Community
Table

Host Guidebook
du.edu/ACommunityTable
#DUGrandChallenges
WHAT IS A COMMUNITY TABLE?

Some information to start…

A Community Table is a part of the DU Grand Challenges initiative which brings university and community changemakers together to support thriving communities. This year, DU is focused on generating ideas to increase economic opportunities in our communities that will guide collaborative work in the years ahead.

On April 10, people will gather in groups of 8-12 to discuss shared aspirations for increasing economic opportunities in our communities. Host or join a conversation so that your ideas and perspectives influence DU Grand Challenges.

Table hosts and participants are invited to engage in table conversations in their favorite community locations. Table conversations can be held in local restaurants and establishments, places of worship, community centers, schools, libraries, and private residences. Hosts can choose when and where they would like to hold a mealtime conversation and what food options to provide.

A Community Table is modeled after On the Table, which was developed by The Chicago Community Trust.
LET US BEGIN!

April 10, 2019

You can bring your guests together over breakfast, lunch, dinner or whatever you want, wherever you want – from coffee, to a catered or home-cooked meal, a potluck or a brown-bag lunch. The priority is to create an atmosphere conducive to meaningful conversation. The possibilities for what your table could look like are endless.

The Guest List

We encourage hosts to invite friends, family, colleagues and neighbors. Sharing a conversation with community members and new acquaintances is great too! Ask your guests to come alone or bring a partner or friend. Eight to twelve guests per table is ideal. A Community Table is about giving everyone a chance to speak and be heard.

Share your thoughts

We encourage all participants to share their aspirations, insights, photos and videos from your gathering through social media. Use the hashtag, #DUGrandChallenges before, during, and after your table conversation.

Table Host Resources

A number of host resources are available on the A Community Table website (du.edu/ACommunityTable) including the table host training video and a participant invitation. Table hosts also receive a host kit that includes materials for both hosts and participants. A detailed description of the host kit can be found on page 3.
TABLE HOST KITS

As a table host, you will receive a kit that includes:

• 1 tote bag for you
• 1 guidebook, which contains all of the information in the training video, as well as conversation prompts
• 1 DU table tent that you can put up so it is easy for your participants to locate your table
• 1 stamped, self-addressed envelope that you will use to mail back the completed sign-in sheet and surveys after the event
• 1 sign-in sheet
• 12 participant surveys with 1 cover sheet for the host to fill out
• 12 notepads which you can provide to participants

Register by April 1st so your kit can be mailed to you.

Kits will be mailed to you, unless you would prefer to pick them up.

*If you prefer to pick up your host kit, they will be available on the DU campus in the Center for Community Engagement to advance Scholarship and Learning (CCESL) office, which is located in the Driscoll Student Center, Suite 22. Our office hours are 7:30 am to 5 pm, Monday through Friday.

Hosts, who register their table after April 1st, will be asked to pick up their kits as we won’t be able to guarantee arrival through the mail by April 10th.
ALL IS SET...
WHAT’S NEXT?

Facilitation Tips

First, introduce yourself.

- Share your name, background, and why you decided to be an A Community Table host.
- Share a bit of information about DU Grand Challenges. Information is available on the website at grandchallenges.du.edu and on page 5 of this guidebook.

Second, invite your guests to introduce themselves and share their thoughts on our community.

- What brought them to A Community Table?

Third, set up ground rules to support everyone’s involvement in the conversation. Here are some that we suggest:

- Be respectful
- Listen to understand
- Be supportive
- Know it’s okay to disagree
- If you don’t want to share, it’s okay

Conversation Do’s

- Encourage everyone to participate.
- Invite guests to follow-up and expand on ideas. Be mindful of different processing styles, consider leaving some silence after you ask a question.
- Share your photos, videos and stories on Twitter, Facebook and Instagram using the hashtag #DUGrandChallenges.
- Email DU.GrandChallenges@du.edu or call us at 303-871-3706 with questions.

Conversation Do Not’s

- Do not micromanage the conversation; let it flow freely.
- Do not be judgmental or dismissive of any person’s comments or ideas.
- Do not promote argument or unproductive debate.
- Do not be afraid to ask if you have any questions.
LET'S TALK!

Please begin by taking a moment to pass around the sign-in sheet provided to you in your host toolkit. Background information on DU Grand Challenges and conversations prompts can be found below.

A Community Table is a part of the DU Grand Challenges initiative, which brings university and community changemakers together to support thriving communities. This year, DU is focused on generating ideas to increase economic opportunity in our communities that will guide collaborative work in the years ahead. Keeping DU Grand Challenges in mind, let’s discuss:

1. What brought you to the table today?
2. To increase economic opportunity in our community, what issues or problems are important to address?
3. To increase economic opportunity in our community, what strengths should we build on?
4. What actions could DU and the larger community take together increase economic opportunity? Let us brainstorm as many ideas as possible before we dig in to develop and refine any one idea.
5. Based on ideas generated in #4: Let’s focus on one idea (or two) that could be implemented through partnerships between DU and the larger community to increase economic opportunity in our community.
   - Who should be involved?
   - What information do we need to gather and what information is already available to pursue this idea?
   - What steps should be taken to tackle the issue or implement the idea?
   - How will we measure our progress?

Do you think one of the ideas discussed could be tested to increase economic opportunity?

*More information about DU Grand Challenges can be found on page 6 of this guidebook or online at grandchallenges.du.edu.*
SHARE YOUR IDEAS

As the conversation at your table wraps up, we ask that you and your guests share their ideas, perspectives, and aspirations with DU. Your kit will provide short surveys to hand out. As guests fill out the surveys, please collect and mail them in the return envelope provided with your kit. Please make sure that you, as the host, complete a survey as well.

- The survey form is also available online for guests who prefer that format or have to leave early. The survey can be found at du.edu/ACommunityTable or accessed directly at bit.ly/2TtnDVp.

All of the ideas that you and your guests share will be carefully reviewed and integrated into the work of DU Grand Challenges. We also encourage you to build on these ideas after April 10.

ABOUT DU GRAND CHALLENGES

The DU Grand Challenges initiative is a family of programs that will bring together university and community changemakers to address the most difficult and far-reaching issues facing our society today.

DU Grand Challenges will address three inter-related issues in our communities: improving daily living, increasing economic opportunity and advancing deliberation and action for the public good. Each issue area will be addressed in a 3-year cycle, allowing us to co-create Aspirations, Actions, and Achievement with community partners.

This year, we’re focusing on building aspirations for increasing economic opportunities in our communities. We have also begun to take actions that will result in measurable impacts toward improving daily living. We will then identify collaborative projects that result in measurable change.

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STAY CONNECTED

Follow us on social media for updates on A Community Table and other DU Grand Challenges Programs.

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Instagram.com/du_ccesl

FOR MORE INFO

Visit du.edu/ACommunityTable, email us at DU.GrandChallenges@du.edu or call us at 303.871.3706

For table hosts who will be hosting in their private residences:

Unfortunately, because we have no control over your home or property, the University cannot indemnify you for any unforeseen injuries that might occur during A Community Table. By agreeing to host A Community Table in your home, you agree to accept and assume full responsibility and liability for any injury, theft, or loss to host or your property, your guests, agents and/or employees at any time and from any cause related to the event, or in transit to or from said event. This means that you expressly agree to release the University of Denver (Colorado Seminary) and/or any of its agents and/or employees from any and all liability for any injury, theft or loss, and you agree to provide and pay for your own insurance.