

Breakout Room Facilitator Instructions

Responsibility

Facilitators manage a group of up to six students in a Zoom breakout room. They will help the students stay on task, assist with the understanding and implementation of assigned activities, and facilitate collaboration and active participation among the group. Gov Trek's goal is to give all the students a positive experience with the program.

Expectations

Student abilities and interests may vary widely. Assume each student wants to learn and succeed in the Gov Trek program, and commend them for this. But students should also be clear that there will be campaign winners and there will be campaign losers. If their team wins, they've done the hard work to deserve it! If their team loses, this is a chance to learn from it, pick themselves up and try again. As a mentor, please build trust with your students and ensure a psychologically safe environment where students can give and receive feedback with a positive attitude and without judgment. As students take turns presenting and talking in the breakout rooms, give each student at least one compliment for something she did well, no matter how small, or identify a strength in the student and explain why you think it's good. Encourage positive feedback from her peers.

Activity Protocol

- For each breakout room activity, the first thing you should do is ask the students to turn their cameras on to increase engagement and improve the experience.
- In your first breakout room activity, please introduce yourself.
- If you or the students are speaking to or collaborating on a particular document or website, please have a student share their screen for all to follow along.
- You can provide students with your contact information, phone, and email, in case they need to communicate with you between Saturdays. (Optional)

1/28/23	10:00 - 12:00	SESSION 1: Exploring Political Careers
	10:20-10:30	Breakout Room Activity: Meet your campaign teams! Self-intros + share your top two issues.

In this session, volunteers will facilitate an elevator speech as an ice-breaker activity and delivery of an elevator speech. Go around the room with each girl providing a 30-second self-introduction with the components below:

1. Share your name and where you are from.
2. State your top two public policy issues.
3. Explain why you would like to address these issues and make a difference.

Be sure to have a timer! Each girl gets only 30 seconds.

Students should then deliver an elevator speech.

Breakout Room Facilitator Instructions

An elevator speech is a 30-second speech to identify themselves, say what their goal is and engage the listener with a question. They should conclude with what they would like from the listener. The challenge is to spark the interest of the listener and leave them wanting to help with the ask.

If you have time to spare at the end, remind the girls that when we return to the main room, they will be completing a poll that asks them to rank order campaign roles they would like to take on the campaign team. The choices are to write a speech, give a speech, create an ad campaign, be a campaign manager, and do voter outreach.

After 10 minutes you and your team will automatically be returned to the main room. This is also a lesson in time management for the girls.

2/11/23	10:00 -12:00	SESSION 2: Women’s Leadership & Political Participation
	11:15-11:20	Campaign roles are announced.
	11:20-11:55	Breakout Room Activity: Campaign team project work

In this session, girls will begin to familiarize themselves with their campaign roles, assign tasks, and begin to work on their campaign packages/final project.

Please ensure students review the documents that were provided:

- Political Campaign Project Description (outlines the campaign package and estimated time to complete)
- Judging rubric
- Campaign simulation competition
- Program Syllabus

As the facilitator, you should encourage the students to decide and agree upon task assignments on the project rubric before they begin working. This is a lesson in project management and collaboration. Students will have unique skills and talents and may be better suited for one task over another. It is okay for the girls to agree to switch campaign roles, but do not let them spend too much time deciding this, as the window of time to complete the project is tight.

2/25/23	10:00 -12:00	SESSION 3: Ready, Set, *Live*! Campaigning 101
	11:00-12:00	Breakout Room Activity: Campaign team project work

In this session, girls will continue to work on their assigned tasks for their campaign simulation and work toward the goal of completing their campaign package.

Breakout Room Facilitator Instructions

3/11/23 10:00-12:00 SESSION 4: Campaign Simulation

10:00-11:55 **Breakout Room Activity:** Campaign team project work

In this session, girls will continue their campaign simulation and work toward completing their campaign package. Teams should be at the point where they are practicing, polishing, and finalizing their video submissions which are due 3/18. Additional work outside of the classroom is permitted.

3/18/23 11:59 PM SUBMISSIONS DUE: Political Campaign Package

Round 1 of judging and state finalists announced before 3/25.

Facilitators do not participate in this activity.

3/25/23 10:00-12:30 SESSION 5: Gov Trek Finale & Campaign Competition

In this final session of Gov Trek, eight campaign teams will be selected to participate in the finale. Three VIP industry judges will evaluate and provide constructive feedback to the campaign teams competing in the final round.

Facilitators will be invited to attend the session and watch the competition.