

WELCOME

We are delighted that you are helping NIF create awareness and provoke dialogue about critical issues in Israeli society. Please accept our warm thanks for connecting your friends and colleagues to the New Israel Fund's mission.

We hope this kit provides what you need. However, please contact us if you have questions, need help, have suggestions for information or tools that are not included, or to join the facilitators' listserv and be in touch with other NIF-in-a-Box users to share ideas. We can be reached at NIFinabox@nif.org or 212-613-4400.

CONTENTS

NIF-in-a-Box is a collection of program packages on issues relating to social justice in Israel. The packages are designed to enable anyone to host a gathering to explore issues such as minority rights, religious pluralism, women's empowerment, and civil rights – and to introduce people to the New Israel Fund's work. NIF-in-a-Box can be used at synagogues, educational institutions, on campus, or just at home with friends.

NIF-in-a-Box program packages are based on *Against all Odds*, an innovative TV talk-show series that aired in 2006 on Channel Two, Israel's most popular TV station. Initiated and co-produced by NIF, the series has 14 episodes each of which runs for 22-minutes and features an interview with a leading social activist from the NIF community.

NIF-in-a-Box currently includes:

- A Facilitator's Packet with:
 - This guide for facilitators
 - An evaluation form for your feedback
 - **Justice, Justice You Shall Pursue**, a video overview of the New Israel Fund
 - NIF 101 – a printed hand-out for program participants that gives a quick overview of NIF
 - An evaluation form for participants' feedback
- Five Issue Area Packets, each with:
 - Video episodes from the *Against All Odds* series focusing on critical issues in Israeli society
 - Suggested discussion questions
 - Background information on these issues, as well as New Israel Fund's activities and successes in the field
 - Resources for further exploration: websites and articles related to the issues

Please note: The articles included in this tool kit do not necessarily reflect the views of the New Israel Fund but were selected in order to provide information and perspectives on the topics at hand.

HOW TO USE NIF-IN-A-BOX

You can use these tools in different ways. Here's what we suggest:

1. Host an informative and thought-provoking program at your synagogue, place of work, JCC, campus or at home with friends – for a Shabbat dinner, a holiday celebrations, a brunch, or any informal gathering. Invite a group of 10-15 people to watch and discuss one of the *Against All Odds* videos and facilitate a discussion of the group's reactions. Visit www.NIFinabox.org to view the videos online and download the written materials. Or, if you prefer, DVD/s with the videos will be mailed to you upon request by contacting us at NIFinabox@nif.org or 212-613-4400.
2. Bring New Israel Fund to events in your community
 - Get permission to staff an NIF information table or include NIF materials in the information distributed at events such as Israel fairs, film festivals, and other cultural activities
 - Partner with another organization in your community to bring the issue "closer-to-home" (e.g. for the Migrant Workers program you can partner with an organization dealing with immigrant rights locally) and invite a well-known local figure to help lead the discussion
3. We also encourage you to use these materials in other ways.

PREPARING TO HOST AN NIF EVENT

- Choose the type of gathering and time frame that best fits your circle of contacts – an evening parlor meeting, a Shabbat dinner, etc. and invite your friends and colleagues.
- If you are using NIF-in-a-Box in New York, New Jersey or Connecticut, please let the NY Office of NIF know about your event so we can minimize scheduling conflicts.
- View the ***Justice, Justice You Shall Pursue*** video and look over the Introduction to NIF so you are prepared to answer basic organizational questions.
- Choose a particular issue area that you think will resonate best with your guests and read over the issue sheet and articles provided to ensure you have an understanding of the issue and NIF's work in this area.
- Make copies of the enclosed issue sheets for the participants in your group. (You can also provide them with copies of the enclosed articles for further reading.)
- Read through the discussion questions and decide which you want to use for your group.

FACILITATOR GUIDELINES FOR AN NIF EVENT THAT YOU HOST

Our goal is to help participants have an informative discussion. Here are some suggestions to achieve this:

- Welcome participants and explain the format of the event (we will read the materials, watch the video/s together and then have a discussion). Include a rough timeline (e.g. the intro video is ~12 minutes; then the main video is approximately 20 minutes, after which we will have a discussion for 30 minutes) and manage that timeline.
- Articulate the purpose of the event and propose norms/guidelines to the group (see below).
- Initiate and facilitate a dialogue about the video/s. You may want to refer to the enclosed questions, or use your own questions.
- Clarify points of confusion by restating individual contributions to confirm understanding and ensure that they are heard by the whole group (e.g., "I hear your view as, is that right?").
- Make sure that everyone feels included and free to voice his/her opinion. Balance the "floor time" between those who have a lot to say and the more quiet participants.
- Wrap up the conversation at the end.
- Discuss opportunities for follow up/next steps – such as scheduling another dialogue session using a different video, handing out copies of the articles provided, explaining how to connect with NIF, directing the group to websites for further information, and completing the survey to help us improve NIF-in-a-Box. Please be sure to give participants the **NIF 101** handout and call their attention to the ways to get involved listed on page 2.

Discussion Norms

- Participants should listen with curiosity—ask questions to expand their view before offering a different / opposing view.
- Participants should express their perspectives in terms of how a situation impacts them, instead of labeling it. (e.g., "I [strongly] agree/disagree with ..." instead of "S/he is right/wrong")
- Participants should not interrupt one another.
- Everyone is entitled to his/her opinion.
- Everyone's voice should be heard (don't monopolize the conversation).
- The facilitator reserves the right to redirect the conversation.

