Standardized Citizen Club Agenda

This is an agenda guide for individuals facilitating DAP Citizens Clubs. It is a suggested process, but can be adjusted and adapted as needed. It includes time allocated for pre and post Club logistics like setting up and documentation.

Time Block	Purpose	Activity	Example
30 minutes: Facilitator Preparation before club session begins	To ensure the the space is ready and that the facilitator is free to welcome participants as they arrive	Club facilitator should arrive at least 30 minutes early to prepare the space.	• Arrange chairs, desks and materials. Write agenda somewhere people can easily see it. If there is wifi available make sure it is written so people can see it.
10 minutes: Participant Arrival and sign in	To provide time for personal socializing and getting to know each other before the club begins	Give club participants a chance to settle in, chat with each other and sign in.	• As people arrive direct them to make a name tag, sign in and get any relevant printed materials.
20 minutes: Introductions	To create trust and camaraderie within the group and to create a sense of fun and play.	Do a fun icebreaker activity so participants can introduce themselves.	• Choose a fun icebreaker like this Spectogram activity to get everyone moving around and warmed up. • Review ground rules together and write them on a poster so that everyone can see them. • Give an overview of Club logistics and outcomes

20 minutes: Setting the stage	WIIFM - Set expectations for what will happen in the session and what they will get out of it.	Club leader welcomes everyone to the club and guides everyone through a discussion about how and why it will be helpful.	- Describe examples of Clubs from across Rwanda and what they are working on. - Ask participants what their expectations are for the club and how they think the Club can support them. - Discuss what everyone's preferred mode of communication is and agree on a process for sharing updates and information related to the club. - Find out what issues and topics participants want to cover in their club.
40 minutes: Group Skill building activity	Further develop their capacity for using technology and learning from mistakes in a non-threatening environment	Guide club participants through an activity that helps them practice one or more of the skills related to the DAP program.	- Club leaders should choose topics and content in advance. - Use the DAP content and curriculum to help identify activities and areas of interest. - If there is no access to the web try doing some [Offline Icebreakers](#)
15 minutes: Connecting to the larger Club network	Expand their network; create opportunities for continued learning outside of the Club sessions.	Share opportunities for club participants to connect with the larger club network.	- Point to existing tools and resources that participants can use in between club meetings. - Introduce Club's Facebook group, [Web literacy map](#), Club event gallery and [Mozilla Clubs repository](#).

15 minutes: Wrap up	Create a purposeful close and a sense of positive expectations for the next club	Wrap Up the meeting with reflections, final questions, plans for the next club meeting and a group photo.	- Take a group photo with everyone in the group (selfies work great.) - Reflect on what went well and what can be better for next time. - Remind everyone when the next club meeting will be.
15 minutes: Document club activity after the club session ends.	Report on club activity. Provide feedback for continuous improvement. Create an ongoing club history.	After the club ends the club leader should document what happened in the club and how many people were there.	Document what happened in the club and how many people were there. Share that information on DOT channels and on the Mozilla Club event reporter. This can also be shared on social media channels.

Tools and Resources

Additional links that will help facilitate Club events.

Communications

- Mozilla Clubs Facebook Group (https://www.facebook.com/groups/mozillaclubs/)
- Mozilla Clubs Leader monthly call (https://public.etherpad-mozilla.org/p/teach.clubs-rccalls)
- Mozilla Club Event reporter (http://mozilla.github.io/clubs-events/)
- Mozilla Club Leader Telegram group (https://mzl.la/2lriRU2)

Curriculum and Activities

- Spectrogram teaching activity (https://mzl.la/2mtJkk2)
- Train the Trainer teaching kit (https://mzl.la/2l8xcnA)
- Mozilla's Open Leadership Training (http://bit.ly/2kV0LxP)
- Ingredients of working open (https://mzl.la/2lSbB7f)
- Adding Creative Commons Licenses to your work (https://mzl.la/2mgaX3U)
- X-Ray Goggles (https://goggles.mozilla.org/)
- Tag Tag Revolution Activity (https://mzl.la/2kV1MpD)
- Hack The News activity (https://mzl.la/2lSG8le)
- Offline Activities (https://learning.mozilla.org/en-US/activities/offline-icebreakers/)
- Mozilla Web Literacy Education Kit (https://mzl.la/2li8Loq)

Reading Materials

- Mozilla's Internet Health Report (https://internethealthreport.org/v01/)
- DOT's ReachUp! Facilitator Guide (https://mzl.la/2l8EBn3)
- DOT Competency Framework (https://mzl.la/2mtJNmf)
- Tips for analyzing news sources (https://mzl.la/2lCDOOy)
- Mozilla Clubs Reading List (https://mzl.la/2lgAVj2)

Club Examples

- Mozilla Club Cosat in Khayelitsha, South Africa: https://thimbleprojects.org/juliavallera/75097/
- Rio Mozilla Clubs in Brasil: https://thimbleprojects.org/carot/26274/
- Mozilla Club Web Titans Club in Nairobi, Kenya: https://thimbleprojects.org/amira/75088/
- Mozilla Club Lookout Hill in Cape Town, South Africa https://thimbleprojects.org/juliavallera/70909/
- Mozilla Clubs in the Philippines: https://thimbleprojects.org/carot/84658/

Tips for facilitating

- Set ground rules and expectations— state how the session will be run, timing for the session, what is expected of participants.
- Speak clearly, especially if some participants are not interacting in their native language.
- Make sure your body language is open and positive.
- Have participants introduce themselves, or introduce themselves to others nearby.
- Listen to the participants! Appreciate their input.
- Know your content.
- When delivering, be confident — you're the expert!
- Make time for questions, and encourage people to stop you if they get lost or need clarification.
- Keep an eye on the time.
- Where there is more than one leader/facilitator, be sure each has an active role.
- Create small-group activities that allow learners to try out new skills, talk, and connect with each other.
- Model the open, positive, inclusive and curious behavior that you expect from Club members.
- Get learners teaching: mini-skill shares, code reviews, pair programming are good tactics.