DIVERSITY DIALOGUE DAY
FACILITATOR DESCRIPTION

Please return the application pages to VCIC no later than February 16, 2018.
Information for Applicants… Keep this Page!

What is the Diversity Dialogue Day (3D)?
This one-day youth leadership forum takes participants through a process of awareness to action. The 2018 theme is ***Stopping Stereotypes in Schools***. Students will learn to recognize prejudice and intolerance, and ways to respect others. They will work closely with their peers from a wide range of ethnic, cultural and socio-economic backgrounds. Trained facilitators guide the students through small group learning activities that explore personal experiences while helping them recognize ways to stand up for themselves and others. At the conclusion of Diversity Dialogue Day, participants develop strategies for increasing awareness and promoting inclusion within their schools.

Who sponsors the Diversity Dialogue Day?
Diversity Dialogue Day is conducted by the Virginia Center for Inclusive Communities, an organization that works with schools, businesses, and communities to achieve success by addressing prejudices, in all forms, in order to improve academic achievement, increase workplace productivity, and enhance local trust. Through workshops, retreats, and customized programs that raise knowledge, motivation, and skills, VCIC develops leaders who work together to achieve success throughout the Commonwealth.

The Diversity Dialogue Day forum is financially sponsored by

When and where will the 2018 Diversity Dialogue Day take place?
The 2018 Tidewater Diversity Dialogue Day takes place on Monday, March 5 at Old Dominion University's Webb Center. Facilitators must be in attendance from 7:30am-2:00pm.

What do facilitators do?
At Diversity Dialogue Day, groups of 25-35 high school students experience workshops facilitated by co-facilitator teams. We aim to have each facilitator team consist of one experienced facilitator and one newer facilitator. Facilitators come from a variety of backgrounds and professions, all with a shared interest in working with young people to promote inclusion and respect. *Facilitators are required to attend a mandatory training session on **Sunday, March 4** from **6:00pm – 8:30pm** at Virginia Wesleyan College. Facilitators with less than 2 years' experience volunteering with VCIC are also required to participate in a call to discuss facilitation skills on February 28, with two options; 12:00pm or 6:00pm. This call is optional but encouraged for facilitators with more than 2 years' experience.*

What if I have additional questions?
Please contact Marcos Martínez, Educational Programs Coordinator at the Virginia Center for Inclusive Communities, by phone at (804) 515-7950, or by email at mmartinez2@inclusiveVA.org

VIRGINIA CENTER FOR INCLUSIVE COMMUNITIES

DIVERSITY DIALOGUE DAY
FACILITATOR DESCRIPTION

Information for Applicants… Keep this Page!

Facilitator Code of Ethics:
Professional Boundaries When Working With Minors

1. Facilitators will maintain confidentiality at and after the Diversity Dialogue Day experience (except for mandatory reporting, such as abuse or when individual is a danger to self or others.)
2. Facilitators will exhibit language that is consistent with the Diversity Dialogue Day mission (no disrespectful comments related to race, religion, gender, sexual orientation, ability, age, etc.)
3. Facilitators will obey the law in all aspects of interaction with the program, students, and fellow volunteers. This includes no weapons, alcohol, or use/supply of illegal substances at or after Diversity Dialogue Day.
4. Facilitators will have no physical (sexual, romantic, inappropriate touching) relationships with volunteers or students at the Diversity Dialogue Day program.
5. Facilitators will treat all participants equally and avoid any favoritism.
6. Facilitators will maintain positive, supportive, and healthy mentoring relationships with program participants.
7. Facilitators will model respect for program facilities.
8. Facilitators will abide by the decisions of the Virginia Center for Inclusive Communities before, during, and after the program.
9. Facilitators are prohibited from making use of or reproducing Diversity Dialogue Day curricula or supplementary material for any purpose other than rendering service to the Virginia Center for Inclusive Communities.
10. Facilitators will not be alone with minors in secluded areas. There should be facilitators of different genders present when meeting with an individual minor.

VIRGINIA CENTER FOR INCLUSIVE COMMUNITIES

DIVERSITY DIALOGUE DAY
FACILITATOR APPLICATION

Please return both pages to VCIC via email, fax, or mail by February 16, 2018.

Full Name *(First, Middle, Last)*: _____

Name I Prefer to be called: _____ Home Phone: (_____) _____

Cell Phone: (_____) _____ School/Work Phone: (_____) _____

Street Address: _____

City: _____ State: _____ Zip: _____

Date of Birth: _____ Email: _____

Dietary Restrictions *(please be specific)*: _____

Please provide the following demographic information. Be as specific as possible.

