Tinker Toys*
- _____ L & L: _____
- _____ Break
- _____ Re-Entry: _____
- _____ Feeling faces (3 times around) *Faces cards*
- _____ L & L: _____
- _____ "I" Message Exercise/*poster*
- _____ Evaluation
- _____ LUNCH

Day 2: Session 3 12:45 – 5 p.m.

- _____ Agenda Review/*poster*
- _____ Re-entry: _____
- _____ Broken Squares Exercise/*squares*
- _____ Break

- _____ Re-entry _____
- _____ Exercise: From another point of view
- _____ L & L: _____
- _____ Quick Decisions Exercise(Active Listening)
- _____ L & L _____
- _____ Role play orientation
- _____ Evaluation
- _____ DINNER:Plan role plays as teams
- _____ Day 2: Session 4 6-9 p.m..
- _____ Agenda review/*poster*
- _____ Re-entry: _____
- _____ Role Play 1 _____
- _____ L & L: _____
- _____ Role Play 2 _____
- _____ L & L: _____
- _____ Role Play 3 _____
- _____ Evaluation/*poster*
- _____ Closing _____

REMEMBER: MORE EXPLANATIONS AND GO OVER THE PURPOSE OF EXERCISES

Day 3 Session 5 8:45 – 1 p.m..

- _____ Affirmation Posters as they enter
- _____ Agenda review/*poster*
- _____ Re-entry: _____
- _____ Leftover role play (Colored dots/Empathy)
- _____ L & L: _____
- _____ Break-Affirmation Posters & Written evaluations—*team & partic.*
- _____ Trust circle/lift
- _____ Meditation Exercise/Who am I?
- _____ Unanswered questions
- _____ Where do we go from here?
- _____ Talking circle/*talisman to pass*

FILLERS AND L & Ls ideas

- Big Wind Blows Mountains and Valley
- Zip, zap, boing Elephants and Palm Trees
- Rainstorm Pattern Ball Noah's Ark
- Mrs. Mumbly Touch Blue
- Pretzel Jail Break Bump Tag
- Crocodiles and Frogs Machines

ADVANCED WORKSHOP AGENDA

Day 1 Session 1

- _____ Introduction and Welcome
- _____ Agenda Review
- _____ Opening talk - Agreements
- _____ L&L: Big Wind Blows (Hurricane entitlement)
- _____ Adjective Name Game with Gestures

Break

- _____ RE-entry: An issue I've struggled with since the Basic workshop is (Scribe and post)
- _____ Exercise: Construction tower/animal with paper
- _____ L&L
- _____ Brainstorm: What makes me feel included in a group decision is...
- _____ Consensus talk eliciting their understanding of consensus (and possible handout)
- _____ Exercise on consensus
- _____ L&L
- _____ Look at issues listed above and see where the discussion leads in terms of selecting a topic/theme
- _____ Reflections/Evaluation
- _____ Closing/homework

Day 2 Morning

As arrive, create a personal motto or bumper sticker Share and post as re-entry

- _____ Re-entry:
- _____ Concentric Circles with differing levels of communication (not listening, passive listening, active listening)
- _____ L&L:
- _____ Exercise: Who Am I?! Masks

Break

- _____ Picture Sharing/Facilitated Conflict Resolution/Who are YOU?
- _____ Evaluation/reflections

Day 2 Afternoon

- _____ Re-entry:
- _____ Carefronting/Masks
- _____ Reflections

Day 3 Morning

- _____ Re-entry:
- _____ Exercise: Six point problem solving (hand out)
- _____ L&L:
- _____ Exercise: Colored Dots/Picture sharing
- _____ Exercise: Forgiveness Circle/Human to Human
- _____ Break
- _____ Gathering:
- _____ L&L
- _____ Exercise
- _____

BREAK

AGENDA
BASIC WORKSHOP 2 -1/2 days

Day I: Session 1 – 7:30 a.m.-11 a.m..
call to announce ?

- _____ Introduction and welcome
- _____ Agenda Review/ *poster*
- _____ Opening Talk/*Ground Rule sposter*
- Unanswered Questions poster,*
- _____ L & L: *Big Wind Blows?* “Hurricane”
intro
- _____ Adjective Name Game
- _____ L&L: *Elephants and Palm Trees*
- _____ Affirmation Exercise
Break
- _____ Re-entry: What I hope to get out of
this workshop
- _____ Brainstorm: What is violence/
non-violence?/*poster*
- _____ L & L :
- _____ Concentric Circles Exercise
- _____ Reflections/evaluation **POSTER**

Lunch: *Name poster & SIGN IN sheet*

Session 2- 11:30 a.m – 4 p.m.

- _____ Agenda review *poster*
- _____ Re-Entry: _____
- _____ Coop/construction Exercise/*Tinker*

Toys

- _____ L & L: _____
- _____ Exercise: Sharing a conflict I resolved
non-violently...
- _____ L&L _____
- _____ Transforming Power Talk/*handout*

- _____ Exercise/Re-entry: Faces
- _____ “I” Message summary/*poster*
- _____ L & L: _____
- _____ From another point of view exercise
- _____ Reflections/Evaluation /*poster*
- _____ Closing: Affirmation Pyramid: “What I
like about our group is...”

Day 2: Session 3 – 8:30 a.m.-11.
call to announce ?

- _____ Agenda Review
- _____ Re-entry: _____
- _____ Broken Squares Exercise/*squares*
- _____ *L&L:*
- _____ Inclusion Exercise
- _____ *Break*

- _____ Re-entry: _____
- _____ Deep Listening: Facts, Feelings, Values
- _____ L & L _____
- _____ Role play introduction
- _____ Evaluation _____

Day 2: Session 4 11:30 a.m.-4 p.m.

- _____ Agenda review/*poster*
- _____ Re-entry: _____
- _____ Role Play 1 *TAPE* _____
- _____ L & L: _____
- _____ Role Play 2 _____

_____ Role Play 3 _____
_____ Evaluation/*poster*

Do at night:

Prep Affirmation posters, we sign them
Certificates ready to hand out

Day 3 Session 6 7:30 –11:30 p.m.

_____ Agenda review/*poster* (1) *Affirmation*

Posters

_____ Re-entry/ck-in(20) _____

_____ Exercise: Strategy/ Building new
Society/Colored Dots (90)

_____ L & L: _____

_____ Exercise: Human to Human/ Who am
I?(30)

Break /posters) **WRITTEN
EVALUATIONS/team and partici.**

_____ Unanswered questions (10)

_____ Where do we go from here? (5)

_____ Graduation (10)*certificates,tape*

Prison contact: Kenya #5475,

Pager: 760/544-4141

L & Ls

Big Wind Blows

Elephants and Palm Trees

Rainstorm

Tennessee Squeeze

Mrs. Mumbly

Pretzel

Crocodiles and Frogs

Touch Blue

Jail Break

Bump Tag

Pattern Ball

Noah's Ark ? /Name that Tune

Machines

Owl and Mouse

Mountains and Valley

Concentration

I love you baby, but I just can't smile

Handpushing

Zip, zap, boing

A What?

Big Sigh

Bck to back

Earthquake

Fire on the Mountain

Father Abraham (Put your whole self in)

Ha ha

Howdy, howdy

I am going on a picnic

Jack and Jill

Created 6/14/05; revised 7/25/05

Supplies for AVP Workshop Kit

*=every workshop; **=Level 2 workshop; ***=Training for Facilitators workshop

+means an original is ready to copy

#=Janet Riley can provide

Each team needs a large, carryable or rollable plastic storage box for their group to put the following into. An expandable file folder with extra pockets helps to hold the miscellaneous handouts.

OFFICE SUPPLIES

_____ *good masking tape (2 rolls of 1 inch, 1 roll of 2-inch wide tape)

_____ *newsprint/ flip chart (120 sheets)

_____ *100 sheets of blank paper

_____ *Small 5x7 lined tablets (25)

_____ *pencils one for each participant sharpened(30)

_____ ***5x7 colored index cards –5 each participant

_____ *5 pens for facilitators

_____ *post-its- 2 packs

_____ *Paperclips

_____ *rubber bands

_____ *3x5 cards—100

_____ *set of small felt tip pens of different colors (not yellow, pink or orange); one for each participant (30) in a container that holds them all

_____ *Larger magic markers for use in writing on flipchart/newsprint 8 of green, red, blue, black, purple, dark orange or other readable colors (not yellow or pink unless really dark)

