

MICHIGAN DEPARTMENT OF CIVIL RIGHTS

ROOT BEER SUMMIT: ON RACIAL AND ETHNIC DIVERSITY

OUTLINE OF RESPONSIBILITIES

Updated October 28, 2009

COORDINATION OF STATEWIDE ACTIVITIES

The Michigan Department of Civil Rights will coordinate the overall process regarding the Root Beer Summit on Tuesday, November 17, 2009. The summit will bring Michigan residents together on a statewide day of concurrent discussions in different cities to build a common understanding regarding racial, ethnic and other forms of diversity. The program is designed to facilitate positive interactions across personal backgrounds, laying the foundation for more effective regional partnerships. The Root Beer Summit will take place in the following cities: Benton Harbor/St. Joseph, Detroit, Farmington & Farmington Hills, Flint, Grand Rapids, Kalamazoo, Lansing, Macomb County, Mount Pleasant, Saginaw and Traverse City.

MDCR will identify a local coordinator in each city and act as a partner to assure that the necessary steps are taken to make the Root Beer Summit in their community a successful one.

LOCAL COORDINATOR RESPONSIBILITIES

1. Identify Root Beer Summit Team to coordinate event
2. Serve as Leader of Local Root Beer Summit Team
3. Call first meeting of Summit Team
4. Act as Summit Team liaison to MDCR

LOCAL ROOT BEER SUMMIT TEAM RESPONSIBILITIES

TASK	DETAILS	DEADLINE
Identify and secure facility	-At little or no cost -To accommodate 50 people + -Include tables to seat 6 to 8 people -Secure facility for a minimum of 4 hours	Immediately
Garner local community support	-Personal invites -Speak at events -Publicize event using templates provided by MDCR (to be customized by each location)	On-going
Decide the participant characteristics to target for event	-Students, faith-based leaders, elected officials, and etc.	On-going
Solicit resources or funds needed to conduct summit	-Examples: <ul style="list-style-type: none">• Approach local Faygo Root Beer distributors/ vendors for donations• Solicit snacks for participants	November 17th

Coordinate 15 minute video presenting Governor and/or MDCR Director Scott "Flow of Root Beer" Summit	- MDCR provides DVD or video -Secure equipment for DVD, including sound	November 17th
	-Introduction by Moderator -Present DVD of Governor/MDCR Director -Formal welcome from local leader (include importance of summit) -Present ground rules – by Moderator -Conduct Summit – by facilitators -Closing – by Moderator	Secure by November 17th
Select Facilitators	-Select the number of facilitators needed to conduct summit. The number of tables will dictate the number of facilitators	
Train facilitators (approximately 2 hours long. Will include the art of facilitating, role plays, what is the facilitator's role	-Send facilitators to the following training sessions. -All times 6-8PM: <ul style="list-style-type: none"> • SE Michigan Session <ol style="list-style-type: none"> 1. Farmington Hills 2. Farmington 3. Mount Clemens 4. Macomb County 5. Detroit • Lansing Session <ol style="list-style-type: none"> 1. Flint 2. Lansing 3. Mount Pleasant 4. Saginaw • Kalamazoo Session <ol style="list-style-type: none"> 1. Benton Harbor 2. St. Joseph 3. Kalamazoo 4. Muskegon 5. Grand Rapids • Traverse City 	<u>Date: Nov 09</u> Maxfield Training Center 33000 Thomas St Farmington, MI 48336 <u>Date: Nov 10</u> MDCR Offices 110 W. Michigan Ave, Suite 800 Lansing, MI 48933 <u>Date: Nov 04</u> This Is Fire 1249 Portage Kalamazoo, MI 49001 <u>Date: Nov 2</u> Northwestern Michigan College 1701 E. Front St Traverse City, MI 49686
Conduct 2 hour Root Beer Summit	-Have local facilitators conduct summit -Administer post summit survey tool -Have note-takers document discussion	Nov. 17, 2009 Nov. 17, 2009
-Send summit notes to MDCR	Send to: Harold Core Michigan Department of Civil Rights Capital Tower Building 110 W. Michigan Avenue Lansing, MI 48913	Nov. 30, 2009