

Planning Your CEE

Adapted from the VIH Program Community
Engagement Experience (CEE) Booklet

Supplemental Worksheets




- This presentation is heavy in information. It is recommended that your team fills out the supplemental worksheets while going through the CEE Planning Guide.
- Taking time to plan your CEE early will allow the planning process to move smoother.
- Review the *Funding and Advertising Guidelines* mandated by the Heinz Endowments with your Campus Coordinator prior to initiating your CEE planning processes.

Where we are going: *The planning process!*

Vision: A broad general statement about what you hope to accomplish or change (please see *Developing a Vision Statement* for more information)



CEE: The vehicle that allows you to fulfill your vision



Components: Individual parts of the CEE



Action Plan: Concrete steps that allow you to accomplish each component of the CEE

Developing a CEE

Your CEE is the vehicle that allows you to fulfill your vision

Tip:

Use your *resource analysis* to develop a CEE that fulfills your vision and is feasible with the resources that are available to your team.

Examples:

1. Vision: To deepen appreciation for diversity in Islam.

CEE: Plan a fashion show to educate community members on the diversity of cloths, styles, and colors of the Hijab.

2. Vision: To raise awareness about human trafficking.

CEE: Plan to show a movie, host a guest speaker and/or panel, and hold roundtable discussions on human trafficking as a means for community members to raise awareness and develop action plans to get involved in prevention efforts.

What are the components of your CEE?

How will you accomplish your CEE?

- *Components* allow you to break your CEE into a smaller pieces
-

Example:

Vision: To deepen appreciation for diversity in Islam.

CEE: Plan a fashion show to educate community members on the diversity of cloths, styles, and colors of the Hijab.

Components:

- To bring in a knowledgeable female announcer that will host the fashion show
- To recruit women to model various Hijab styles at the fashion show
- To facilitate a Hijab station where community members can try on different Hijabs
- To set up educational “tables” that will address various issues that affect women in Islam
- To create an educational pamphlet that can be shared with audience members
- To recruit student groups on campus to volunteer at the event
- To effectively market the event to the campus community
- To effectively secure appropriate event space, technology support, and food for the event

Developing an Action Plan for Each Component

Action Plan: Concrete steps that will allow you to accomplish each component of the CEE

Example:

Vision: To deepen appreciation for diversity in Islam.

CEE: Plan a fashion show to educate community members on the diversity of cloths, styles, and colors of the Hijab.

Component:

- To bring in a knowledgeable announcer that will host the fashion show

Action Plan:

Task:	Task:	Task:	Task:
Necessary Steps:	Necessary Steps:	Necessary Steps:	Necessary Steps:
Person Responsible:	Person Responsible:	Person Responsible:	Person Responsible:
Due Date:	Due Date:	Due Date:	Due Date:

Action Plan Example

Component: To bring in a knowledgeable announcer that will host the fashion show

<p>Task: Identify a local woman who is knowledgeable about the Hijab</p>	<p>Task: Contact the identified woman to discuss the needs of the CEE team</p>	<p>Task: Confirm the attendance of the identified host</p>	<p>Task: Provide the speaker with talking points and detailed information about the event</p>	<p>Task: Call the speaker one week before the event for a final confirmation</p>
<p>Necessary Steps:</p> <ul style="list-style-type: none"> • Individual group members should talk to friends, faculty members, and community members to identify women who could host the show •The entire group should meet to discuss the women they have identified (October 15) •The group should create a list of which women they want to approach (October 25) 	<p>Necessary Steps:</p> <ul style="list-style-type: none"> • Gather the contact information of the identified host • Call the potential host to discuss the event and set up a face-to-face meeting • At the face-to-face meeting explain the event to the potential host • At the face-to-face meeting ask her what she feels comfortable talking about 	<p>Necessary Steps:</p> <ul style="list-style-type: none"> •Call the host to confirm that she will be able to attend the event •Explain that you will provide her with talking points at the end of January 	<p>Necessary Steps:</p> <ul style="list-style-type: none"> •As a group discuss the broad topics that you would like the host to address (these should be topics that the speaker feels comfortable with) • Craft a document that gives the host a few speaking points and time constraints • E-mail the host the talking points document • Call the host to confirm that she received the document 	<p>Necessary Steps:</p> <ul style="list-style-type: none"> • Call the host one week before the event to confirm her attendance • E-mail the host detailed directions that will allow her to easily find the event • Provide the host with a campus map and parking directions
<p>Person Responsible: Carrie, Sarah, and Estre</p>	<p>Person Responsible: Carrie and Estre</p>	<p>Person Responsible: Estre</p>	<p>Person Responsible: Carrie, Sarah, and Estre</p>	<p>Person Responsible: Sarah</p>
<p>Due Date for Completed Task: October 25, 2011</p>	<p>Due Date for Completed Tasks: November 20, 2011</p>	<p>Due Date for Completed Tasks: December 15, 2011</p>	<p>Due Date for Completed Tasks: January 25, 2012</p>	<p>Due Date for Completed Tasks: March 10, 2012</p>

Team CEE Calendar

Team Members:
 Carrie: Purple
 Sarah: Orange
 Estre: Red
 All: Black

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Group Meeting: Kiva Han at 5pm	4 Email meeting minutes to the team	5 Identify potential women who can host the fashion show	6 Call the Student Union to reserve event space	7
8	9 Schedule a meeting with our campus coordinator	10	11	12 E-mail team members with the group agreement	13	14
15	16	17 Group Meeting: Kiva Han at 5pm	18 Email meeting minutes to the team	19	20	21
22	23 Contact the Islamic Center	24	25	26 Meet with potential host at 4pm	27	28

Planning your CEE!

What is your CEE?

What are the components of your CEE?

1. _____

2. _____

3. _____

4. _____

5. _____

Action Plans: Concrete steps that will allow you to accomplish your objective

Component: _____

Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____
Steps:	Steps:	Steps:	Steps:
Person Responsible: Date Due:	Person Responsible: Date Due:	Person Responsible: Date Due:	Person Responsible: Date Due:

Component: _____

Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____
Steps:	Steps:	Steps:	Steps:
Person Responsible: Date Due:	Person Responsible: Date Due:	Person Responsible: Date Due:	Person Responsible: Date Due:

Component: _____

Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____	Action Plan: _____ _____ _____ _____ _____
Steps:	Steps:	Steps:	Steps:
Person Responsible: Date Due:	Person Responsible: Date Due:	Person Responsible: Date Due:	Person Responsible: Date Due:

