

REMEMBER

THE

400

CLUB TOOLKIT

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REMEMBER_{THE}400

CLUB TOOLKIT

OUR MISSION STATEMENT

OUR MISSION TELLS THE TRUE STORY OF THOSE CAPTIVES WHO LANDED ON THE SHORES OF THE AMERICAS 400 YEARS AGO. WE SEEK TO IMPLEMENT AND SUPPORT INITIATIVES THAT RIGHT THE WRONGS OF THIS DARK PAST AND COMMENCE THE HEALING PROCESS. WE BRING TOGETHER INDIVIDUALS AND ORGANIZATIONS DEDICATED TO CREATING A POSITIVE REGIONAL IMPACT OF HEALING THE RACIAL DIVIDE.

THE FIRST ARRIVAL - THE FIRST SLAVE CAPTIVES ARRIVED IN HAMPTON, VIRGINIA DURING THE LATTER PART OF AUGUST 1619. THROUGHOUT THE NEXT 400 YEARS, THOSE SLAVE CAPTIVES AND THEIR DESCENDANTS HAVE MADE INVALUABLE CONTRIBUTIONS TO THE FABRIC OF HUMANITY. WE ARE OBLIGATED TO TELL THE STORY OF THE UNYIELDING STRENGTH AND FORTITUDE OF THIS PEOPLE AND CELEBRATE THEIR ACHIEVEMENTS.

“We must never forget!”



GOALS OF REMEMBERTHE400 CLUB

- Rally individuals and organizations in support of the **rememberThe400** movement.
- Hold corporations, elected officials and educators accountable.
- Move forward to peace and prosperity for all through community activism.

Meeting Norms

The following norms or ground rules are intended to make the meetings more pleasant, productive, efficient, and effective:

- Treat everyone with respect
- Start and end meeting on time
- Stay on Topic
- Meeting duration should be 90 minutes or less
- Appoint a note taker to capture meeting notes and confirm takeaways at end of each meeting
- Wear **rememberThe400** T-shirts during club meetings. T-shirts can be purchased at www.rememberthe400.com
- Take pictures and video (60 seconds or less) for social media

REMEMBER THE 400 Agenda Template

- **Introduction & Review of Club Goals**
- **Announcements of Upcoming Events**
- **Reflection Topic/Guest Speaker(s)**
- **Call to Action**
 - Discuss and implement plans for attending commemorative events in Hampton, VA
 - Sign Online *Petition for Healing*
 - Become a social media follower
 - Implement initiatives to increase followers
 - Take pictures and videos (**60 seconds or less**) of meeting activities and direct message rememberthe400 social media handles
- **Review Meeting Takeaways**
- **Confirm Next Meeting**

Facilitator Checklist

Before the Meeting Planning

- Identify the meeting purpose and desired outcome (By end of meeting, I want the group to...)
- Prepare agenda in advance; ask for input and revise as necessary
- For each agenda item, identify action to be taken (discuss, decide, for information) and assign appropriate leader and time limit
- Determine strategies to achieve purpose (brainstorming, small group discussions, increase followers, etc.)
- Identify a facilitator, recorder, minute taker and timer as needed
- Reserve room, equipment and refreshments as needed
- Set-up Arrange tables, chairs, visuals and refreshments
- Bring copies of agenda and supplemental materials (markers, paper, tape, etc.)

Facilitating the Meeting

At the Beginning of the Meeting

- Start on time
- Discuss the purpose of the meeting and outcomes expected
- Review the agenda, time frame and format for meeting
- Have individuals introduce themselves; consider an icebreaker activity
- Develop or review ground rules; revise if necessary

During the Meeting

- Keep the group on track and on time
- Encourage participation and protect minority opinions
- Demonstrate respectful behavior
- Confirm group's decisions or agreements
- Respectfully enforce ground rules
- Provide breaks when needed

At the End of the Meeting

- Clarify next steps
- Confirm action items, person responsible and due dates
- Set next meeting & Thank the group
- End on time & Create reminders to check in with those responsible for action items