

COMMUNITY COALITION BOOK CLUB GUIDE



Introduction



The Franklin County Suicide Prevention Coalition (FCSPC) developed this brief guide to assist other community-based coalitions with planning and implementing a book club based on *Ignite! Getting Your Community Coalition 'Fired Up' for Change* by Dr. Frances Dunn Butterfoss. *Ignite!* provides information and resources for implementing coalition best practices based on theory and data.

In implementing this book club, the FCSPC recommends stimulating membership through fun, intellectual learning that encourages members to share openly, listen enthusiastically, and grow closer as a team. All members serve unique roles in coalition work and an inclusive environment will help bridge the gap to grow together as a community.

The FCSPC is hosted by Mental Health America of Ohio and funded by the Alcohol, Drug and Mental Health Board of Franklin County. This project was inspired by the FCSPC's participation in the 2020 Strengthening & Sustaining Ohio's Suicide Prevention Coalitions Initiative.

February 2022

TABLE OF CONTENTS

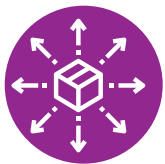
| | |
|------------------------|----|
| Facilitator Notes | 4 |
| Flyer | 5 |
| Book Marks | 6 |
| Welcome Email Template | 7 |
| Welcome Survey | 8 |
| Meeting Agendas | 9 |
| Evaluation Survey | 14 |
| Acknowledgements | 15 |

FACILITATOR NOTES



Planning for the Club

- o Determine leader and co-lead roles
 - o Determine cap number of participants
 - o Read the book fully ahead of time
 - o Develop agendas (see p.10 of this guide)
 - o Determine goals specific to your Coalition's interests
-



Book Distribution Logistics

- o Email members to request drop off address (or include in survey)
 - o Set delivery date or pick up date for books
 - o Use local library as resource, if need books or meeting location
-

Timeline

- o Draft overview and club goals [3 months out]
 - o Create promotional flyer [3 months out]
 - o Set guide for facilitating club [3 months out]
 - o Introduce concept to members [2 months out]
 - o Invite other coalitions, if additional spots available [2 months out]
 - o Send out Welcome Survey [1 month out]
 - o Solidify member list [1 month out]
 - o Send out Welcome email [3 weeks out]
 - o Determine meeting dates [2 weeks out]
 - o Send virtual meeting invitations links [2 weeks out]
 - o Drop off books and book marks [one week out]
 - o First book club meeting [set date]
-



Facilitating Book Club Meetings

- o Set expectations and boundaries during the first meeting; some preset and some decided by the group
- o Avoid words such as like or dislike as facilitators
- o Provide additional text to supplement literature (review the content available in the book at the end of each part for guidance)
- o Encourage members to share their perspectives



BOOK CLUB FLYER

Design websites can be used to create advertising flyers for distribution via email and social media platforms. Consider including: book title, three book club goals, virtual or in-person, name of host organization, name of funder, contact information, RSVP deadline.



COALITION BOOK CLUB FEATURING:

**IGNITE! GETTING YOUR
COMMUNITY "FIRED UP"
FOR CHANGE**

- Gain strategies to sustain & implement your Coalition Plans
- Build relationships with community organizers
- Receive support & ideas for improvement

hosted virtually by
MHAOhio: Franklin County Suicide Prevention Coalition
funded by
Alcohol, Drug & Mental Health Board of Franklin County

Contact gzafasi@mhaohio.org by June 11th to
claim your seat!

Available spots are limited

BOOK MARKS

Design websites can be used to create bookmarks for distribution to each member with the book.

- Information included: Book title, Coalition Name, Participant Name, Funder Name.
- Process: design, print on paper, laminate front and back combined.



WELCOME EMAIL TEMPLATE

Hello!

Thank you so much for joining the Coalition Book Club, hosted by [insert organization]. As facilitators, [insert facilitator/s name/s] would like to welcome you to the club!

