

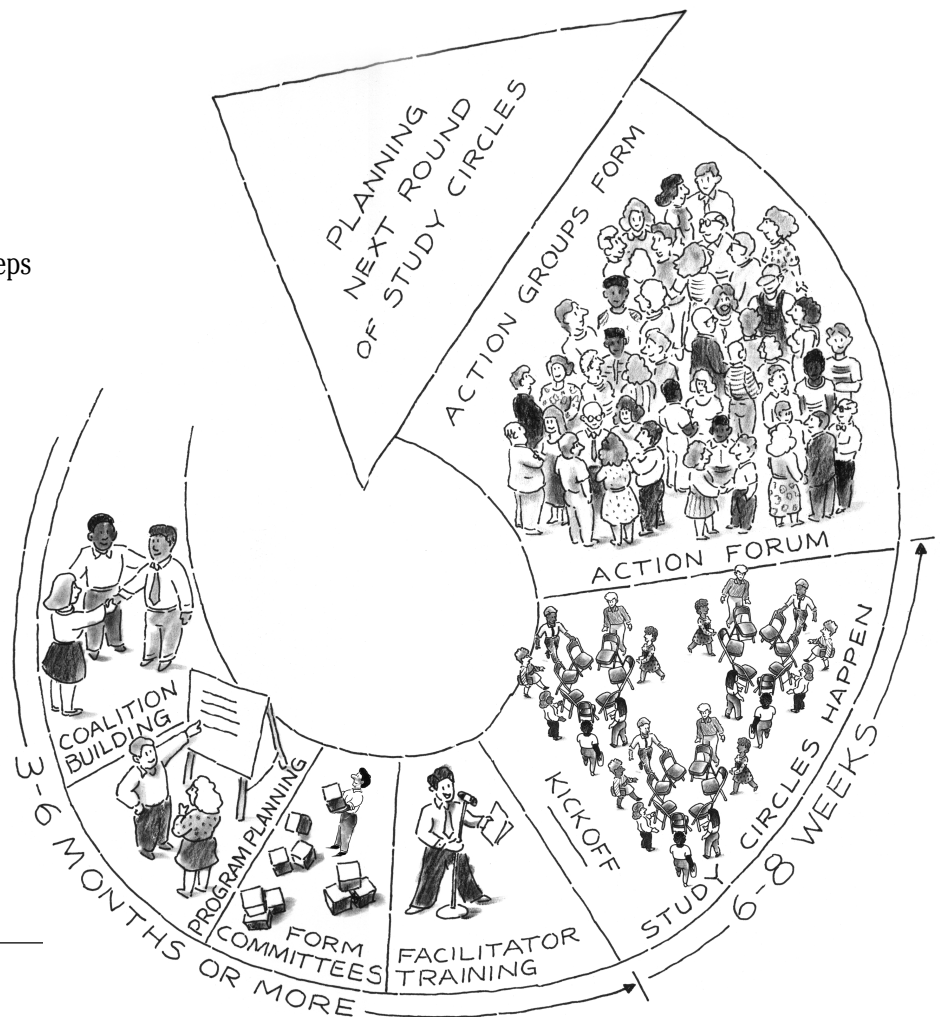
Organizing a Community-wide Study Circle Program

Part 2

Part 2 walks you through the steps of organizing a community-wide study circle program.

- ◆ Each step builds on the one before it. For example, successful recruitment and action results depend on how well you define goals, build your coalition, and develop a plan.
- ◆ Sample documents appear in some sections.
- ◆ Sections can be pulled out, copied, and given to committee members to help them work more easily as a team.
- ◆ Steps can be revisited. Most organizers find themselves going back to various steps from time to time.

The information in this guide should help you to do most of the work without direct assistance from SCRC. It shows you how to implement most of the strategies you need to launch a community-wide study circle program. Whenever you do need our advice or assistance, we encourage you to call us.



Visit
www.studyircles.org

for the latest news from community-wide programs
and updated information for organizing
your program.

< < < **Return to TOC**

The Basic Steps of Organizing

.....

Step 1: *Get Started*

- Build an initial working group, and hold a pilot circle
- Talk about what study circles could accomplish for your community

Step 2: *Clarify Your Issue and Think About Discussion Materials*

- Clarify your issue
- Decide whether you need to create your own discussion materials
- Set up a guide-development committee
- Contact SCRC for advice
- Recruit outside help if you need it

Step 3: *Build Your Team*

Build a Strong, Diverse Working Group and Organizing Coalition
Identify a Coordinator and Establish Clear Areas of Responsibility

Step 4: *Develop a Plan*

- Talk about why it is important to engage the community in dialogue and problem solving on this issue
- Define the goals of your program
- Decide on geographic scope
- Consider how you will achieve diversity in the circles
- Decide what support you will provide for action ideas
- Talk about resources – what you have, and what you need
- Develop a written work plan
- Make sure there is effective communication among all those involved in the work



.....

Step 5: *Share the Work of Organizing Study Circles*

- Plan and Carry Out Communication
- Develop a Budget and Plan for Fund Raising
- Document and Evaluate Your Program
- Recruit Participants and Form Diverse Groups
- Plan for Action, Including the Action Forum
- Recruit, Train, and Support Facilitators
- Plan the Kickoff
- Find Sites and Handle Logistics

Step 6: *Hold a Round of Study Circles*

- Hold the kickoff
- Conduct the study circles
- Have the action forum, and support and track action efforts

Step 7: *Sustain Your Program and Expand the Impact of Your Work*

- Refer back to your initial program goals, and have a conversation about the future
 - Share ownership of the program
 - Support the coordinator
 - Make sure to communicate your successes to the larger community
 - Take care of yourselves and support one another
-