

3 minutes each for eight pro speakers	= 24 minutes
3 minutes each for eight con speakers	= 24 minutes
Open discussion by all delegates, 2 minutes for each speaker	= 25 minutes

Pro and con speakers may yield to questions. Time spent answering a question is counted as part of the three minutes given to the speaker. Yielding to questions will extend pro and con presentations a little over the 48-50 minutes range. Speakers should be careful not to yield to too many questions because this can disrupt the flow of their presentations.

The amount of time given to each issue could be shortened by allowing for either fewer speakers or giving each speaker less time. Sixty minutes is probably the bare minimum that should be allotted to discussion of an issue. Whatever you decide about allotment of time, it is a good idea to give delegates a copy of the plenary session rules of procedure so they know how long each speaker may hold the floor, when he or she may yield to questions, and so on. These rules could be included in the program for your meeting.

The plenary chairperson presides over the Meeting and recognizes speakers, first from the speakers list and then from the floor. For each issue the chairperson calls first for the first pro speaker, then the first con speaker, then pro and con alternately until the speakers list has been exhausted. The chairperson may then call on speakers from the floor. The chair should be tactful but firm in holding speakers to their time limits. The atmosphere of the plenary, however, should be kept as informal as possible in order to encourage free exchange of ideas in the form of questions, rebuttals, and discussion. Each issue is called in turn until the plenary session has completed its discussions.

Schedules

A good schedule for your Meeting is one that gives most members of your community a chance to participate. That means scheduling around typical work hours and avoiding conflicts with other important events. A typical schedule would be as follows:

Friday:

- 4:30 p.m. to 6:00 p.m.—Registration
- 6:00 p.m.—Potluck or served dinner
- 6:30 p.m.—Welcome and Keynote Speech
- 7:00 p.m.—Issue Committee Meetings begin

Saturday:

- 9:00 a.m.—Plenary Session begins
- 9:00 a.m. to 10:15 a.m.—Issue 1
- 10:15 a.m. to 11:30 a.m.—Issue 2

(Continued on next page.)

11:30 a.m. to 12:45 p.m.—Issue 3

12:45 to 1:30 p.m.—Buffet Lunch

1:30 p.m. to 2:45 p.m.—Issue 4

2:45 p.m. to 4:00 p.m.—Issue 5

4:00 p.m. to 5:15 p.m.—Issue 6

5:15—Plenary adjourns, reception and conversation

This schedule could be modified rather easily to accommodate variations in approach. You may decide to consider fewer than six issues, have lunch earlier, schedule ten minute breaks, etc.

A good community meeting can be held in one day, if you limit the agenda to two or three issues. In a one-day meeting committees meet in the morning with the plenary held in the afternoon. If a one-day meeting is planned, be sure to leave a little extra time between the committee meetings and the plenary session so designated pro and con speakers will have time to prepare their presentations.

PART IV
SUMMARY

I. Getting Started

— Establish a diverse and representative council of 10 to 15 members. Effective leadership by a quality chairperson or co-chairpersons is key to planning a successful Meeting.

—Assign tasks to groups within the council, including:

- fund-raising
- publicity
- facilities
- delegate recruitment
- arranging keynote speaker and discussion leaders

—Set time and place for the Meeting

II. Spreading the Word and Recruiting Delegates

—News Releases

—Brochure/Application form

- mailed to individuals recommended by council members and likely to be interested in participating
- distributed by organizations in the community

—Select Delegates and Establish Agenda of Issues

—Mailing to Delegates, including:

- Notification of acceptance as delegate
- Assignment to an Issue Committee
- Discussion Guides
- Program, if finalized

III. The Meeting

—Opening Session

- Welcome
- Keynote Address
- Review of program, rules of procedure, etc.

—Issue Committee Meetings

- Discussion leader prompts debate and discussion
- Pro and con groups emerge within each committee
 - Floor managers for each pro and con group work to prepare for plenary session
 - Speakers list is given to plenary chairperson

—Plenary Session

- Review of rules of procedure
- Issue 1:
 - alternating pro and con presentations
 - general discussion and debate
- Issue 2:
 - alternating pro and con presentations
 - general discussion and debate

And so on through the agenda

- Plenary adjourns

IV. The Follow-Up

- Similar meetings in schools, colleges and communities should be encouraged by delegates. They are now the "experts" and can help others plan Jefferson Meetings.