Please indicate your meeting preferences using this link [insert form link] by [insert date] so we can set our meeting schedule. We will meet virtually, but, based on members' interests, we may meet in-person for our last meeting to celebrate and socialize beyond the screen.

Please send us an address where our team can drop off the book for you. Once confirmed, we will work with you to determine the best time for drop off in the next few weeks.

If you prefer to purchase your own copy, here's the book information: Ignite! Getting Your Community Coalition Fired Up for Change by Frances Dunn Butterfoss (Paperback – Illustrated, September 17, 2013).

If you have any questions, please feel free to contact me! I look forward to meeting all of you and growing in coalition work together!

[Insert Name, contact information]

WELCOME SURVEY

An online survey platform can be used to collect the following information from participants; preferences (meeting frequency, dates, times and duration), interests, and expectations. This information will help inform creating a book club that is unique to the participants involved.

This survey will take approximately four minutes to complete and will collect information on when our book club can meet and to gain insight on each of our new members.

*Required

Section 1: Book Club Logistics

1. How often would you like to meet for the book club? *
 - a. Weekly
 - b. Bi-Weekly
 - c. Monthly
 - d. No preference

2. What day of the week would you like to meet for the book club? *
 - a. Mondays
 - b. Tuesdays
 - c. Wednesdays
 - d. Thursdays
 - e. Fridays
 - f. No Preference

3. What time of the day would you like to meet for the book club? *
 - a. Morning
 - b. Mid-day
 - c. Afternoon
 - d. Evening
 - e. No Preference
 - f. Other

4. How long would you be able to meet for the book club? *
 - a. 1 hour per meeting
 - b. 1:30 hours per meeting
 - c. 2 hours per meeting
 - d. No preference

Section 2: Book Club Membership

This section will help us gain insight on your interests and ensure we can provide you with support in these areas.

5. Why did you choose to join this book club?

6. Do you have any expectations for this book club that you'd like to share?

7. Is there anything else you'd like to share or provide a comment to the facilitators prior to the start of this book club?

Meeting Agendas

Co-facilitators can prepare agendas to have prompts on hand for guiding conversations. The book can be divided by parts to organize meetings. The following questions are designed for a group of individuals representing different coalitions and can be tailored as needed.

Meeting 1: Part 1

- Introductions
 - General expectations & group expectations
- What stuck out to you in this part?
- Consider which aspects of the section are relevant to your members and coalition to add questions
- The author makes distinctions with key words like partnership and collaboration. How might the language we use influence our work?
- What implications can be drawn from this part?
- Has your coalition conducted a SWOT analysis? If so, how is the information used?
 - If not, how might a SWOT analysis benefit your coalition?
- Is there anything else that anyone would like to bring up from Part 1 that we haven't touched on?
- Reminder: encourage members to consider what ideas and plans they will bring to their next Coalition meeting.

Meeting Agendas

Meeting 2: Part 2

- Welcome
- What are your Initial thoughts of Part 2?
- Keytakeaways?
- What does collaboration mean to you? Barriers or challenges currently facing as a member of the coalition?
 - Can anyone provide support for this barrier?
- When looking at size and structure, how can your coalition develop better synergy and efficiency?
- On page 27, Dr. Butterfoss discusses control of workload and looking to share tasks, as sometimes they are more complicated than imagined. What ways can you better share your workload with your coalition or support a member's workload?
- On page 36, Tool 5, there is an "Inclusivity Checklist"- how prepared do you think your coalition is for multicultural work?
 - Is there room for improvement?
 - Thoughts on retention?
-
- From Tool 7, on page 41- what role do you play most often on the coalition? Are there other roles you would like to assume?
- What stands out most to you in regards to transformational leadership (p.46)?
- How can the coalition implement some ideas of transformational leadership?
- Reminders: encourage members to consider what ideas and plans they will bring to their next Coalition meeting.

