



OFA TRAINING

CAMP OFA HOST GUIDE

Thank you for organizing this Camp OFA! These trainings will grow and develop the organizing skills we need to make progress on the issues we care about. The people who learn skills and strategy during your Camp OFA will be the ones standing with us as we work to make a difference in our communities and our country.

This document will guide you through all of the curriculum and support materials available to build your Camp OFA training. A Camp OFA training is a “Choose Your Own Adventure” training—since you know your audience and your chapter’s needs, you will choose the modules your new volunteers need to start organizing with you. The materials included here are intended to be resources to you while planning your training.

Let’s go!

Overview and Goals of Camp OFA

A Camp OFA is an entry-level training designed to build your chapter, develop new leaders within your chapter, and train local supporters to use organizing skills to make a difference on the issues you care about:

- *For Chapters*—Camp OFA serves as a recruitment tool for Chapters to find new volunteers who are passionate about the issues the Chapter is working on. These trainings bring in new supporters and turn them into action takers for an upcoming Chapter event by providing training on basic organizing skills and having immediate and meaningful next steps to take action on the issue.
- *For Current Leaders*—Camp OFA is a great way to coach current volunteers into becoming volunteer leaders. You can ask volunteers to step up and take ownership of part of the Camp OFA and develop their leadership skills along the way.
- *For supporters*—There are so many people who want to take action on an issue they are passionate about, but are not sure where to start. That’s where Camp OFA comes in. These trainings can ease people from supporters of an issue to action takers by providing a point-of-entry to learn how they can join the work your chapter is doing on a particular issue that you all care about.

The goals of Camp OFA are:

- To recruit and introduce new volunteers to local issue advocacy
- To teach new volunteers basic organizing skills
- To give new volunteers meaningful and immediate next steps by taking action with your chapter

Choose Your Own Adventure: Creating Your Camp OFA

While the skills you train on during your Camp OFA are up to you, there are three modules that should be included at every Camp OFA you host. They are:



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- Welcome to Organizing for Action
- Welcome and Overview of Camp OFA
- Debrief and Next Steps

These training modules set the stage for your Camp OFA and ensure that participants leave knowing exactly how the skills they learn will be put to use.

While choosing your Camp OFA adventure, keep these things in mind:

- *Any chapter can host a Camp OFA*—No matter how large or small your chapter, you can host a Camp OFA! Create a Camp OFA that fits your chapter—this is not a one-size-fits-all training.
- *Learning is incremental*— It takes many short runs to build up endurance to run a marathon. The same is true with learning. Keep your Camp OFA short with an agenda of just one or two skills modules. You can always hold additional Camps OFA to teach more skills! Here's a sample Camp OFA agenda:

15 mins	Overview of Camp OFA
20 mins	Welcome to Organizing for Action
15 mins	Overview of Camp OFA
60 mins	Skill Module #1
60 mins	Skill Module #2
15 mins	Debrief and Next Steps

- *Keep is short and sweet*—Your Camp OFA *should not* be more than four hours. Keeping your Camp OFA short will prevent it from intimidating new volunteers and make it easier for people to commit to attending.
- *Let us know when you're hosting your Camp OFA, then report back on its success*—Be sure to send a message to the OFA Training Connect group to let us know when your Camp OFA is. After you host your Camp OFA, send us a message that includes: your name, chapter, and state; your Camp OFA agenda; a summary and pictures of your Camp OFA

We have a variety of training modules available to fit your chapter's needs and the needs of your volunteers:

Time	Module Title	Module Description	Link to Module
	Module folder	All modules located in one folder	Click here
15 mins	Welcome and Overview of Camp OFA	This module sets up the training by laying out the goals and agenda of your Camp OFA. <i>This module should be included in every Camp OFA!</i>	Click here
20 mins	Welcome to Organizing for Action	This module introduces Organizing for Action, its mission, and organizational goals. Camp OFA hosts will also customize slides to introduce their chapter and the work they	Click here