******This information will be used to ensure that we have as diverse a community at the program as possible.****

Gender: _____ **Religious Identity:** _____

Racial/Ethnic Background *(check all that apply and please write in specific ethnic origin)*:

- ❑ American Indian/Native American: _____
- ❑ Asian/Asian-American: _____
- ❑ Black/African-American/Caribbean: _____
- ❑ Latino(a)/Hispanic/Chicano(a): _____
- ❑ Middle Eastern: _____
- ❑ Other: _____
- ❑ White/European American: _____

Is there any other information about your identity that you would like to share (i.e. ability status, languages spoken, national origin, etc.)? _____

_____

_____

Would you like a phone call to discuss any aspect of your identity in advance of the Diversity Dialogue Day program so that we can best support your experience? ❑ Yes ❑ No

Medical Emergency Contact: _____ **Phone:** (_____) _____

Do you have any medical limitations that will restrict participation in program activities? ❑ Yes ❑ No

If yes, please explain: _____

_____

VIRGINIA CENTER FOR INCLUSIVE COMMUNITIES

DIVERSITY DIALOGUE DAY
FACILITATOR AGREEMENT

1. I commit to being present at:
   - New Facilitator Call (optional for experienced facilitators) on **Wednesday, February 28.** Call in details will be provided to you via email upon the receipt of this agreement. *If you are unable to make these times, please call to make further arrangements.*

     PLEASE CHOOSE ONE:
     ❑ 12:00pm to 1:00pm OR ❑ 6:00pm to 7:00pm
   - Facilitator Training Session – **Sunday, March 4 (6:00pm to 8:30pm)** – Virginia Wesleyan College
   - Diversity Dialogue Day – **Monday, March 5 (7:30am to 2:00pm)** – Old Dominion University

2. I understand that although the Virginia Center for Inclusive Communities ("sponsor") has taken precautions to provide proper organization, supervision, instruction, and equipment for each activity, it is impossible for the sponsor to guarantee absolute safety. I also understand that each participant/volunteer shares the responsibility for safety during all activities and I assume that responsibility for myself. I waive any claim that may arise against the Board of Directors of the sponsor, and/or its employees, agents, volunteers, or lessors including those claims which may arise from the negligence of the sponsor, their Board of Directors; and/or its employees, agents, lessors or volunteers.

3. I understand that volunteer facilitators may be asked to complete a series of written evaluations that assess their views on the Diversity Dialogue Day program after the program.

4. I understand that I, alone or with other participants and/or sponsor staff, volunteers, or representatives, may be photographed, recorded on film, audio tape, videocassette, or other visual and sound, computerized, telephonic, voice-mail or tape media ("photographs and/or sound/image recordings") by the sponsor and/or others approved by sponsor.

5. I understand that volunteers must maintain appropriate conduct and follow clear guidelines with all minors participating in Diversity Dialogue Day. Appropriate conduct and guidelines are outlined on the "Facilitator Code of Ethics: Professional Boundaries When Working with Minors" sheet.

6. I certify that the information provided in this application is true and complete. I authorize the sponsor to investigate the facts presented in this application and to secure any necessary information from all employers, references, academic institutions, and other organizations. I also agree to execute any additional written authorizations necessary for sponsors to obtain access to and copies of records pertaining to this information. I agree to release any person, company, or other institution from any and all cause of action that otherwise might arise from supplying sponsors with information it may request pursuant to this release.

7. I understand that acceptance of my offer of volunteer services to the sponsor is contingent upon receipt of satisfactory responses to any or all investigations conducted by the sponsor. I understand that any false answers or statements, or misrepresentations by omission, made by me on this application or any related document, will be sufficient for rejection of my application, or for my immediate discharge if discovered after I begin providing volunteer services. I agree to comply with all applicable policies, procedures and rules of the sponsor, and I understand that any violation may result in my immediate dismissal as a volunteer. I understand that nothing in this application, or in acceptance of my offer of volunteer services, is intended to create an employment contract between the sponsor and me.

I hereby acknowledge that I have read and understand the preceding statements:

_____ _____

Signature **Date**

VIRGINIA CENTER FOR INCLUSIVE COMMUNITIES

DIVERSITY DIALOGUE DAY
FACILITATOR APPLICATION

(All applicants must complete pages 1-2; new applicants must also complete page 3)

Include additional pages if necessary *(be sure to include your name on each sheet!)*

(1) Please give the name, address, and phone number of two references that you have known for at least three years, and who are not related to you.

Name (First and Last) Address Phone Number

_____

_____

(2) Please fill in your educational background below. Complete for the highest level attained. If you did not receive a degree/diploma, indicate number of years completed.

School & Location Degree/Diploma/Course of Study Date Earned

_____

_____

Organizations, Clubs, Memberships, and Honors: _____

_____

(3) Referred to DDD by: _____ Relationship: _____

(4) Why do you wish to be a part of the DDD experience? What do you expect to gain as a result of being a facilitator?

_____

_____

_____

(5) What specific qualifications, strengths, or insights would you bring to the Diversity Dialogue Day program?

_____

_____