Meeting Agendas

Meeting 3: Part 3

- Welcome
- Initial thoughts of Part 3?
- Are there areas of community planning and assessment your coalition has done well? Did you identify any missing pieces of work in your coalition?
- Do you feel as if your coalition develops a community action plan as thoroughly as Dr. Butterfoss mentions?
- What tools in this chapter did you find useful?
- Does your coalition use a logic model?
 - How does it help to contribute to your success?
- Share about a time your coalition struggled in this area, or did well?
- On page 83, Dr. Butterfoss states that the primary role of a coalition is not to provide community services or programs in risk of competing with other organizations – do you agree with this statement?
 - She lists ideas for other roles that suggest long-lasting change – do you agree with Dr. Butterfoss’ concept? Does your coalition adhere to this theory?
- Review and discussion of the “Community Assessment, Planning, and Implementation Resources” on page 92
- Reminders: encourage members to consider what ideas and plans they will bring to their next Coalition meeting.

Meeting Agendas

Meeting 4: Part 4

- Welcome
- Initial thoughts of Part 4?
- Consider questions and discussion items on funding and member sustainability
- Discussion on “Should you disband your Coalition?” (page 124)
- What does sustainability mean to you in terms of a coalition?
- Has anyone struggled with sustainability and how did you overcome this?
- What type of evaluation does your coalition use (page 113), if any?
 - Do you believe it helps with sustainability?
 - Does your coalition conduct an evaluation as thoroughly as Dr. Butterfoss suggests?
- Are there any evaluation questions that you utilize that are not already mentioned in the text? (page 116)
 - How does your coalition collect data?
- Reminders: encourage members to consider what ideas and plans they will bring to their next Coalition meeting.

Meeting Agendas

Meeting 5: Part 5

The final meeting can be used as an opportunity to convene members for an in-person Book Club celebration. In addition to offering education, the Book Club offers members a unique opportunity to develop and strengthen partnerships with fellow members. Consider exploring members' interests for an in-person meeting at a casual location (e.g., cafe, etc.).

- Overall takeaways from this book and group?
- How do you hope to use this knowledge in your own coalition?
- Is there information from the book that we would like all coalition members to be familiar with (e.g., include in new member orientation, etc.)?

EVALUATION SURVEY

An online survey platform can be used to collect the following information from participants. This information can inform future professional development for your Coalition.

This survey will take approximately 5 minutes to complete.

Thank you for participating in the Book Club! Please consider completing this survey to inform future professional development.

1. Overall, how would you rate your book club experience?

- a. Excellent
- b. Good
- c. Acceptable
- d. Poor
- e. Very Poor

2. What did you enjoy most about the book club?

3. What did you enjoy the least about the book club?

4. Please rate the extent to which you agree with the following statement: "During the meetings, the questions and discussions were conducive to coalition building."

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

5. Did you feel as if you gained tools and resources that improved your professional development as a coalition member?

- a. Yes
- b. No

6. Please take this space to expand upon and comment on your answer for Question #5.

7. Please rate the extent to which you agree with the following statement: "During meetings, the book club facilitators encouraged all members to share their perspectives"

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

8. Please rate the extent to which you agree with the following statement: "During meetings, the book club facilitators prompted members to identify opportunities for applying content to the continuous improvement of the Coalition"

- a. Strongly Agree
- b. Agree
- c. Neutral
- d. Disagree
- e. Strongly Disagree

9. Based on your answers for Questions #7 & 8, please provide any feedback you'd like to share with facilitators.

10. The Coalition would like to communicate the benefits of participating in its book club with partners. Please consider providing a testimonial, that could be publicly shared, about how you found your book club experience beneficial:

11. Are there any final comments, suggestions or remarks you would like to make?

Acknowledgements



The FCSPC thanks its members and partners for participating in its 2021 Book Club to strengthen community coalition capacity in Ohio.

www.FranklinCountySPC.org



@FCSPCoalition



@FCSPCoalition