PART V

INSTRUCTIONS FOR COMPLETING THE INDIANA JEFFERSON MEETING GRANT APPLICATION TO THE INDIANA COMMITTEE FOR THE HUMANITIES

The grant application form is found on the last three sheets of this brochure. The Constitution and the Community and the step-by-step instructions which follow should be used in completing the application form.

BEFORE YOU BEGIN

Before you fill out the application form, the following steps should be completed:

- ° Members of the sponsoring group should read carefully the Guide to Organizing a Community Jefferson Meeting.
- ° The local sponsoring group should formally agree to sponsor the program. This usually will involve a vote by the group's board of directors.
- ° A local planning committee should be organized. This committee is responsible for completing the application form.

COVER SHEET

Project Sponsor: The sponsor must be a nonprofit organization. It may be the public library, the historical society, the chamber of commerce, or another local nonprofit group. The Sponsoring Group Official should be the board president, chair, or comparable person from that group. The Sponsoring Group Official may NOT be the same person as the Program Director. The sponsoring group oversees both fiscal and program aspects of the Meeting.

Program Director: The Program Director has the overall job of managing the entire Meeting and submitting a final report to ICH. The Program Director may be a community volunteer or a person employed specifically for the project.

Project Co-Sponsor: Co-sponsors are not required, but may be desirable. For example, if you wish to reach retired persons, co-sponsorship by a senior citizens' group might be appropriate. If two or more organizations cooperate in planning the program, one is the sponsor and the other(s) are co-sponsors.

Fiscal Agent: The Fiscal Agent keeps complete records of both cash expenditures and in-kind contributions and completes the financial report required by ICH at the end of the project. The Fiscal Agent may be either an employee of the sponsoring organization (e.g., the bookkeeper or business manager) or a volunteer with financial experience.

Budget Summary: Enter here the totals from the budget form on the last two pages of the application.

Community Served: Name the locality (or localities) from which you expect to recruit participants. For example, in larger communities, this might be a specific neighborhood, or two small towns in adjacent areas might plan a combined Meeting.

Meeting Dates: List the dates on which you expect the sessions to be held. Final evaluations of the program and financial reports must be received by ICH not later than 90 days after the final session.

Official Signatures: Original signatures (not photocopies) are required from three different people: the Sponsoring Group Official, the Program Director, and the Fiscal Agent. These signatures guarantee that these persons understand their responsibilities in the program and accept the pledge immediately above their signatures to use grant funds for a Jefferson Meeting conducted according to guidelines and standards contained in the Guide to Organizing a Jefferson Meeting.

NARRATIVE QUESTIONS

QUESTION 1: Where will the program be held?

Most sponsors will probably choose to hold the Meeting in a familiar location. You might choose a school, a library, the community room of a local business, or a church. If you want your program to appeal to a specific audience, such as senior citizens, you might take the program to senior center. Choose the location which you feel will be most attractive and comfortable for the participants you hope to attract. The location chosen must be accessible to the handicapped to meet federal regulations concerning use of ICH funds.

QUESTION 2: List the dates and times of the sessions.

If your committee chooses a schedule or format significantly different from that suggested in the Community Organizer's Manual, please add a page to the application explaining why you feel the plan you suggest is more appropriate for your community.

QUESTION 3: Briefly describe your expected participants. Is there any special audience you want to reach with this project?

Although you may wish to make special efforts to reach an unserved or underserved segment of your community, the program must be open to anyone who wishes to participate. One of the best features of the Jefferson Meeting is its capacity to involve citizens from a wide variety of backgrounds and life styles in ways which allow them to share their experiences and insights.

NARRATIVE QUESTIONS (continued)

QUESTION 4: How many participants do you expect to attend the session?

Try to be realistic in your estimates. You must have sufficient participation to assure public discussion, pro and con.

QUESTION 5: Describe your publicity plans.