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		do locally. <i>This module should be included in every Camp OFA!</i>	
60 mins	Creating an Issue Ecosystem	Our goal as organizers is to make our decision makers' perception of support for an issue match the reality of that support. In this module, you will learn how to plug into the issue ecosystem surrounding a decision maker and contribute to it to influence them.	Click here
45 mins	Organizing with the Snowflake Model	We are more effective organizers when we work together. This module introduces the snowflake model of organizing, why it's effective, and how OFA chapters use it to organize in their communities.	Click here
75 mins	Using your Personal Story to Talk Issues	We don't need to be policy experts to talk to others about the issues we care about. This module trains on how to effectively talk about issues from the heart to reach other people's heads.	Click here
60 mins	Making the Hard Ask	We get a lot of what we ask for and none of what we don't. This module trains organizers to be more effective by making better asks.	Click here
60 mins	Building Our Movement: Having 1:1 Meetings	Community organizing is all about building relationships and having one-on-one (1:1) meetings is a great tool to do so. This module trains on how to make the most of your 1:1 meetings and keep your relationships strong.	Click here
60 mins	Digital Organizing: Using Online Tools to create Offline Action	This module introduces digital organizing tools and how to use them to make a difference—online and offline—on the issues you care about.	Click here
15 mins	Debrief and Next Steps	This module wraps up the day by crystalizing key learnings through a debrief and signing up participants to put their new skills to practice by signing up for an upcoming chapter event. <i>This module should be included in every Camp OFA!</i>	Click here

Unpacking Your Training Modules

As you prepare your Camp OFA, you will find all the materials you need for a training module in a folder. A training module is a stand-alone lesson designed to teach a new concept or skill. All OFA training modules have three main components—an annotated agenda, a PowerPoint slide deck, and a worksheet or handout (if applicable). Let's dig in to the materials that make up each module and how to use them:

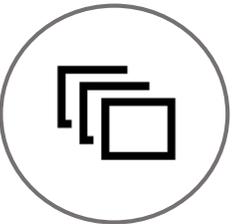


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Annotated Agenda: This agenda is to be used by the trainer and tells him or her the following information:

- The amount of time needed to complete each section of the module
- Any additional materials you will need to facilitate the module
- The goals of the module
- Notes for each slide and instructions for the experiential activity



PowerPoint Slide Deck: The slide deck is the visual piece to accompany the verbal and experiential pieces of your training. All OFA modules are driven by participants learning through experience—the slide deck alone is not training! Expect to spend most of your training time doing an activity rather than running through slides.



Worksheet or Handouts: Not every module requires a worksheet or handout, but for those that do, print a copy for each learner. If you do not have access to a printer, you can replicate the worksheet on individual pieces of paper or using butcher paper.



Customizing your Module: Some modules need to be customized to your chapter before your training. Your cue to add information specific to your chapter is a giant pencil (pictured here on the left) on the slide with customization directions. *Be sure to delete the pencil when you're done customizing!*

Training Support Materials

The best trainings combine great training modules with flawless logistics. As the organizer of Camp OFA, you need to plan the logistics of your training to ensure your trainers are as prepared as possible, and to make the day a smooth, professional experience for participants. The table below outlines the logistics support available:

Resource	Resource Description	Link to Resource
Resource Folder	All logistics resources in one folder	Click here
1- Venue checklist	Use this checklist to make sure your venue has everything you need to run a successful Camp OFA training.	Click here



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2- Tips for Organizing an Excellent Training	The perfect training requires serious over-preparation. Take a look at this guide for some tips to help you prepare down to the finest detail and take your event from great to excellent!	Click here
3- How to Prepare: From Receiving Curriculum to Delivering an Effective Session	This guide is designed to help trainers <i>master</i> the material they are assigned to cover at the training. Each person serving as a trainer at your Camp OFA should review this guide as soon as they receive their assignment for the training. It explains the best way to read, absorb, and prepare to deliver the curriculum.	Click here
4- Ten Practices of Fantastic Trainers	This guide is designed to help trainers facilitate their assigned material effectively. Each person serving as a trainer at your Camp OFA should review this quick guide and keep these best practices in mind as they facilitate their session.	Click here
5- Sign-in Sheet	Print more than enough copies to have everyone sign in before entering the training. Think through the best location for your sign-in table so that the process is efficient, but <i>nobody enters without signing in.</i>	Click here
6- Participant Agenda (customize for your Camp OFA)	This is the public facing agenda for the day, to be distributed to all Camp OFA participants. <i>If holding a paperless Camp OFA, this agenda should be written in large print on posters throughout the venue.</i>	Click here
7- Directional Arrows Multipurpose	These can be used any way you choose. They are typically paired with signs labeling locations throughout the venue, such as restrooms. You can make them point any direction of your choice.	Click here
8- Time Keeping Signals	The designated timekeeper for each session should use these signals to keep the facilitator on track. The timekeeper should hold up the signal until the facilitator makes eye contact to confirm s/he has seen it. The timekeeper should also connect with the facilitator prior to the module in order to get on the same page about any specific needs of the facilitator (for example, the facilitator may want to count down different sections instead of just the overall session).	Click here
9- Staffing Grid Template (customize for your Camp OFA)	This is a spreadsheet you should use to assign out roles throughout the day, so that everyone knows who is responsible for what and when. <i>It's okay for one person to have multiple roles, just make sure they don't</i>	Click here



