



*New Conversations About Race and Racism*TM Facilitation Policy

The Saint Paul Foundation is happy to provide facilitation assistance to groups using the *New Conversations About Race and Racism* discussion tool. Foundation staff will work with your organization to plan the most successful session possible. The following document outlines our policies regarding facilitation assistance.

***New Conversations About Race and Racism* Facilitation**

The Saint Paul Foundation provides free facilitation assistance to *New Conversations* hosts in Minnesota. The session must meet the following requirements:

- The conversation must take place in Minnesota
- The session must be hosted by an organization and involve 20+ participants
- The session must take place at a mutually agreeable time and take place in one sitting

In addition, the hosting organization is responsible for:

- Providing a room that has movable chairs and appropriate audiovisual equipment.
- Ensuring that the room and AV equipment (DVD player or computer with DVD capability/projector) are set up appropriately
- Returning completed copies of the host and participant evaluations from all sessions to The Saint Paul Foundation
- Copying participant materials

The Foundation offers up to two free sessions per organization. Although the Foundation will not charge a fee for these sessions, donations to the initiative are welcome.

***New Conversations About Race and Racism* Facilitation Training**

Free train-the-trainer sessions are also available for larger institutions in Minnesota. The length of the training is between eight and ten hours and typically takes place over two days.

The hosting organization is responsible for:

- Ensuring that between eight and ten individuals attend the training.
- Providing a room that has movable chairs and appropriate audiovisual equipment.



- Ensuring that the room and AV equipment (DVD player or computer with DVD capability/projector) are set up appropriately.
- Submitting a one-page implementation plan within four weeks after the training
- Returning completed copies of the host and participant evaluations from all sessions to The Saint Paul Foundation.
- Typing up any meeting notes to distribute to the group
- Copying participant materials (upon request of the Foundation)

Although the Foundation does not charge a fee for these sessions, donations to the initiative are welcome.

For More information

Sharon Goens, Racial Equity Conversation Coordinator will be happy to talk to you further about facilitating a session. Please do not hesitate to contact her at 651.325.4265 or at srg@saintpaulfoundation.org if you have any questions.