



## Human Dignity Workshop Chapter Preparation Guide

The Human Dignity Workshop is coming to your chapter! As the vp: programming/director of DG Dialogues, you will serve as the chapter contact for this program. In this guide you will find information about the program, your responsibilities of you and your chapter, and other important information. We urge you to read this entire and use it as a guide for preparation!

### WHAT IS THE HUMAN DIGNITY WORKSHOP?

The Human Dignity workshop is a learning experience that includes interactive activities, large group discussions led by a facilitator, small group activities, private reflection, and one-on-one conversations among participants. The workshop will be a conversation about friendship, how we treat ourselves and others, and a reminder of what it means to do good.

### HOW WAS MY CHAPTER SELECTED?

Your chapter is not slated to receive an Act with Intention: Health & Well-Being Series program during this academic year. Delta Gamma continues to be committed to providing our collegiate members with unparalleled educational opportunities and resources. When a chapter receives the Human Dignity Workshop it will count as the chapter's character program for DG Dialogues.

### WHO SHOULD ATTEND THE HUMAN DIGNITY WORKSHOP?

Delta Gamma's goal is for all collegiate members to participate in Human Dignity with every chapter having 100% attendance for their presentation. Human Dignity is an Anchored Event. New members are expected to attend and will count in the roster total. When the HDW is being delivered by your CDC during their scheduled visit, we ask that you schedule a date and time when at least 70% of the chapter can participate. If the program is being delivered by a health & well-being volunteer and the attendance falls below 80% on a weekend program, the chapter may be fined.

### CAN ADVISERS, HOUSE DIRECTORS, OR FRATERNITY/SORORITY ADVISERS ATTEND?

This program is meant to be a conversation shared only between the chapter members and trained facilitators. To encourage open dialogue and honest reflection, we ask that advisers, house directors, and other members of the fraternity/sorority community do not attend the presentation.

### HOW LONG IS THE PROGRAM?

The workshop will last for approximately 1.5 hours. Your facilitators are prepared to facilitate all the activities in that allotted time. There is a debrief after the program specifically for CMT officers that will take approximately 30 minutes

### **WHO WILL FACILITATE THE PROGRAM?**

Delta Gamma has selected a team of trained facilitators to help bring the Human Dignity Workshop to our chapters. The facilitation team consists of CDCs, higher education professionals, staff from other fraternity and sorority headquarters and Delta Gamma alumnae. The chapter will be informed of their facilitator through an introduction email.

### **WHAT IS THE COST/EXPENSE FOR MY CHAPTER?**

The program will come at no cost to the chapter, besides the potential of minor printing costs. All expenses incurred securing a room or AV equipment is a chapter cost. It is recommended that free campus space be utilized for the workshop.

If the program is not facilitated by a CDC, the chapter is responsible for arranging transportation for facilitators to and from the airport, unless a rental vehicle is needed or being utilized by your facilitator. All optional food and drink expenses are chapter costs and are detailed later in this document. Executive Offices will cover the cost of facilitator travel (flights, rental vehicle, or mileage reimbursement, and food).

### **WHAT IS THE TIME/DATE FOR THE HUMAN DIGNITY WORKSHOP?**

Your program will occur during your CDC visit, or a mutually agreed upon date with your assigned facilitator. Once a date is confirmed, please notify the chapter of the program date and share that the program will last approximately 1.5 hours. When you have agreed upon a date, please add it to your Anchorbase calendar.

When deciding date preferences, please consult your Anchorbase calendar as well as your university calendar to ensure that you are not recommending a date that is over a university break or during another significant chapter or campus event.

### **WHERE WILL THE WORKSHOP TAKE PLACE, AND WILL I NEED ANY EQUIPMENT?**

Once your program is scheduled, the chapter will need to reserve a room with a LCD projector and a screen for a PowerPoint presentation. An ideal location is a room with moveable seating to accommodate the activities of the workshop. The space must be large enough to accommodate all chapter members in chairs. When reserving your space, plan for an additional half an hour at the beginning of the reservation to account for event setup time. Any expense incurred in securing AV equipment or a room is a chapter cost.

If your chapter is larger than 175-200 members, you will need to have two separate times to offer the program. The facilitator will deliver 2 programs in total.

### **WILL ANY MATERIALS BE REQUIRED?**

The chapter will be responsible for ensuring the following materials are printed prior to the program if they requested the workshop:

- Human Dignity Promise – 1 printed copy per participant
- CMT Debrief Worksheet – 1 per printed CMT Member

### **WHAT HAPPENS IF WE NEED TO RESCHEDULE/CANCEL THIS EVENT?**

If the chapter needs to reschedule this event, please alert Executive Offices staff immediately. Should you have to cancel the workshop, your chapter may receive a fine covering the cost of the program to reimburse the Fraternity. Cancellation fees will be assessed if an appropriate warning is not provided.

Should you have any questions regarding the scheduling and preparation for the Human Dignity Workshop, please feel free to reach out to Kollin Fitzpatrick, assistant director for health & well-being at [kollin.fitzpatrick@deltagamma.org](mailto:kollin.fitzpatrick@deltagamma.org).

## **Recommended Planning Timeline**

### **Two months prior to the Workshop (or as soon as possible):**

- A program date is scheduled during your CDC visit or selected with your facilitator.
- Reserve space for the Workshop.
  - Refer to reservation specifications above.
- Reserve equipment for the program.
  - In order to successfully facilitate the curriculum, the facilitator will need access to a computer, LCD Projector and projector screen.

### **One month before the program (or as soon as possible):**

- Contact your facilitator (by email or phone) to confirm the program's date, time, and location. Give your facilitator your contact information so that they may reach you on the day of the program. If applicable, ask your facilitator if they need transportation from the airport or train station; if they do, coordinate that for them. Depending on the distance, the facilitator may be renting a vehicle.
- Ensure that your chapter's "Campus Resource Worksheet for Collegiate Chapters" is up to date.
- Make sure the required materials for the program (outlined above) are printed.

### **One Week before the program:**

- Make sure you have contact information for your Human Dignity facilitator for emergency purposes.
- Send reminder to the chapter that promotes the program positively, remind members to bring a pen/pencil and introduce your facilitators.
- OPTIONAL: Order or purchase food/snacks. If you would like to get your facilitator a gift, such as a coffee mug representing your campus or chapter, that is encouraged. This is a chapter expense.

### **Day of Human Dignity:**

- Meet your facilitator at least one hour prior to program start to help set up the room.
- If applicable, pick up your facilitator and bring them to campus.
- Be prepared to serve as the on-site coordinator for this event:
  - Take attendance at the beginning and end of the presentation. For the chapter to receive attendance credit, each member must complete the assessment at the end of the program.
  - Remind all participants that no cell phones or electronic devices are allowed during the program's duration.
  - Let participants know where the restrooms are.
  - Make sure all participants behave respectfully and return promptly after breaks.
  - Introduce and welcome the facilitator at the beginning of the program.
  - Thank the facilitator at the end of the program before chapter members are dismissed.

### **After the Workshop:**

Within ONE WEEK of receiving the Human Dignity:

- Send a "Thank You" note to your facilitator for helping you "Do Good" for our communities, campuses, and members.

### **TIPS FOR SUCCESS**

What can chapter officers do to ensure a successful workshop?

Here are some tips we have based on our experiences with workshop:

- Remind members that the program takes two hours; this will help them to plan adequately and eliminate any surprises during the program.

- Provide food OR let them know to eat beforehand. When members are hungry, they are less likely to participate positively.
- Set expectations with CMT that they need to be great examples regarding participation.
- It's essential to have all the needed equipment arranged and tested, such as a projector and computer.
- Provide detailed information to the facilitators on where to go and how to get to the location, including parking. Unfamiliar campuses can be very difficult to navigate, even with GPS.