Develop publicity plans suited to your community. You might consider recruiting local public relations professionals to serve on your planning committee. ICH staff can also offer suggestions for publicity.

QUESTION 6: List the members of your local planning committee, with a brief comment on the qualifications of each member.

List here the name of each committee member and indicate in a few words why this person was chosen to serve. Each should agree to solicit delegates from their circle of acquaintance.

QUESTION 7: Describe briefly the qualifications and experience of the program director.

Tell why the planning committee chose the person named as program director. Describe the training and/or experience which qualify the program director for the position. You may attach the program director's resume to the application.

QUESTION 8: Describe briefly the qualifications and experience of the keynote speaker.

Select an individual whose talents are appropriate to the task. Describe the training and/or experience which qualify the keynote speaker for the position. You may attach a resume.

QUESTION 9: How will teachers be selected and invited to participate in your program?

ICH encourages participation by grade school, high school, and college teachers in the humanities. The humanities disciplines are defined by the National Endowment for the Humanities as "including, but not limited to, history; philosophy; languages; linguistics; literature; archaeology; jurisprudence; history, theory, or criticism of the arts; history and philosophy of science; ethics; comparative religion; and those aspects of the social sciences which have humanistic content and employ humanistic methods." A companion booklet, The Constitution and the Classroom, describes ways teachers may adapt the Jefferson Meeting format to classroom use.

QUESTION 10: How many Issues Committee leaders do you expect to need? How will they be chosen and prepared to participate in your program?

The discussion leaders are a key to success or failure of your program. Copies of Discussing the Humanities: A Handbook for Discussion Leaders will be provided by ICH on request.

QUESTION 11: List program materials which you expect to receive from ICH.

Refer to the list of program booklets on page __ of this packet. List those booklets which you expect ICH to provide for your program. Grant funds may be budgeted for the purchase of additional materials.

QUESTION 12: Is the sponsor incorporated as a nonprofit organization? If not, please explain the structure of the sponsoring group.

The program must be sponsored by a group (not an individual), and the group must be nonprofit. It is not necessary that the group be incorporated, however. An unincorporated "Friends" group, for example, could receive a grant. If the group is not incorporated, describe briefly how it is organized.

BUDGET

Planning the budget requires extra care from the local planning committee.

In addition to the ICH grant, you may also receive local cash contributions from sources such as businessmen, individuals, or foundations. In-kind contributions such as staff or volunteer time, meeting space, and promotional activities will also provide a significant part of your resources. The total amount of grant funds requested from ICH for this project cannot exceed \$250. Local cash and/or in-kind contributions must be at least equal in value to the ICH grant.

There is no general rule determining which costs should be paid in cash and which should be provided as in-kind contributions. You may need to spend grant money for some forms of publicity, or you may rely entirely on free or donated forms of promotion. Decide what resources you will need to conduct a successful program in your community, and then show how these resources will be provided.

Please do not include the cost of refreshments in your budget, either as ICH grant or as local contributions.

Feel free to call the ICH office (317/638-1500) and talk to a staff member if you have questions about your budget or other parts of the application.

COMMUNITY JEFFERSON MEETING APPLICATION
COVER SHEET

PROJECT SPONSOR
Name:
Address:

Sponsoring
Group Official:

Telephone:

PROJECT CO-SPONSORS (if any)
Name(s):

FISCAL AGENT
Name:
Address:

Telephone:

PROGRAM DIRECTOR
Name:
Title:
Company or
Organization:
Address:

Business Phone:
Home Phone:

BUDGET SUMMARY

ICH Grant Requested	\$ _____
Local Cash Contributions	_____
In-Kind Contributions	_____
	=====
TOTAL	\$ _____

Communities Served: _____

Meeting Date(s): _____

We pledge that this grant will be used to support a Jefferson Meeting on the Constitution. The goals and general outline in The Constitution and the Community will be followed in planning, organizing, and evaluating the Meeting, although specific details of the program may vary to respond to local needs and interests. Evaluation of the program and all financial reports will be submitted to ICH within 90 days after our Meeting.