Facilitator Tips

- You are not expected to be the expert on every topic. If a participant has a question you cannot answer using the materials provided, let the group know that you'll look into the answer, and contact us for more information.
- Ask open-ended questions that stimulate discussion. Some examples include: "What is it like for you to..."; "How do you see this point?"; "Can you describe more fully..."
- Create a balanced conversation by ensuring that everyone in the group has a chance to speak. Acknowledge the talkative members of the group, thanking them for their contributions, and ask them to make room for quieter members to voice their questions.
- Consider acknowledging the "elephant in the room" by stating the unstated. This may make for a controversial but lively discussion.
- It's okay to share your personal opinion as long as you let the group know that it's your own and encourage others to speak.

Sample Timeline

- 7:00 pm – Group gathers and SIGNS IN / has time to schmooze and get some refreshments
- 7:30 pm – Give a welcome and state the goals and timeline for the event.
- 7:35 pm – Watch the video/s
- 8:00 pm – Have the discussion:
 - Prior to the discussion, state the proposed norms and guidelines to the group.
 - Then start the discussion by either opening the floor to any reactions to the video, or by asking one of the proposed questions.
 - Facilitate the discussion as needed and helpful, asking additional questions as appropriate.
- 8:45 pm – Wrap up:
 - Ask for one last comment before wrapping up.
 - Wrap up the conversation and thank the group for their participation.
 - Propose / Discuss next steps (scheduling next event, learning more about the topic, connecting with NIF).
 - Hand out **NIF 101**.
 - Ask participants to fill out the survey (and be sure that you fill out the facilitator's evaluation).
 - PLEASE send us your sign-in forms.

- Follow up after the event:

Send out an email to the participants thanking them, stating next steps, reminding them to fill out the survey at www.NIFinabox.org/survey if they didn't fill one out on paper at the event, and directing them to the NIF website www.nif.org/NIFnews if they wish to receive the NIF newsletter and/or receive invitations to events.

Outside the Box: The Against All Odds Series

Although we currently provide background materials relating to six of the *Against All Odds* episodes, you can use other episodes from the series as well (view them at www.nif.org/againstallodds). Hear stories from fascinating activists such as Hagai El-Ad, director of the Jerusalem Open House LGBT community center, and Israela Goren Graziani, head of the legal department at Yedid, the Association for Community Empowerment.

For more information on the topics discussed in this series, you can explore: New Israel Fund (www.nif.org), the US State Department report on human rights (www.state.gov/g/drl/rls/hrrpt/2005/61690.htm), the Association for Civil Rights in Israel (www.acri.org.il), as well as the websites of organizations addressing these issues.

PREPARING TO HAVE AN NIF PRESENCE AT A COMMUNITY EVENT

We are eager to introduce NIF to members of our communities who haven't yet learned about us. Therefore, one important goal in bringing NIF to community events is to find new people who would support our work if they knew about us – rather than to debate or convince those who oppose what we do. Since these guidelines for bringing NIF to community events are new, we are especially eager to get feedback and suggestions for improving them. For suggestions about the guidelines or about different ways to have an NIF presence at other types of community events, contact us at NIFinabox@nif.org or **212-613-4400**.

Prior to the event we suggest you:

- Contact the event organizers as early as possible to get their permission to have an NIF presence and to explore ways to maximize NIF's visibility.
- If you are using NIF-in-a-Box in New York, New Jersey or Connecticut, please let the NY office of NIF know about the event so that, whenever possible, you can obtain one of the NIF-in-a-Box "go bags" with display materials, hand-outs, and sign-up sheets. If a "go bag" isn't available, click here to get downloadable materials.
- People vary in how long they can staff and keep looking like they are enjoying it. For most people, 2 hours is about as long as they will be able to be effective. So, try to arrange for 2 hour shifts, with 2 people working the table / shift.
- View the ***Justice, Justice You Shall Pursue*** video and look over **NIF 101** so you are prepared to answer basic organizational questions.
- Glance over the issue areas on www.nif.org to ensure you have an understanding of the breadth of issues that NIF addresses.

FACILITATOR GUIDELINES FOR AN NIF PRESENCE AT A COMMUNITY EVENT

To achieve our goals for staffing a table at community events, consider doing the following:

- With the event sponsor's permission, set up a table in a location that is as visible and well-trafficked as possible.
- Cover your table with a (reusable) plastic cover, organize the display materials and hand-outs as attractively as possible, and keep the table orderly and restocked.
- Be relaxed, show that you are happy to be at the event on NIF's behalf, be outgoing, and talk to as many people as you can make eye contact with.
- Distribute as many hand-outs as possible.
- Explain that if people put their contact information on the sign-up sheets they will receive NIF News and invitations to upcoming programs and events. Encourage as many people as possible to sign up.
- Minimize debates – even if both you and your conversation partner are enjoying the debate – if it cuts into your opportunity to reach out to other people who are passing by.
- Never be argumentative or criticize another Jewish organization. Try to be cordial / polite even with those who disagree strongly with NIF's positions. Explain that you're there to provide information and those who want to debate what NIF does can write to us, come to our programs, or comment on our blog.
- After the event, please tidy up the NIF area, arrange to return to NIF any extra materials – and the "Go Bag" if you used one, and be sure to send us the signup sheets.
- Thank the sponsor of the event and let us know their reactions.
- Please send a brief email to NIFinabox@nif.org and let us know how it went.

THANK YOU FOR HELPING PROMOTE THE WORK OF NIF