

Facilitators Guide: Keepers-Fixers Input

Facilitators: Your job is to explain the exercises, make sure people take turns.

Scribes: You number the dots and organize their post-it notes on flip chart pages. Make sure notes are complete thoughts.

Ground Rules:

- Be concise and considerate.
- Take turns presenting; listen while you wait your turn.
- Think small and big – everything in park is available to change.
- Talk with your pen – OK to draw on map!
- Have fun. 😊 Your ideas are important!

Tonight's Workshop Exercises:

1. Introduction (5 min.)

Facilitators: Introduce yourself, tell what you study and where you are from. Have each participant give a brief introduction: their name, where they live, what they do. Explain that there are two exercises tonight: the first is identifying existing things about the Eastside neighborhood that are positive and things that are negative and need changing; the second is completing a 2-page survey. Read them the Ground Rules (above), then begin:

2. Mapping The Issues Exercise (30 min.)

Identify positive places in the neighborhood and places that feel negative and need improvements. Each group works on the aerial photograph and goes person-by-person around the table (round-robin) sharing their ideas.

Instructions:

- Each person takes a few minutes to list places in the neighborhood that they like ("Keepers") and places they feel need

change ("Fixers"). Use yellow post-its to list "Keepers" and blue post-its for "Fixers". **Use only one post-it for each idea, and write ideas in complete sentences.**

- After everyone has completed at least two Keepers and two Fixers on their post-its, you can begin. The first person shares what they have written on a post-it, placing a yellow dot on the map that corresponds to their Keeper idea, or a blue dot on the map corresponding to a Fixer idea. The exercise continues, round-robin, with each person giving one yellow and one blue idea at a time until all the post-its are completed. **Make sure ideas are complete, not just keywords.** Ask them to elaborate if needed.
- The Facilitator/Scribe will be responsible for keying the dot to the corresponding note, like this: When the first person reads from their note and places the matching dot on the map, write a "1" on the dot. Take their corresponding post-it, stick it on your flip chart under either the "Keepers" or "Fixers" column and write a "1" on the post-it. When the second idea is shared, write a "2" on the dot and a "2" on the corresponding post-it, etc. The next person shares their first idea; it is "3". Each separate idea should be keyed this way in sequence until all ideas are shared.

It is OK if two people's comments are the same, but each dot should have a unique number.

3. Visioning exercise (30 min) ***new flip chart page**

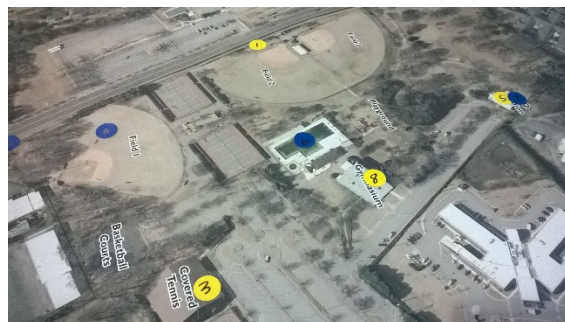
The visioning exercise is the community's chance to express its values by describing their vision of the completed project. Use a new page on your flip chart to collect each person's "Vision" they have written on a post-it (any color is fine).

Instructions:

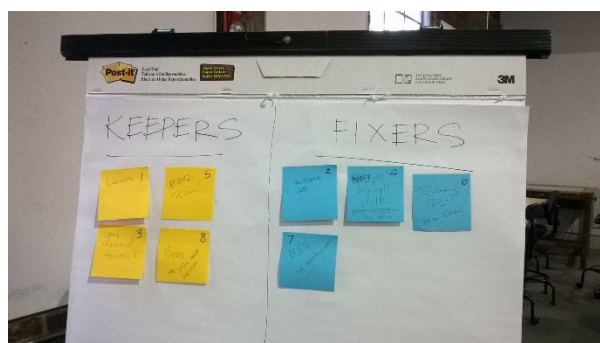
- The Facilitator asks the question: **"Imagine that you have been away for 15 years and you just came back. How do you see the Blackwell Memorial School site improved in 15 years? What amenities or programs are there? What would you be most excited to see? What does the surrounding area look like?"**
- Participants take five minutes to write their vision ideas – **one complete idea per post-it** (any color is fine). After everyone has completed at least 2-3 post-its, the first person reads one idea to the group. No dots are used, but they should feel free to draw on the map to explain their idea, if needed! The facilitator places the post-it on a new flip chart page (no numbering). The second person repeats. The group goes round-robin, one item at a time, until all ideas are shared (or time's up).
- If there is time after everyone has shared, you and your group can discuss obvious trends based on similarities, and move the post-it notes around on the page to group into similar categories.

4. Conclusion

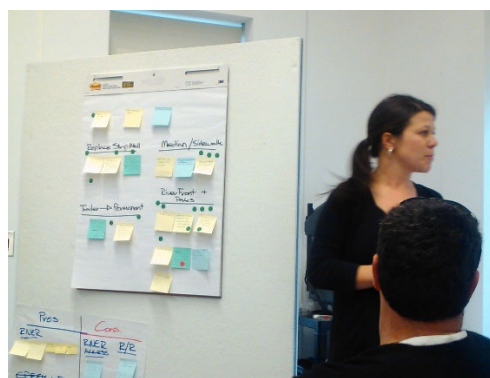
Jennifer will conclude the meeting and thank the public. **Each facilitator should write their name on their group's map and flip chart pages.** After the citizens leave, each team will use the flip chart and the map to briefly organize the input into categories and trends. Make additional notes on post-its or map if clarification is needed, while it is fresh in your mind.



Mapping Exercise: Numbered dots on the map



Mapping Exercise: Group "Keepers" and "Fixers" under each column.



Visioning Exercise: Group like comments to determine trends, and label them.

MAP YOUR TOWN!

STUDENTS: Ask your group the following questions. For each answer given, help them mark up the map(s) to illustrate the area mentioned. Use dots labeled with the corresponding question number. Take notes under each question where relevant.

<p>1. On the map(s), place a green dot where you live, a red dot where you work, and a yellow dot on your "third places". [Third Places are where we spend our free time: church, the gym, the pub, ball courts, etc..]</p>
<p>2. Where are the prettiest streets in town? Draw a SOLID line along or around these areas on a map. What makes them so?</p>
<p>3. Where in town do you/would you not feel safe walking? ? Draw a DASHED line along or around these areas on a map. What is it that makes this area feel unsafe to walk?</p>
<p>4. Do you walk, run, or bike for exercise? Mark your route (or location) on the map with a dotted line (or mark the place with a numbered dot). Are there factors that keep you from walking more often?</p>
<p>5. Where do you regularly shop for groceries? Mark it on the map. How long does it take you to get to your regular grocery store from your house?</p>
<p>6. What activities do you enjoy at Lake Hartwell? Place a dot on the map where you access the lake (if visible).</p>
<p>7. If you have school-age children in your household, do they walk to school? If yes, show us on the map which route they take with a dotted line.</p>