_____ *newspaper 50 sheets or former newsprint agendas

_____ **pack of colored construction paper, masks, glue sticks depending on exercises

MATERIALS NEEDING COPYING FOR EACH WORKSHOP:

_____ *+Listening skills sheet

_____ *+Guides to Transforming Power – full sheets

_____ *Guides to Transforming Power - cards

_____ *+Evaluations for each participant

_____ *Certificates (brought into prison filled out with individual names)

_____ *+Evaluation for facilitation team members

_____ *+Overall Evaluation

_____ *+Sign in Sheet

_____ *+ "I" messages sheet/Listening skills

_____ ***Basic Manuals for each participant; **Level 2 Manuals for inside team

TOYS/ EXERCISE MATERIALS

_____ *feeling faces cards in plastic sheets in notebook#

_____ *stick-on, colored dots of 6 different colors -1/2 inch in diameter

_____ *3 sets of Tinker Toys (80-100 pieces each) or paper and masking tape

_____ *Blow-up ball

_____ *electronic kitchen timer

_____ *ball of yarn

_____ Music on tape for graduation and meditation (PRISON PROVIDES TAPE/ CD PLAYER)

_____ *Broken Squares: Sets of five envelopes with Broken Squares components (one set for every five participants, you can also create one for four people by holding aside a square)

_____ **Broken Cubes: Sets of five envelopes with Broken Cubes components (one set for every five participants)

_____ *Koosh balls (2)=#

_____ *bean bags or tiny bean bag animals (6)=

_____ *Picture Sharing pictures plastic sheets in notebook#

_____ *Shaker for Alligators and Frogs or lively fun music on tape

Agreements

- 1. We look for and affirm one another's good points.**
- 2. We refrain from put-downs of ourselves and others.**
- 3. We listen to what each person has to say; we do not interrupt each other; and we do not speak too often or too long. Shy people: Don't be afraid to speak up, we need your contribution. Talkative people: Have your say, but do not monopolize the conversation. Speak from your own experience**
- 4. When volunteering, volunteer yourself only. Don't volunteer others.**
- 5. We observe confidentially regarding the personal sharing of each participant.**
- 6. Everyone has the right to pass.**

Guides to Transforming Power inserted here

WHAT WE WISH WE HAD BEEN TOLD WHEN FIRST GOING INTO PRISONS

- 1 Prison is, to you, a foreign country. As in any foreign country, it is wise to be quiet, observe, listen, learn the language and identify the values of the prison culture before advancing too many strong opinions or taking any drastic action.
2. Don't be afraid to define yourself clearly. You are not required to be all things to all people at all times, nor to live up (or down) to any stereotype (including the one about the sainted Quaker lady). You are entitled, moreover, to define for yourself and for others what you choose to be or not to be, do or not to do. This will take some time, but you should be aware of the need to do it from the beginning of your prison visiting. Even after you have clearly defined yourself, expect to be tested, again and again, in many ways, including sexually, morally, and religiously. Eventually, however, if you are firm in sticking to your definition of yourself, others will adjust to it.
3. Expect to meet many tremendous and valuable people in prison. Expect also to meet some champion manipulators. Do not be surprised if these sometimes turn out to be one and the same person. Manipulation is a form of survival for the powerless (a fact that women, historically, have had ample cause to know).
- 4 Especially at first, you will find it helpful as soon as possible after your prison visits, to share with a trusted woman friend the feelings generated by the prison experience. It is a rare woman who does not experience anger, fear, pain, outrage, wonder, and other strong emotions upon contact with the prison environment. These feelings, shared, can lead to much that is constructive and rewarding. Unshared, they can lead to emotional burnout and ill-considered actions. The need to share them, therefore, never ceases.
5. Expect to feel an unfamiliar, very heady and very addictive "super star" feeling, especially at first. It may arise from sexuality in a deprived environment, from the unfamiliar real power to help the helpless, or other sources. Do not let it go to your head. Remember that you will be constantly tested and probed by prisoners and staff alike, and that no leading lady's image can survive the footlights forever. If your mascara runs in the heat, remember to be real.
6. It is possible that you will feel alienated, after prison visiting, from other people who have not shared and do not understand this experience, and from the society that produced and maintains the prisons. It is a difficult ministry, but a ministry nonetheless, to share the experience and the light that you have in this area of dark ness.
7. Expect to find in prisons all the corruption and evils of society, as well as all the goodness of human nature—both magnified larger than life. Therefore, resist the temptation to:
 - a) Romanticize the prisoner. If his being caged does not necessarily make him a monster, neither does it necessarily make him a saint. To assume otherwise is always inaccurate, usually patronizing, and sometimes dangerous.
 - b) Condemn the prison staff as brutes. Many of them are good people trying to do a hard and thankless

