

Co-planner Program Guidelines

Last Updated: March 17, 2018

Requirements

1. Must be a young person 17-29, living in Hamilton or the surrounding area
2. Must self-identify as LGBTQ+/queer/trans/nonbinary, two spirit or otherwise under the rainbow. Allies are welcome to contribute their skills to spectrum outside of the co-planner program.
3. Must attend at least one spectrum event prior to starting the co-planning process. This requirement is to help acquaint the co-planner with spectrum's format and guiding principles. If this requirement is a barrier for you, please contact our Program Coordinator at iyssika@spectrum.ca.
4. Must support and commit to our general statement of accountability. This statement can be found at <https://www.spectrum.ca/accountability>.

Accessibility and Compensation

To reduce barriers to participating in the co-planner program, program participants will be compensated for 8 hours of their time at a rate of \$20/hr (\$160 total). Actual time spent on planning the activity may vary depending on the activity chosen by the co-planner. Our program staff will guide and support the participant in planning and developing the activity to ensure time and effort spent is appropriate, given the hours allotted for the co-planner position.

Bus tickets are available to participants for all required meetings with program staff; meetings and events may also be planned at locations outside YWCA Hamilton to best reach the needs of co-planners and participants.

Any accessibility or accommodation needs will be addressed in the co-planners initial meeting with program staff. We are committed to making spectrum events, as well as the co-planner program, accessible to all members of the community.

Selection Process

- All co-planners who meet our requirements will be invited to co-plan an event with us; community building is for everyone!
- Spectrum reserves the right to prioritize co-planned events that create space for marginalized queer communities (i.e. BIPOC [black, indigenous, people of colour], two spirit folks, trans folks, nonbinary people, disabled folks and newcomers, etc.)
- Spectrum may also prioritize co-planning events based on seasonal requirements (i.e. prioritizing a snowshoeing event over painting in winter months)
- If there is significant interest in co-planning at any given time, co-planners will be selected based on identified and relevant needs or on given availability

Co-planning process

As a first-time co-planner, we invite you to plan one of our monthly social or active meetups with us. Generally, these meetups are open spaces to meet other community members with similar interests.

If you have either previously co-planned an event with us, or you have significant planning or organizing experience outside of spectrum, as determined by our staff, you are eligible to co-plan a workshop with us.

- Initial meeting (1 hr)
 - This will be a space to refine your event idea to fit into our program model and structure
 - If you don't have a specific event idea, we will use this meeting to brainstorm together about potential ideas.
 - We will also go over our accountability statement, answer any questions you may have, and go over co-planner expectations and requirements
- One-on-one Anti Oppression and community building development conversation (2 hrs)
 - This meeting is to discuss how to apply Anti-Oppressive principles to your event, and discuss accessibility and accommodations needed to broaden participation in your event.
 - We will discuss your thoughts on Hamilton's community and barriers to accessing community and resources
 - We will create space to talk about your interest in building community
- Promotional Meeting (1 hr)
 - We will talk about what is needed to promote your event (social media graphics, posts, outreach)
 - We will share the techniques and free online resources that we use to promote our events
 - Together we will create a promotional strategy catered to your event and potential participants
- Final planning meeting (0.5 hrs)
 - The week of the event, we'll go over any outstanding questions you may have, any resources you'll need for your event (i.e. supplies, snacks, etc.)
- Hosting your event! (2.5 hrs)
 - We expect you to arrive 30 minutes prior to your event to set up the space
 - Spectrum staff will be available for support and co-facilitation
- Debrief and Evaluation (1 hr)
 - Following your event, we will debrief with you about the event. This is a space to talk about challenges, successes, lessons learned, and also for you to give feedback about the co-planner process.