AKRON COMMUNITY FOUNDATION

HOST TOOLKIT

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TABLE OF CONTENTS

1. INTRODUCTORY LETTER
2. TO-DOS ON OCT. 3
3. BEFORE THE EVENT
4. DURING THE EVENT
5. PRIORITY ISSUE: DRUGS &ADDICTION
6. PRIORITY ISSUE: OUR AGING SENIORS
7. PRIORITY ISSUE: DIVERSITY, EQUITY AND SOCIAL INCLUSION
8. GUEST SIGN-IN SHEET
9. HOST TRAINING INFORMATION
10. TAKE ACTION WORKSHEET

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THANK YOU

Thank you for hosting a mealtime conversation as part of On the Table Greater Akron on Thursday, Oct. 3. You are a vital part of this community-wide initiative to bring diverse residents together at family dinner tables, local restaurants, churches, parks, community centers, classrooms and more.

This year, we're asking participants to present ideas related to our three current proactive grantmaking strategies: Drugs and Addiction, our Aging Senior Population and Diversity, Equity and Social Inclusion. Remember that these are conversation prompts, and you are free to discuss whatever topics you wish at your On the Table gathering.

The ideas presented at your conversation can lead to actual change, as we're once again awarding On the Table Impact Grants to some of the best ideas to emerge at this year's event. Shortly after On the Table, we'll send all participants a link to the grant applications.

This host toolkit will help prepare you for your discussions, but should you have any questions, please visit our website at onthetableakron.com or send an email to info@onthetableakron.com for more information.

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TO-DOS ON OCT. 3

1. **Register Guests:** Submit your guests' names and email addresses on our website at **onthetableakron.com/GuestRegistration**. This information will only be used to share On the Table Greater Akron updates.
2. **Fill out the Survey:** Leave 10–15 minutes at the end of your conversation for participants to fill out the survey online or on paper. Encourage guests to text **OTTOH** to **797979** to receive a link for the online survey. If paper surveys are needed, you may download a copy at **onthetableakron.com/Resources**. We'll also send survey reminders to guests.
3. **Submit Surveys:** Submit paper surveys no later than Oct. 11 to Akron Community Foundation, 345 W. Cedar St., Akron, OH 44307.
4. **Get Ideas Funded:** Did an actionable idea arise from your conversation? Consider applying for an On the Table Greater Akron Community Impact Awards grant. Grant applications will be open from Nov. 1–30, 2019. Details will be sent to participants after the event and be available on the website.
5. **Share on Social Media:** Be sure to use **#OnTheTableAkron** and tag us on Facebook: **Akron Community Foundation** / Twitter & Instagram:**@AkronCF**.

Thank you for hosting!

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BEFORE THE EVENT

So, you've decided to host one or more conversations for On the Table Greater Akron on Oct. 3. Start planning your conversation with these easy steps.

Register as a host

If you haven't already done so, make sure you sign up as a host on our website: **onthetableakron.com/hostregistration**. If you are part of a super host group, you still need to register as an individual host.

Determine the time

Your 60- to 90-minute conversations can happen over breakfast, lunch, dinner or anytime in between. While we encourage participation on Oct. 3, we understand you may need to gather your participants on a different day. We only ask that you hold your conversation within a week of Oct. 3 so we can include your participants in the survey.

Create the guest list

Eight to 12 guests per table is ideal. On the Table Greater Akron is about giving everyone the chance to speak and be heard. If you want to host a larger gathering, consider breaking into smaller groups and allowing time for each group to discuss and report out to the group at large.

The invitation list is up to you. Start with people you know — friends, family, colleagues, neighbors — and then expand your circle. Having a diverse conversation will help ensure more engaging dialogue. Consider co-hosting your event with a local nonprofit or church. Ask your guests to bring a friend or invite people from your network who don't already know one another.

Spread the word

How will you use your On the Table Greater Akron conversation to bring your colleagues, friends, family and neighbors together to create change in your organization, neighborhood or throughout the community? Akron Community Foundation encourages you and your guests to share with us before, during and after your conversation using the hashtag **#OntheTableAkron**.

DURING THE EVENT

The table is set, guests are gathered, you've determined the issue(s) you'll discuss... now what?

Set expectations for the group

- Review the timeframe, discussion questions and the focus on actionable solutions and discussion questions
- Share the priority for your conversation and related local data from the toolkit
- Encourage participants to listen closely and take turns speaking

Discussion tips

- Allow conversation to flow freely
- Keep the group focused on the priority and questions
- Invite guests to follow up and expand on ideas
- Acknowledge emerging themes
- If conversation lags, refer to toolkit discussion points (in pgs 5–7)

Manage participation

- Encourage everyone to participate
- Invite quiet guests to share their ideas
- Diplomatically suggest a high frequency speaker give others a turn to talk

Provide closure

- Review actionable solutions from discussion
- Complete the Take Action Worksheet
- Encourage participants to complete the survey – end 15 minutes early if your group will use paper surveys
- Share photos and stories from your conversations on social media using **#OntheTableAkron** (and encourage your guests to share, too!)

Discussion Questions:

What can we do together to generate positive solutions?