(Advices from some Quaker women volunteers who are old prison hands,
to new women volunteers, Quakers and others

- job well. Perhaps almost all of them entered the prison system initially with the intention to do good as they saw it. And they are as vulnerable to being hurt by the system as anyone else.
8. Keep your eyes, ears, and gut feelings open to the possibility of allies on the prison staff. At the same time, do not be too trusting. The objective of a prison, after all, is total control of all people crossing its threshold. The nature of a prison is to make it easy for its staff to be hurtful but difficult to be helpful.
 9. Expect to be lied to by everybody—prisoners, staff, administrators, other volunteers, and even colleagues working with you in volunteer programs or prison ministries. Some of the untruth is unconscious; it is nevertheless untrue. On the other hand, do not go overboard and expect everybody to lie to you all of the time. There is also honor among both the "thieves" and the "virtuous." Therefore:
 10. Learn to "trust your gut" and heed it. Develop your awareness. Go cautiously at first; awareness comes with experience. The initial prison experience might be frightening of itself. If you have stuck with it long enough for this to wear off, and you find yourself afraid of a given person, chances are that he or she may be dangerous to you. If you feel resentful at demands being made on you, you may well be being hustled. Trust these feelings, act on them, and do not feel guilty about them. If after an initial exposure you find yourself fearful of the prison environment, you should not continue to go into prisons. This work is not for everyone, and there is also a ministry in serving as a support for other Friends who are active in it.
 11. Do not under ANY circumstances bring ANY contraband into the prison, no matter how innocent the "contraband" may seem or how stupid the rule against it. For instance, a bandana or any piece of cloth that is non-prison issue may be used to make a handle for a home-made "shiv"; herb tea may be used to hide drugs; and the introduction of ANY prohibited article by a volunteer is a misdemeanor at least, and may subject that volunteer both to criminal prosecution, if caught, and to subsequent blackmail. As for rules in general, expect to find some that seem unnecessarily silly, unjust, or oppressive. Do not be afraid to protest them, to higher authority if necessary, and to try to get them changed; but never try to simply disobey them. Disobedience may have effects that you cannot anticipate, and will certainly put you in a position from which it will be that much more difficult for you to bring about change.
 12. Expect that continued exposure to prisons may bring on negative feelings such as emotional numbness, helplessness, a feeling of inadequacy or of being overwhelmed. Prisons are destructive environments, and if you do not have a supportive community, dealing with them will burn you out.
 13. It is essential, therefore, that you find a community that

will offer you a safe place to vent your real feelings and to discuss your real problems, without fear of judgment or condemnation. At the same time, that community must love you enough to reach out to bring you back when you stray onto dangerous or unproductive bypaths. Quaker Meeting at its best is such a community.

The Oversight Committee of a prison Meeting exists, among other things, to provide such a community for the Friends, inside and outside, worshipping in the prison. If you do not have such a community (and a Quaker Meeting at its less-than-best may not offer it); then you must seek out such a community or build one for yourself.

14. Expect to be sexually turned on some time early in your prison work. Almost nobody escapes this experience, from beautiful and innocent young girls to happily married (or widowed) matrons of a certain age; not to mention single women, divorcees, engaged women, gay men, and those who have foresworn all such relationships and feelings. When this happens to you, it may possibly be the beginning of something that may mature into a viable relationship in time. But it is also possible that other and less romantic but more powerful elements enter into it. When it happens to you, don't panic and don't go overboard. Examine yourself to see whether the feeling does not contain one or more of the following elements:
 - a) The sexual deprivation of prison life creates an electrical charge in the very air when a woman enters into this environment—a charge that no woman can fail to respond to or at least to feel.
 - b) The balance of power between free women and imprisoned men. One of the few milieus in our society where a woman is more powerful than a man is in the prison situation where the woman is free and the man is a prisoner. As men have long known/ but women frequently do not realize, the possession of power is a sexual turn-on. Indeed, women have had so little experience with the phenomenon, that they may not recognize the sexual overtones of power and may mistake it for love.
 - c) The inaccessibility of the man for a normal everyday relationship. This allows both parties to fantasize but commits neither to live with the results of a relationship in the real world. As long as one of them is locked up, the parties are, in a sense, safe from each other. The dark side of this is that you may be exploiting another person without being aware you are doing so—by projecting your fantasies and your needs on him or her as a promise that in the real world you cannot or will not keep. Experience exploitation.