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	<p><i>conflict!</i> Below are some important roles to make sure are included:</p> <p>For each module:</p> <ul style="list-style-type: none"> • Trainer • Time keeper • Trainer’s assistant (take notes on butcher paper, handle A/V issues, etc.) • PowerPoint clicker (advances slides if there is no remote) <p>At various times:</p> <ul style="list-style-type: none"> • Photographer • Room setup • Registration set up and execution • Set up/break down food (if applicable) • Directional (during breaks or transitions) • Room clean up 	
10-Evaluation Form	This is the participant evaluation for the end of the day. <i>Even paperless conferences should include an evaluation.</i>	Click here

Training Checklist: Before, During, and After

So, you are ready to host your Camp OFA—congratulations! Use the checklist below to plan your Camp OFA so that it goes off without a hitch:

Timing	Action	Resource (if available)
2+ weeks prior	Choose a date, time, and location for your Camp OFA	Venue checklist
	Send us a Connect message to let us know when your Camp OFA will happen	OFA Training Connect Group
	Create a team to help with your Camp OFA	
	Create your Camp OFA agenda	Module folder Participant agenda template
	Assign modules to trainers and practice	
	Handle logistics, such as supplies, signs, food, etc.	
	Recruit attendees	
72 hours prior	Confirm attendees	
	Trainer run through of their full module(s)	



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48 hours prior	Final check in with team to confirm that everything is in order	
24 hours prior	Final confirmation of attendees	
	Print sign in sheets	Sign in sheet template
Day of Camp OFA	Arrive early and set up the venue	
	Set up sign in sheets	
	Set up seating and food (if applicable)	
During Camp OFA	Ask attendees to sign in	
	Follow the agenda and stay on time	
	Take photos and post on social media using #CampOFA	
After Camp OFA	Post Camp OFA wrap up on the OFA Training Connect group! Be sure to include: <ul style="list-style-type: none"> • Your name, chapter, and state • Your Camp OFA agenda • A summary of your Camp OFA • Pictures 	OFA Training Connect Group

Training the OFA Way—Our Training Philosophy

OFA is one of the premiere progressive training organizations out there—and it’s not by accident. Training staff have spent years researching training methods and refining our approach to make sure we deliver the best training possible for our staff and volunteers. We incorporate our years of study on adult learning theory into each training module we produce to make sure that you receive top notch training every time.

Every training module that we produce includes these three ingredients of adult learning theory:

- *Adults learn by doing*— Adult learning theory says that adults learn through experience; as such, we make sure to include plenty of time for training participants to interact with the material we’re teaching. What we mean by this is that role plays, simulations, sharing with a partner, and other activities built into each Camp OFA module are important to making sure that learning happens. These experiential activities are integral to the success of the training module—*never cut experiential learning activities from your training!*
- *VARK*— In addition to learning through experience, adults also learn through a variety of styles—visual, auditory, reading, and kinesthetic (experience), or VARK for short. We include each learning style in the modules we create so that we can reach all participants, no matter their learning style. Here are common ways we include all learning styles in our trainings:



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<p>Visual</p> <p>Pictures or videos Charts, graphs and tables Slides and handouts with graphics</p>	<p>Auditory</p> <p>Lectures Group discussion Reading instructions out loud</p>
<p>Reading/Reflection</p> <p>Handouts and manuals Planning time Reflection worksheets</p>	<p>Kinesthetic</p> <p>Simulations Role Plays Real life examples</p>

- *The 20-60-20 Rule*— We structure our trainings using the formula of 20% of the training time is upfront information, 60% is experience, and 20% is debrief to ensure that training participants spend the most time in the experiential sections of a training module, which is where learning occurs. The upfront information sections provide just enough info so that participants can successfully complete the learning experience. It's important to resist the urge to tell learners everything – telling is not training. As you know, adults learn by *doing*. Debrief time does not mean evaluation; rather, it crystalizes key takeaways and makes time for participants to plan how to apply their new learning in the real world.

20% Up-front Info
Sets up learning

60% Experience
Learning happens here

20% Debrief
Solidifies learning

Ready to go? Send a message to the OFA Training Connect group to let us know when your training is, then start checking things off your Camp OFA Checklist! Good luck!