

Together, we can build
a better, stronger
Southwest Florida.

On the
Table^{swfl}

March 30, 2023 Host Toolkit

What

On the Table® SWFL is a community-wide forum that invites Southwest Floridians from diverse backgrounds, neighborhoods, and perspectives to gather over mealtime conversations to build personal connections and explore how we can work together to make our communities stronger.

On the Table SWFL is a joint initiative of Charlotte Community Foundation, Collaboratory, and Collier Community Foundation.



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Welcome

The table is set to transform our communities

Dear Host,

Thank you for hosting an *On the Table SWFL* conversation.

When we share our stories and hear from others over a meal, we connect and learn about what matters to all of us. *On the Table SWFL* community conversations bring us together for the issues we all care about, like:

- Making sure our children get a good education.**
- Finding a safe, affordable place to live.**
- Searching for a better job or growing a sustainable business.**
- Ensuring access to quality healthcare.**
- Protecting our area's unique natural resources.**
- Thriving in a post-pandemic society.**

On the Table SWFL conversations create an open forum for you to connect with friends – and maybe even some yet to be made – to more deeply understand the issues and topics of greatest concern to the area's residents. The conversations lead to deeper connections with one another and help foster a better place to live for everyone.

As a host, you have a special opportunity to gather, listen, share, and inspire. What you bring to the table is totally up to you in terms of discussion topics and where, when, and how you meet over a meal.

This Host Toolkit provides tips and resources to create a turn-key *On the Table SWFL* conversation. We're here to help make your experience as a host of *On the Table SWFL* enjoyable and easy. Email us at **Together@OnTheTableSWFL.com** or visit **OnTheTableSWFL.com** to learn more about hosting an *On The Table SWFL* conversation.

We trust you'll leave your table with plenty of food for thought.

Yours for a brighter future,

Ashley Maher
CEO,
Charlotte Community
Foundation

Sarah Owen
President & CEO,
Collaboratory

Eileen Connolly-Keesler
President & CEO,
Collier Community Foundation

Getting Started

The Day

On the Table SWFL conversations will take place on **Thursday, March 30, 2023**. Host your conversation over breakfast, mid-morning or afternoon snacks, lunch, dinner or anytime in between. The choice is yours.

Registration



Visit **OnTheTableSWFL.com** and **register as a host** so you're sure to receive the latest updates about *On the Table SWFL*. As you invite guests, ask them to register as a participant at our website. If you choose to handle registration

on behalf of your guests, please be sure to include their email addresses so the survey links can be sent to them. This is important because, in conjunction with Florida Gulf Coast University, the foundation partners will capture conversation themes and identify region-wide social priorities in an impact report that will be shared broadly.

The Group

Eight to ten people is ideal so everyone has a chance to participate. If you want to host a larger group, you might want to break out into smaller groups, then have each report back to the full group later. Consider designating a leader at each table to spark the conversation and keep it going.



Who you invite is up to you – friends, family, colleagues, neighbors, and other people in your personal and professional networks. Consider stepping out of your circle to invite someone new or encourage your guests to bring a friend. *On the Table SWFL* is a great way to reconnect with old friends and meet new ones. You can also slate *On The Table SWFL* as the topic of your next civic club or homeowner’s association meeting.

You may also want to host your conversation at your home, workplace or local gathering place, like a church, recreation center, or library. Also, don’t forget the food! Meals can be sit-down, catered, picnic, or potluck – even as simple as a cup of coffee and a cookie.

Check out the suggested sample invitation you can use as a guide to your guest in the Resources section of this toolkit.



Conversation Pointers

Getting Started

First, relax. *On the Table SWFL* is designed to make conversation engaging, open, and fun. What matters most is that everyone enjoys the process and feels free to be open and share. Let the discussion flow naturally and kick it off however it feels right to you. Follow the conversation wherever it leads.

As they arrive, ask guests to sign in on the sheet provided and check the box if they prefer to fill out the paper version of the survey provided in your host packet. A link to the online version of the survey will be emailed to the others.

