



INFORMATION SESSION AGENDA

Desired Outcome:

Each participant

- feels welcome and connected to the group
- informed about the program and how the circles work
- inspired to join now, or seriously consider this opportunity for the future

The convenor

- feels empowered and excited to step forward in this valuable role
- knows enough to move forward and is comfortable with letting the process unfold
- is satisfied with doing whatever she/he can, and to work with whomever shows up

Materials needed

- BTC Circle Guide
- BTC Action Guide
- List of Discussion Topics (in Circle Guide and on website)
- Be The Change Purpose Statement (in Circle Guide and on website)
- Circle Contact List
- Tea & Snacks (optional but always appreciated)
- Candle (optional: used in opening)
- Timer (or watch)

Agenda (times indicated only as an example- change to fit your own schedule)

7:30 Welcome everyone. (10 mins)

- Introduce yourself, speak about connection to Be The Change, and why you called the meeting.

7:40 Overview of how the meeting will be structured (5 mins)

- Similar to a circle, to get an experience of the general form, but focused on program instead of specific sustainability topic and actions.
- refer to this agenda for overview

7:45 Opening & Purpose (5 mins)

- Choose an Opening from the Circle Guide (Section IV Resources, pgs. 2-14), or use your own (ie. Meditation, Quote from Circle Guide, Lighting the candle, etc.)



- 7:50 Check in (20min.) – 2 minutes each
- Introduce the use of a timer and value of concise sharings in group process.
 - Each person introduces themselves, for a maximum of 2 minutes each. Check in can touch on:
 - o Name.
 - o How you know convenor.
 - o How you heard about Be The Change?
 - o What brings you here?
 - o What do you hope to gain by this meeting?
- 8:10 Overview of BTC Action Circles and the Program Components (30 min.)
- Be The Change: a community engagement program. Based on connection and collaboration; personal empowerment and responsibility. (good info on website & in Action Guide & Circle Guide)
 - Be The Change Action Circle Purpose Statement:
 - o To support each other to live in ways that are ecologically sustainable, meaningful and just.
 - Heart, Head, Hand, (a.k.a. Compassion, Wisdom, Action)
 - o Heart: meeting in circle, connecting with like-minded people, deepening sense of purpose, spiritual fulfillment
 - o Head: Dialogue on readings or focus of circle. Open to collective wisdom. Hear other perspectives and expand our point of view.
 - Read thru list of discussion topics/curriculum available. Discuss other possibilities (website, books, speakers, etc)
 - o Hand/doing: working with Action Guide.
 - Go thru structure of guide covering wholistic lifestyle approach cascading from broad values, to personal intentions to specific action commitments, using Table of Contents in Action Guide.
 - Hundreds of actions to choose from, including Priority Actions
 - Emphasize that the intention is not to do them all, but to find the ones that call to you. Start there, the process is cumulative and exponential.
 - We commit to taking at least one action each week, and report on how we did at the next circle session.
 - Use the researched Probability table (10% if come up with idea, 40% if set a date to complete, 65% if commit it to someone else, 95% if have an accountability appt).



- Role of Convenor and role of Participants:
 - o Show up and contribute,
 - o Commit to the eight sessions
 - o Rotate facilitation – develop leadership, use Circle Guide
 - o Rotate bringing snacks
 - o Someone records the actions, using on-line action tracker
- Costs of materials, who will make copies or if the e-file will be used for the Action Guide.
 - o A.G. is \$12 CDN. per person (plus copying charges)
 - o Two copies of F.G. needed for the group, at \$15 CDN each plus copying charges (to be shared by group).
 - o NWEI Readers are \$22.50 CDN each, plus shipping (if the group uses a reader for dialogue).
 - o Total approx. \$50/pp for circle of 10...approximately \$6.00 per session!
 - o Action guide for all continuing modules, so second module only costs \$25

Establish who would like to join – Dialogue around any Questions

- 8:40 Choose curriculum, if required (15 min)
- Cosmic Pick or Vote are options for choosing the curriculum.
 - The syllabus for each curriculum module indicates the number of sessions and are on-line under Circle Resources.
- 8:55 Set Start Date for Circle (10 mins)
- Count out number of sessions and determine end date for Celebration Circle
 - Set Start Time (ask to arrive early), Length (usually 2 hours),
 - How often meet – weekly, bi-weekly or monthly.
 - Confirm location, discuss transportation and carpooling options
 - send email to confirm all details later
- 9:05 Announcements (10 min.)
- Announce that will do circle registration after closing circle
 - Thank everyone for their participation
 - Talk about next/first meeting: receive materials, learn more about each other; group guidelines; Weekly Action Report
 - Volunteer for refreshments at first meeting?



- Will confirm start date by email. If you registered, you will be set-up with an account on the BTC website, and will receive your account info and password by email.

9:15 Closing (2-5 min)

- Choose a closing from the Circle Guide or use your own (hand holding, meditation, gratefulness/appreciation, extinguishing a candle, silence, etc.). It can also be the same every meeting.

9:20 Registration (10 min. until 9:30 end time)

- Register circle on Circle Registration Form (hardcopy or use laptop).
- Must initial that has read e-doc agreement if Action Guide will be sent to participants electronically.
- Receive payment

Following the meeting:

- Order materials by faxing/emailing the Circle Registration Form and the Order Form to the BTC office: Materials will be sent to convenor to distribute/copy.
- send out reminder/welcome letter to participants before the first official meeting.
- send the Action Guide e-file to participants, and ask them to print and put in 3-ring binder before next circle meeting, or confirm copies being printed for the group and cost.
- On reminder email request everyone read Intro to Action Guide and Table of Contents (if they are receiving it in advance as e-book)
- Can send link for carbon footprint calculator that is found on website under Circles/Circle Resources.