When you are seized by this strong emotion, whatever it turns out to be—give yourself plenty of time and room to find out what it actually is before you act on it. Hang in there, and you may get over it. Or hang in there, and you may find that the fantasy does not fit the reality. Or hang in there, and let the relationship mature into something worth having, if it will.

In the meantime remember that a sexually deprived environment breeds violent jealousy and other strong emotions, and do not flaunt your feelings in ways that may provoke gossip, violence, or loss of your own or

your fellow workers' good repute, be discreet in dress and in body language. Remember that a prison, all appearances to the contrary, is a very puritanical place. If inmates and prison staff share nothing else, they share a conservative value system in sexual matters. Remember also that many men have to spend long years in this deprived environment, and that it is important for them to adjust to the realities of doing time. To quote a respected and weighty Quaker prisoner, "a close woman friend, in prison, can mess up a man's head."

15. Do not be surprised if you become overly preoccupied with an individual prisoner. Romantic attraction is only one of the roots of such preoccupation. Others are com- passion, admiration for a strong personality or a valuable talent, or a sense of perceived injustice. Try to keep a balance and not invest all of your valuable energy in one person where there is so much need in others also.
16. A woman should make a considered decision, in consensus with her family or people living in her house- hold, whether or not to divulge her address and phone number. There are alternatives, e.g., use of a Quaker Meeting House as a mail drop, or rental of a P.O. box.
17. Prisons have proved that people do not learn very much from punishment. Quaker (and human) experience proves that they frequently do learn from example. What you do in prison, therefore, is more important than what you say there. Quakers acting religiously as ministers in prison Meetings should always be mindful that our being true to the manner of Friends is far more eloquent than our preaching about it. It is especially important in prison work not to make promises that can't or won't be kept. A broken promise to a caged and powerless person is even more painful than in normal life, and it is an act of cruelty. Even worse, it will further disable the person from learning to trust, and since trust is essential for reintegration into a community, a broken promise may further alienate and destroy the victim.
18. It is important always to remember that we stand for Quaker values and Quaker process based on consensus, non-violence, truth, and a reverence for God in the individual. These values are not likely to be found in prison guidelines for volunteers. They nevertheless are the most valuable thing we have to offer to the prison and the world, and we should never allow them to be compromised, no matter how strong the pressure is to do so.
19. In spite of everything, going into prison can be a very rewarding experience. Jesus was not kidding when he said, "I was in prison and you visited me."

TO SEE OURSELVES AS OTHERS SEE US

Brainstorm of Perceptions of Women Friends in the Prison Environment

As Seen by Prison Administrators and Staff

- "Bleeding Hearts"
- Naive and over-emotional
- An unwelcome responsibility and nuisance to security staff
- Security risk because of sexuality and naivete, capable of provoking violence
- Potential carriers of contraband
- Guilty of causing discontent by promising more than we can give
- A threat to existing power arrangements; destabilizing
- Deliberately disruptive; amateur lawyers; political information carriers; legal and political activists.
- Arrogant, know-it-alls—believe ourselves to be superior and better educated
- Some see us as radicals/traitors/revolutionaries/gays/Communists and other "bogey women." Some even question whether we are a religious group or a plot to overthrow the Government
- Some see us as a public relations asset
- Some see us as a calming influence, and therefore an asset to their control
- Some are resentful because we're seen as the "good guys" and they as the "bad guys." This is made worse when we align ourselves with prisoners and manifest hostility to guards and other prison personnel
- Some see us as looking for a husband, a lover, or sexual excitement; losers with men on the outside
- Willing to throw away our lives on prisoners, traitors to our class/race/whatever.