Do

Encourage everyone to participate

Keep the questions open-ended

Draw on your own lived experiences and encourage your guests to do the same

Have an open mind

Share photos, videos, and stories using the hashtag **#OntheTableSWFL** on Facebook, Twitter, Instagram, and LinkedIn

What brought you to the table?

If you need some help, try a few starter questions:

What are your hopes for our community now and in the long-term?

What are the positive qualities or characteristics of our community? How can we leverage those attributes to strengthen our community?

What does our community need? What can we do individually or collectively to address those needs?

What are some potential solutions to the problem(s) we've identified today?

As you talk, look to discuss ways people around the table can make Southwest Florida a better place to live. By focusing on solutions, you can help guests feel optimistic and empowered to create the kind of community we all want to live in.

Don't

Micromanage the conversation

Be judgmental or dismissive of anybody's comments or ideas

Promote arguments, unproductive debate, or complaining.

Instead, redirect to discuss issues. For example, "This conversation is about solutions and actions residents can take to improve their community. Let's focus our discussion there..."

Conversation Pointers

Wrapping it Up

You are nearing the end of the conversation. **What now?** Start to transition and wrap things up by redirecting the discussion to future actions. For example,

“We’ve had this great conversation about the place we live. What should we do next?”

Encourage guests to think aloud about what they can do as an individual to make a difference around the issues they care about. Perhaps encourage your guests to explore ways they can continue the conversation and work together to advance some of the solutions discussed. At the end of the conversation, invite your guests to share the commitments and connections from your *On the Table SWFL* conversation using the **#OntheTableSWFL** hashtag on their social media feeds. You may wish to conclude with a quick, fun activity by recording a group video summarizing the conversation and commitments guests made to address the issues they care about. You can share this with your guests to post as well.

Distribute the Survey

This step is crucial. Following your *On the Table SWFL* mealtime conversation, ask each participant to complete a survey. While you will have paper copies of the survey for distribution, respondents will be encouraged to complete the questionnaire electronically, which will be easily accessible through this QR-code or or at **ecs.page.link/8ip4n**



The purpose of this survey is to learn what social issues are of greatest concern to area residents, understand the ways they are most likely to get involved, and measure the effectiveness of *On the Table SWFL*. As a follow-up to *On the Table SWFL*, the foundations pledge to work together on issues identified through the conversations to create a more sustainable and vibrant Southwest Florida.

There are four classes of survey questions:

- community involvement,
- social causes,
- *On the Table SWFL* impact, and,
- demographic information.

Survey Tips

Before your guests depart, encourage them to help us record thoughts, solutions, and actions stemming from your conversation by completing the short survey after your discussion.

- Guests can complete the survey online at **OnTheTableSWFL.com**. If they prefer to complete a paper version of the survey, please ask them to fill it out and turn it back in to you before they leave.
- Please scan or shoot a photo image of the filled sign-in sheet. We'll email out the survey link to those who did not fill out the paper survey that day. Please submit this information to **survey@onthetableswfl.com**.
- Remind everyone that by completing the survey they will receive the final report.

What's next?

We hope you learned more about the people that make up this community and took the opportunity to develop ideas about how to improve it. Coming together to talk, tell our stories, and think of ways to make Southwest Florida better is a huge first step. No effort is too small, and no idea is too big.

Our research partners at Florida Gulf Coast University will compile the results and help the foundation partners, local civic leaders, and community changemakers better understand how Southwest Floridians experience their community.

What happens next is up to you!

The Foundation Partners



Charlotte Community Foundation

Charlotte Community Foundation (CCF) envisions a community where all have equal opportunity to thrive. As a center for Philanthropy, CCF initiatives include grant-making and community partnership development, with an emphasis on higher education. The Foundation focuses exclusively on enhancing quality of life for Charlotte County residents and provides personalized donor services to help establish tax-advantageous charitable funds that support Charlotte County nonprofits.