OFFICIAL SIGNATURES
(Original required; must be signed by 3 different people)

_____ Sponsoring Group Official (signature)	_____ Program Director (signature)
_____ Name and Title (please type)	_____ Fiscal Agent (signature)

1. Where will the Meeting be held?

2. List the dates and times of the sessions.

Issues Committees Meet: Date _____ Time _____

Keynote Speaker: Date _____ Time _____

Plenary Session: Date _____ Time _____

3. Briefly describe your expected participants (e.g., age, sex, occupation), mentioning any special audience you want to reach with this project.

4. How many participants do you expect to attend the Meeting? _____

5. Describe your publicity plans. If you have listed above a special audience you wish to reach, describe how you expect to attract that audience.

6. List the members of your local planning committee, with a brief comment on the qualifications of each member.

7. Describe briefly the qualifications and experience of the program director.

8. Describe briefly the qualifications and experience of your keynote speaker.

9. How will teachers be invited and selected to participate in your program?

10. How many Issues Committee leaders do you expect to need? _____
How will they be selected and prepared to participate in your program?

11. List the number of Issues booklets which you expect to receive from ICH.

<u>Title</u>	<u>Number</u>
To Make and Alter Their Constitutions of Government	_____
So Great a Power to Any Single Person	_____
During Good Behavior	_____
The Plain Simple Business of Election	_____
The Root of Republican Government	_____
To Control the Abuses of Government	_____
The Jefferson Meeting on the Constitution The Constitution in the Classroom, A Guide for Teachers	_____

12. Is the sponsor incorporated as a nonprofit organization? If not, please explain the structure of the sponsoring group.

B U D G E T

	ICH Grant Funds	Local Cash Contributions*	In-Kind Contributions
<hr/>			
STAFF AND VOLUNTEER TIME			
Program director			
Planning committee members			
Issues Committee and plenary session leaders			
<hr/>			
HONORARIA			
Keynote speaker			
Graphic artist designing publicity			
<hr/>			
TRAVEL EXPENSES			
Keynote speaker			
Issues Committee leaders			
Evaluator			
<hr/>			
PRINTING AND DUPLICATING			
Duplication of materials for planning committee			
Duplication of materials for scholars, discussion leaders, and participants			
Printing of brochures, posters, fliers, fact sheets, news releases, and other promotional materials			

*Please list source and total amount of local cash contributions on a separate sheet.

ICH Grant
Funds

Local Cash
Contributions*

In-Kind
Contributions

POSTAGE

Mailing publicity materials

Mailing letters and materials
to discussion leaders

Mailing Issues Booklets to
participants

PUBLICITY

Newspapers

Radio

Television

MEETING-ROOM FACILITIES

REFRESHMENTS

Please do not include the cost of
refreshments anywhere in your budget.

OTHER (Please itemize)

TOTAL (Transfer these totals
to the Budget Summary on
the Cover Sheet)

The Indiana Committee for the Humanities
1500 North Delaware Street
Indianapolis, Indiana 46202
(317) 638-1500

The Indiana Committee for the Humanities is a non-profit, tax-exempt organization which seeks to contribute to the public's body of knowledge by encouraging understanding, awareness, and appreciation of the humanities. The term "humanities" includes the study of language; linguistics; literature; history; jurisprudence; philosophy; archaeology; comparative religion; ethics; the history, criticism, and theory of the arts; and the application of the humanities to the human environment and to the current conditions of national life.

The Jefferson Foundation
1529 18th Street, N.W.
Washington, D.C. 20036
Farragut Station
(202) 234-3688

The Jefferson Foundation is a non-profit, tax-exempt organization incorporated in Washington, D.C. The Foundation has two major purposes:

1. To enhance the public's critical understanding of the Constitution and its history by involving citizens in debate and discussion of the fundamental principles of American government.
2. To study historical trends and contemporary opinion on constitutional reforms which have been proposed in Congress and endorsed by various groups as ways of improving the structure and functioning of government.

The Jefferson Foundation is a strictly non-partisan, non-advocacy organization which takes no position on any of the reform issues it studies. Its role is to promote informed and rational discussions of the fundamentals of the American system and to facilitate public understanding of how the Constitution was made.