As Seen by Prisoners

- Willing suckers
- Bleeding hearts
- Rich, well connected, powerful (more than we are)
- Religious fanatics
- Post (wo)men and writers of letters to the Governor
- Parole tickets
- Support system for their families
- Competition that can be used to spur their girlfriends or families to greater efforts on their behalf
- Obligatory martyrs to their needs (or, if we decline to be this "bad Quakers" and hypocrites)
- "Commie weirdos," radicals, revolutionaries, lesbians
- Neurotics; bored women with endless time
- Sexual targets or objects
- Man-hungry; hung up on caged men
- Troublemakers
- Naive
- Sexual teases
- Over-romanticized "good women"
- Link to different realities
- Sole link to outside
- Some want religion from us
- Some value us as people they need not be tough with
- Some try very hard to understand what we bring
- Some see us as people to protect
- Some feel we are people with whom they can feel some power
- Others see us as acting as Ladv Bountiful and resent our rubbing their noses in their own powerlessness
- In sum, we are seen as sluts or saints—no middle ground.

As Seen by Other Volunteers We Work With

- Non-Quaker volunteers see us as elitist, exclusive, controlling, not sharing power—purveyors of a myth in support of this attitude (Quakers have some mysterious quality beyond the reach of ordinary mortals).
- Some welcome us as women in a male environment
- Some see us as strong, relatively fearless and persistent
- Some see us as objects of jealousy—we are perceived as infringing on their territory or their prisoners
- Some see us as radical
- Some admire us and look to us as teachers and leaders
- Some see us as distrustful of others, prone to hidden agendas and secret relationships
- Some see us as hard-selling our own concepts
- Some see us as having our own code of how women should

As Seen by Male (and Even Some Female) Friends

- Some see us as sexually and romantically eager; sexually attracted to violence and other seamier sides of life.
- Perhaps because of these perceptions, some see us as a threat to their own image of sanctity in the eyes of the world.
- Some Friends feel threatened by what they feel is a loss of their control over Quakerism as they know it or have always conceived of it, as a result of the prison ministry in general and the role of women in it in particular.
- We are seen as a group to watch—a target for surveillance.
- But we are also seen as valuable assets; brave; appreciated for carrying the weight of the prison ministry and testimony.
- Some male Friends are supportive of us.
- Others are willing to believe the worst of us; and to act on the belief in an authoritarian way as they can get away with, without consulting us first.
- There is a tendency for male Friends to identify with male prison administrators—they are too easily co-opted into prison values and policies. They tend to be seduced into acting as policemen for the system, forgetting to adhere in adversity to the tested manner of Friends. When this happens, the first casualty is our way of life; the second casualty is our ability to offer anything of real value in the prisons; and there are usually individual human casualties, too—Friends, prisoners, and prison staff.

WHAT TO EXPECT WHEN GOING INTO PRISONS

Most of us who have been going into prisons for a long time are likely to forget how momentous the experience may seem to a newcomer. So it seems a good idea to pass on some of our accumulated knowledge.

1. Expect that the prison administration, the prison staff, and the inmates will all have their own perceptions and *expectations of us as volunteers*.

a) The expectations of the *prison administration* revolve primarily around security. They are responsible for the security of the prison itself and everyone within it—prison personnel, volunteers, and inmates, more or less in that order. The material you received from the CDCR should be read before first going into prison, and consulted whenever any difficulty arises in the relationship between a volunteer and a prison administration.

b) The personal expectations that *inmates have of volunteers* probably are at least as many as there are inmates. They range from very positive to very negative and even destructive. Some specific expectations are described in the report of the Gathering of Women Friends Going Into Prisons (Albany, NY, April 1983), reproduced in the AVP Basic Workshop Manual. Men as well as women should read this; much of it applies to all of us. If there is any one expectation that volunteers should have of inmates in general, it is that they tend to be very perceptive. The nature of their prison experience itself teaches them to be so. Anyone who has ever done the exercise Masks as a masked participant may have experienced the sharpened perceptions that result from the squelching of free expression.

c) The expectations that *inmates have of AVP* as a program are less diffuse. AVP has been in the New York prison system for over a decade, and most inmates have at least an idea of what it is. Most of them also see it as a potential point in their favor when they meet the Parole Board. AVP itself does not wish to be, or to be seen as, part of the parole process. We specifically warn that participation in the program will do nothing to heighten chances of parole unless the Board sees evidence of a change for the better in an individual's behavior, and perhaps not even then. Happily, participating inmates who have come to the program to impress the Parole Board usually decide, in the course of the workshop, that it is worthwhile in its own right and go on to involve themselves in it for its own sake.

d) The expectations that *prison staff* (correctional officers, chaplains and program people) have of volunteers is that the volunteers shall obey the rules and cooperate with them sufficiently to make it possible for them to do their jobs. Beyond that, the attitudes of individual COs and other staff members toward AVP volunteers range from downright surly to enthusiastically cooperative. Most of them at least try to be helpful, within the confines of their authority. We need to remember that these people, particularly the COs who are in effect imprisoned all day, every day, have a difficult job to do. They must do their best to apply the rules conscientiously.

The job requires them to live with danger, often with boredom, and often with hatred (and contempt from the people they must deal with daily. COs have jobs that are paramilitary, and they are expected both to enforce the rules and to obey their superiors; there is little leeway for their discretion. We give them respect, and we try not to add to their burdens unnecessarily. Examples of important rules:

Do not bring in contraband. (By definition, "contraband" is anything brought in without being cleared in advance.)

Do not give gifts to individual prisoners or deliver notes or other messages for them. (There are good security reasons for this that you might not suspect. In one New York City jail, for instance, a volunteer gave a bandana to an inmate during a visit. The bandanna was used to make a handle for a shiv fashioned from a bedspring sharpened on a concrete floor. Legally, that volunteer might have been held as an accessory for a stabbing.)

Respect confidentiality with the prison personnel as well as with the inmates.

Do not interfere with prison discipline (you can always take things up with prison officials later if necessary).

Some prison employees do obstruct and make our task difficult. But they seldom succeed in making it impossible, because there is always someone on the prison staff who does care about the inmates and will help. Two examples:

One AVP lead trainer came to a workshop to find that only half the participants had showed up. The CO claimed that they had all been called, but were not interested in coming. The inmates who were present told her (the lead trainer) that this was not true. She applied to the

Watch Commander, who backed the CO. Finally she found the Catholic chaplain, and he made it possible for all the participants to get there.

So keep on trying, and remember that prison staff are not immune to Transforming Power. We often fail to live up to our best potential by forgetting that.

Another AVP trainer (working on this occasion in a prison outside New York State) was approached by one of the chaplains and asked to report to him any information that might be gleaned from the workshop participants about crimes committed that might be unknown to the authorities. No such information had been revealed by anyone in the workshop (it almost never is), but even if it had been, to reveal it would have been a flagrant breach of the confidentiality we promise the participants and expect from them. So this trainer told the chaplain that she would report to the prison authorities any breach of security that occurred during the workshop, but that the rule of confidentiality would not permit her to reveal any other information of any kind. Then she quietly reported the incident and her response to the other chaplain, who was an enthusiastic AVP supporter. Nothing more was said by anyone on the matter.

So do not allow yourself to be intimidated or persuaded to violate the ground rules of AVP.

2. Know that ***AVP also has expectations of its volunteers, and of the prison systems within which we work.*** Our purposes and emphases are different from those of a prison system, and we are bound to have problems with some of their requirements.

a) Most notably repugnant to the spirit of AVP is the requirement that in the course of our volunteer work we conduct ourselves "in a professional and impersonal manner." A basic ingredient of a nonviolent lifestyle is the building of community. This cannot be done by remaining professional and impersonal. We do build friendships. They are valuable. However, let us recognize that the prison system has in mind some very real problems. Some prisoners do exploit volunteers. Some prisoners are very dangerous and might also harm a volunteer. The DOC has a responsibility to protect us from both, and it takes that responsibility very seriously.

It is incumbent on us to take steps to protect ourselves, each other and the AVP program.