Established in 1995 as a 501c3, tax-exempt, public, charitable organization, Charlotte Community Foundation's mission is "Connecting People Who Care With Causes That Matter." To learn more, visit charlottecf.org or call 941-637-0077.

Collaboratory

Collaboratory is committed to coordinating the solving of all of Southwest Florida's social problems on an 18-year deadline including homelessness, poverty, mental illness, racism, illiteracy and more. We plan to do this with the entire community working together including people of all ages, colors, abilities, beliefs, and imaginations across all five counties.



Collaboratory was founded in 1976 as the Southwest Florida Community Foundation. It has made over \$96 million in grants since then and is home to more than 650 philanthropic funds. To learn more and get involved, call 239-274-5900 or visit collaboratory.org.

Collier Community Foundation

Collier Community Foundation™ is a tax-exempt, public, charitable organization established in 1985 to increase and focus on local private philanthropy. Today, the Collier Community Foundation manages more than 850 funds, works with hundreds of nonprofits, holds \$247.4 million in assets, and has granted over \$268 million to nonprofit organizations, community programs, and scholarships, \$43.1 million in FY2022. The Collier Community Foundation is one of Florida's fastest-growing community foundations. Informed giving. Powerful results.™ Learn more at colliercf.org or call 239-649-5000.





Resources

Sample Email Invitation

Dear [GUEST NAME],

You're invited to pull up a chair and join me for a chat on Thursday, March 30, when I am hosting an *On the Table*® SWFL conversation.

It will be a relaxed, fun gathering over [meal/snack] to share and connect around our experiences living in Southwest Florida. We'll exchange stories about how we came to the community, why we stay here, and explore what each of us can do to make this place we call home more sustainable and vibrant.

Please be my guest. Participating will add your voice to a region-wide conversation about who we are as a community, where we're going, and how we can get there.

Here are the details:

Thursday, March 30, 2023

[TIME]

[LOCATION/ADDRESS]

[ANY PERSONAL RSVP INSTRUCTIONS]

Please also sign up as a guest at **OnTheTableSWFL.com**.

I hope you can join us! This table is more than a place to talk and eat. It can change the world.

Sincerely,

[HOST NAME]

On the Table ^{swfl} Survey



The purpose of this survey is to learn what social issues are of greatest concern to SWFL residents, understand the ways they are most

likely to get involved, and measure the effectiveness of *On the Table SWFL* to energize change in our communities. Use this QR-code or visit ecs.page.link/8ip4n for the full survey.

Part 1

Community Involvement Sample Questions

Where do you typically connect with others? (Select all that apply)

- parks or beaches
- library
- community center
- schools/universities
- workplaces
- religious place of worship
- community garden
- shopping/commercial centers
- local restaurants and entertainment
- other (please clarify): _____

Please indicate whether you have engaged in any of the following activities in the past year.

- In the past year, have you...*
- | | | |
|--|--------------------------|--------------------------|
| "...worked with people in your neighborhood to discuss, fix or improve something?" | Yes | No |
| "...donated money, assets or property worth over \$25 to charitable or religious organizations?" | <input type="checkbox"/> | <input type="checkbox"/> |
| "...volunteered your time at an organization to support others?" | <input type="checkbox"/> | <input type="checkbox"/> |
| "...mentored or motivated others to accomplish something for themselves?" | <input type="checkbox"/> | <input type="checkbox"/> |
| "...raised awareness or educated others about a cause important to you?" | <input type="checkbox"/> | <input type="checkbox"/> |
| "...invested in your personal development through learning, education or skills training?" | <input type="checkbox"/> | <input type="checkbox"/> |
| "...expanded social relationships and/or collaboration with community members?" | <input type="checkbox"/> | <input type="checkbox"/> |
| "...increased your overall involvement in your community?" | <input type="checkbox"/> | <input type="checkbox"/> |

Part 2

Social Issues Sample Questions

Below is a list of important social issues in SWFL. Please rate how urgently each social cause must be prioritized.