- ***What specific actionable solutions are needed?***
- ***Who needs to be engaged to be successful?***
- ***What are our individual or group's next steps?***

Questions? You can reach us at **330-376-8522** or **info@onthetableakron.com**. On the Table conversations should welcome new ideas and provide an opportunity for all participants to reflect on what they value most.

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PRIORITY ISSUE

DRUGS & ADDICTION

Data

- In 2018, an estimated 1,200 Summit County residents entered a local emergency room after overdosing.
- Most of those who complete treatment relapse in the year following treatment, with most relapses occurring within 90 days.
- About 64% of those entering publicly funded treatment already have one or more previous admissions.
- 15% of Summit County high school students report using prescription drugs without a doctor's prescription one or more times during their lifetime.

Discussion Points

- Drug (opioid) epidemic
- Overdose rate
- Mental health resources
- Addiction treatment
- Treatment facilities/ Step-down treatment
- Relapse/Repeated treatment
- Prevention for youth
- High rate of youth use

The priority issues are just a few and can serve as a starting point for your conversation. Feel free to discuss other topics, but the three priority issues will be the focus of Akron Community Foundation's On the Table Impact Grants, following the event.

For more information about 2018's conversations, visit onthetableakron.com/results, where you can access a highlights report, as well as the full report and data set.

PRIORITY ISSUE

OUR AGING SENIORS

Data

- Currently, 23% of Summit County is made up of residents 60 and older. By 2030, that number will rise to over 30%.
- An estimated 9,500 seniors age 60 and older in Summit County (5.9%) fall below the federal poverty level.
- Up to 76% of Summit County residents say they cannot afford long-term home or nursing care should they need it.
- More than half of senior households in Akron are individuals living alone, compared to 41% in the suburbs.

Discussion Points

- Aging at home
- Lack of funding: federal, state, local
- Increasing percentage in our community
- Lack of resources
- Community awareness of available resources
- Affordability of health care
- Accessibility issues
- Transportation
- Spiritual support
- Social isolation
- Community engagement
- Safety and security
- Caregiving

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PRIORITY ISSUE

DIVERSITY, EQUITY AND SOCIAL INCLUSION

Data

- Nearly 6 in 10 local black families struggle to make ends meet, which is more than double the overall average and triple the number of white families.
- Akron ranks in the 52nd percentile for overall inclusion but 73rd for racial inclusion.
- Only 15% of black students are career and college ready, compared to 42% of students overall.

Discussion Points

- Racism
- Sexism
- LGBTQ+
- Developmental disabilities
- Inequities in health, education, employment, income
- Generational poverty
- Youth/senior inclusion
- Social inclusion
- Cross-cultural sensitivity

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For more information about 2018's conversations, visit onthetableakron.com/results, where you can access a highlights report, as well as the full report and data set.

GUEST SIGN-IN SHEET

If possible, we request that you please register your participants online rather than submit this form. Please visit **onthetableakron.com/GuestRegistration** to submit your participants' names and email addresses so we can send them follow-up information and the final report when it's available.

If you need to submit a paper form, please scan or take a photo of this completed sign-in sheet and email it to **info@onthetableakron.com** no later than Oct. 9.

HOST NAME: _____ ORGANIZATION NAME: _____

HOST PHONE NUMBER: _____ HOST EMAIL: _____

CONVERSATION DATE / TIME: _____ CONVERSATION LOCATION: _____ NUMBER OF PARTICIPANTS: _____

GUEST FIRST & LAST NAME	GUEST EMAIL ADDRESS

*Please print legibly and in blue or black ink

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HOST TRAINING INFORMATION

Hosts are encouraged to attend an informal, in-person training session or view an online training video before hosting a conversation on Oct. 3.

Both types of sessions will include:

- **An overview of On the Table Greater Akron**
- **Ideas for planning your event**
- **Tips for facilitating a conversation where everyone has a voice**
- **Sample conversation guidelines and question prompts**
- **Ways to share the big ideas and bold solutions that are discussed**

Four in-person training sessions are available, but space is limited, so we encourage you to RSVP as soon as possible. A training video is also available at **onthetableakron.com/Resources**.

HOST TRAINING SESSIONS

Thursday, Aug. 15, 9–10:30 a.m.
American Red Cross
501 W. Market St.
Akron, OH 44303
RSVP at bit.ly/OTThost01

Tuesday, Sept. 17, 5–6:30 p.m.
American Red Cross
501 W. Market St.
Akron, OH 44303
RSVP at bit.ly/OTThost03

Thursday, Sept. 5, 3–4:30 p.m.
American Red Cross
501 W. Market St.
Akron, OH 44303
RSVP at bit.ly/OTThost02

Thursday, Sept. 26, 3–4:30 p.m.
American Red Cross
501 W. Market St.
Akron, OH 44303
RSVP at bit.ly/OTThost04

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TAKE ACTION WORKSHEET

Use this worksheet to jot down notes during your conversation(s).
Try to include specific actions and insights mentioned throughout the conversation.

Please return a copy of this sheet and email it to **info@onthetableakron.com**.

What can we do together to generate positive solutions?	
What specific actionable solutions are needed?	
Who needs to be engaged to be successful?	
What are our individual or group's next steps?	

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