Some no-no's:

- Do not carry in unnecessary valuables (among other things, these could be a temptation to someone who is trying to change his life, and we do not wish to add to his or her problems).
- Do not give out personal addresses or phone numbers—your own or anyone else's. Remember that nothing is truly private in a prison, and even if the person you give it to is reliable, it could always be stolen.
- Do not take blank AVP certificates into a prison and leave them around unwatched. Believe it or not, blank certificates can be used as currency on the prison bartering system, with consequences that can only be detrimental to AVP. Bear in mind that many other things—cigarettes for example—that do not serve as currency in the street take on that function in a prison. Try not to contribute to this black market economy. (The prison's rules are set up partly to avoid this—one reason they should be obeyed even when they seem unreasonable.)

b) ***Jailhouse romances*** are well covered in the report of the Gathering of Women Friends Going Into Prisons, mentioned above. We do not rule out the possibility of an important love, but volunteers must bear in mind that people who are in prison are not living a normal lifestyle, and if we are meeting them for the first time as prisoners, we cannot come to know them as they will be when released. Experience—that of AVP, other volunteer organizations and individuals, and the Department of Correctional Services—overwhelmingly indicates that most jailhouse romances do not long survive in the community, and many have very negative consequences. It is this experience primarily that has prompted the DOCS rule that a person may not be at the same time a registered volunteer and on an inmate's visiting list. That rule offers the volunteer who forms a personal relationship with an inmate a choice of status—volunteer or visitor. It rests with AVP to remember that people going into prisons, especially those involved in prison-born relationships, need support and counsel from people they can trust.

It is up to us all to provide it, and to help people to be clear about the choices they make. Perhaps the most important of our guidelines is, ***trust your own gut feelings.*** If you feel you are being exploited, you probably are. If we respect ourselves and others, we will not go far wrong. We are doing an important, valuable task. With respect, caring, and community, we will do it well.

From *AVP Training for Trainers Manual*

ALTERNATIVES TO VIOLENCE PROJECT

Facilitator/Workshop Guidance & Evaluation

Name _____ Date _____ Type: _____

Basic/Advance/T4T

1. What I did at this workshop that I am proud of? (To Affirm Self)
2. What did each of my team members do that was WOW? (To Affirm Others)
3. What helpful observations can I offer to the team members regarding their facilitation during the workshop? (To Learn More)
4. Issues on which I need reassurance from my team . . . (For Support)
5. Were there any particular participants to whom I was attracted or with whom I particularly struggled that I would like to discuss? (For Support)
6. Ways in which I have seen myself grow as an AVP trainer in this workshop . . . (To Monitor Self Progress)
7. Any comments about the workshop in general?

AVP/CA, 11/05 VR

Alternatives to Violence Project

_____ Workshop Evaluation Name (Optional) _____

1. Tell about something you learned about yourself during this workshop.

2. Tell about something you learned in general.

3. What were some of the most valuable aspects of this experience?

4. How do you think what you've gained here will affect your life?

Evaluation for AVP Workshop Date _____
Name _____ Level _____

Topics	What I liked	What I Didn't Like	Suggestions for Change
Exercises			
The Group			
The Trainers			
Anything Else (Use other side if needed)			

AVP/California WORKSHOP OVERALL EVALUATION REPORT

Location _____ Dates _____

Type of workshop _____

Focus topic if advanced workshop _____

Lead facilitator _____

Other facilitators and helpers _____

Observers, if any _____

Total number of participants _____ Number completing _____ Pins given out _____ Cards given _____

Form filled out by _____

1. Factors that affected the workshop: Positive, negative and why?

2. Team functioning?

3. Interesting events and other comments including selected role plays

4. Type of Post-workshop de-brief:

5. Trainees who showed outstanding ability and capacity to be good facilitators if trained:

List Name and Number:

6. Hours spent on workshop

a) By outside facilitators (include travel time) _____ Miles traveled: _____

b) By inside facilitators (include planning) _____

c) Class hours by participants _____

d) Housing costs or provider: _____

Within one week after workshop attach and give to local council person keeping track of central file:

1. Participants' name, Adjective name and number from sheet passed around requesting names as desired on their certificates. (or for Community workshops: address, etc. for creating a local contact list.)

2. Individual team members' reviews

3. Email this form (AVPpat@earthlink.net) WITH ABOVE NAMES

or copy & mail to AVP/CA, PO Box 3294, Santa Barbara CA 93130

7. Lead facilitator comments on trainee facilitators (this will be used in final certification of apprentices)

Use reverse side:

SIGN IN SHEET

Location:

Workshop Level:

Date:

CERTIFICATE NAME

ADJECTIVE NAME

CDC #

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

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10. _____

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18. _____

19. _____

20. _____

insert facilitators' Log here