Social Issue	Not urgent	Partly urgent	Very Urgent	Most Urgent
Housing and homelessness (e.g., affordable housing, reducing homelessness)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local public and charter schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crime, violence, and public safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reducing hunger and food insecurity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early childhood development (e.g., child care, early childhood education)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Affordable healthcare and accessibility to healthcare	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Good-paying jobs and economic development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parks and recreational areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race relations, racism, and racial discrimination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental issues (e.g., air & water quality, climate change policy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social justice issues (e.g., equality, civil rights, incarceration)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Poverty, economic security, and upward economic mobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health and substance abuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Immigration and Migration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adequate services and accessibility for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seniors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Veterans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 3

On the Table SWFL Impact Sample Questions

Did you host or attend a conversation?

- Host
- Attend
- Other (please clarify): _____

Where did your conversation take place?

- City or town: _____
- Neighborhood (if applicable): _____
- Location (e.g., school, workplace, community center): _____

What best describes your reason(s) for registering for *On the Table*? (Select all that apply)

- discuss and address important issues in my community
- meet and build relationships with new people
- become more involved in my community
- a friend, colleague or neighbor is attending and encouraged me to register
- fellow volunteers at a charitable organization I work with encouraged me to register
- find real solutions to one or more of SWFL's major social challenges
- learn about important causes to support financially through donations
- identify important resources and support for yourself or others
- other (please clarify): _____

Please respond to each of the following questions using the options beside each:

How much change for the better do you believe you can personally bring your community?	None at all <input type="checkbox"/>	A little change <input type="checkbox"/>	Some change <input type="checkbox"/>	Steady Change <input type="checkbox"/>	Much Change <input type="checkbox"/>
How big of an impact can people like yourself have when working with others to make your community better?	None at all <input type="checkbox"/>	Limited impact <input type="checkbox"/>	Small impact <input type="checkbox"/>	Modest impact <input type="checkbox"/>	Major impact <input type="checkbox"/>
How attached do you feel to your local community?	Not at all <input type="checkbox"/>	Minimally attached <input type="checkbox"/>	Somewhat attached <input type="checkbox"/>	Attached <input type="checkbox"/>	Very attached <input type="checkbox"/>
How attached do you feel to the SWFL region (Charlotte, Collier, Glades, Hendry, Lee)?	Not at all <input type="checkbox"/>	Minimally attached <input type="checkbox"/>	Somewhat attached <input type="checkbox"/>	Attached <input type="checkbox"/>	Very attached <input type="checkbox"/>
Looking ahead to the next five years, how hopeful do you feel about what the future holds?	Not hopeful <input type="checkbox"/>	Not very hopeful <input type="checkbox"/>	Somewhat Hopeful <input type="checkbox"/>	Hopeful <input type="checkbox"/>	Very hopeful <input type="checkbox"/>
When it comes to addressing the most important goals and challenges facing SWFL, do you think people in your community are more united or more divided?	Mostly divided <input type="checkbox"/>	More divided <input type="checkbox"/>	About equal <input type="checkbox"/>	More united <input type="checkbox"/>	Mostly united <input type="checkbox"/>
How well are the most important social issues currently being addressed?	Poorly addressed <input type="checkbox"/>	Fairly addressed <input type="checkbox"/>	Somewhat addressed <input type="checkbox"/>	Well addressed <input type="checkbox"/>	Fully addressed <input type="checkbox"/>

SIGN-IN SHEET FOR ON THE TABLE

HOST NAME: _____ HOST ORGANIZATION (if applicable): _____ CONVERSATION LOCATION (zip code): _____				I WANT TO: (Check one...or more!)			
NAME	CELL	EMAIL	ZIP CODE	MEET AGAIN	SHARE RESOURCES	JOIN OTHERS TO DO SOMETHING	PAPER SURVEY DONE
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
							<input type="checkbox"/>
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							<input type="checkbox"/>

NOTE: Your name and email address will be shared with the On the Table project team. Questions? Email together@onthetableswfl.com

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in partnership with:

