



Host/Facilitator Welcome

Thank you for downloading this materials kit prepared by students overseeing these *American Immigration Forums* (AIForums)! This kit will provide you with the basic documents necessary for your friends, family, neighbors, and community to have a meaningful conversation about this round's selected focus on immigration reform. **If you wish, our process is designed to accommodate adding your own private materials and survey questions to better engage your specific audience.** Call our message line if you are interested in utilizing this powerful free feature: 425-606-4340.

This kit is meant to allow you to host or facilitate a face-to-face small group conversation. If you do not wish to host a small group, you can still participate without the kit, by visiting the AIForums website and clicking on the **red Survey tab** near the top right corner of the page.

The contents of this kit are:

1. This Welcome and Overview (3 pages)
2. The paper version of the statewide survey (7 pages)

Overview of the process

This is an overview of a simple process that you can use if you want to. You are welcome to use any process you wish. The only requirement is that every host provide the paper survey to each participant. See the end of this document for survey handling instructions

BEFORE YOUR GATHERING (& as soon as possible):

1. Familiarize yourself with this kit. The paper survey is the critical piece that must be given to everyone who participates after your conversations are over and before people leave.
2. Decide on a time to meet (**before the 2014 school year is over**), and also on a place that can accommodate the number of people you are hosting. Our suggestion is to plan on taking two hours so you have plenty of time for meaningful discussion and completing the survey.
3. Reach out to your friends, family, neighbors, and/or your community and invite them all to join you for a conversation about immigration reform in America.

DURING YOUR GATHERING:

1. Greet your guests. It's OK to ask for donations to help cover your costs. If you want to stay in touch later then ask guests to volunteer their contact information.
2. Start out with quick introductions to help people get comfortable. If people don't know what to say, encourage them by asking why they wanted to participate; what do they hope to hear or learn or share with others? During these quick introductions everyone should just listen, and not judge or comment.
3. Next, begin your conversations – what are the current understandings and personal stories in the room about immigration and the need (or not) for reform? Are there hopes? Are there concerns? Ultimately, the goal is to share opinions and experiences through dialogue. If conversation stalls we encourage you to bring up interesting questions to help keep the conversation moving. Refer to the survey questions if you feel you need a catalyst for your conversations.
4. Finally, when you are about 30 minutes from being finished, please hand out the paper survey and speak these general instructions:

Thank you for your time today. I assure you it is meaningful and very much appreciated.

You have been handed a special "Opinionnaire® Survey" that has been prepared by students with the American Immigration Forums. It is designed to elicit strong reactions and measure your opinions using a standardized scale. What a statement is supposed to "mean" is left up for each of you to interpret on your own. But if you think what you are reading is misleading or poorly written then you are asked to mark "OBJECT." If you don't have a clear opinion about what you have read then you are asked to mark "ABSTAIN." If you come down squarely in the middle on a question – if you can lean either way – then you should mark "NEUTRAL." Please note that each of these is a different response with a different meaning.

At least one demographic question and one topic question must be answered for the survey to be considered valid. Any answers left blank are the same as marking them abstain. Please remember to take the last page of the paper survey with you when you leave and use it to invite anyone else to participate.

Again, THANK YOU!

AFTER YOUR GATHERING:

1. Thank your guests!
2. As host/facilitator, you have 3 options for handling the finished paper surveys:
 - a. **You can have each participant keep their survey** and use it to repeat their answers online at the web address shown at the top of the first page: www.bit.ly/AIF3Paper

- b. **You can collect any finished paper surveys and enter them online yourself** at a special “kiosk” address only for hosts or facilitators: www.bit.ly/AIF3KioskEntry
- c. **You can collect any finished paper surveys and send them to AIForums** for processing.
 - i. You must include your contact information (at least your full name, phone, and email address) so we can follow up with you again if needed.
 - ii. Mail surveys to the address:
American Immigration Forums, c/o John Spady, 4426 2nd Ave NE, Seattle, WA, 98105.

REMEMBER: If you mail any surveys, leave us a message at 425-606-4340.

If you need any assistance, or have any questions or suggestions about anything in this kit, then call the same number and leave us a message.

Thank you for your efforts as a host or facilitator for the
American Immigration Forums
— “*Because every voice matters*” —