

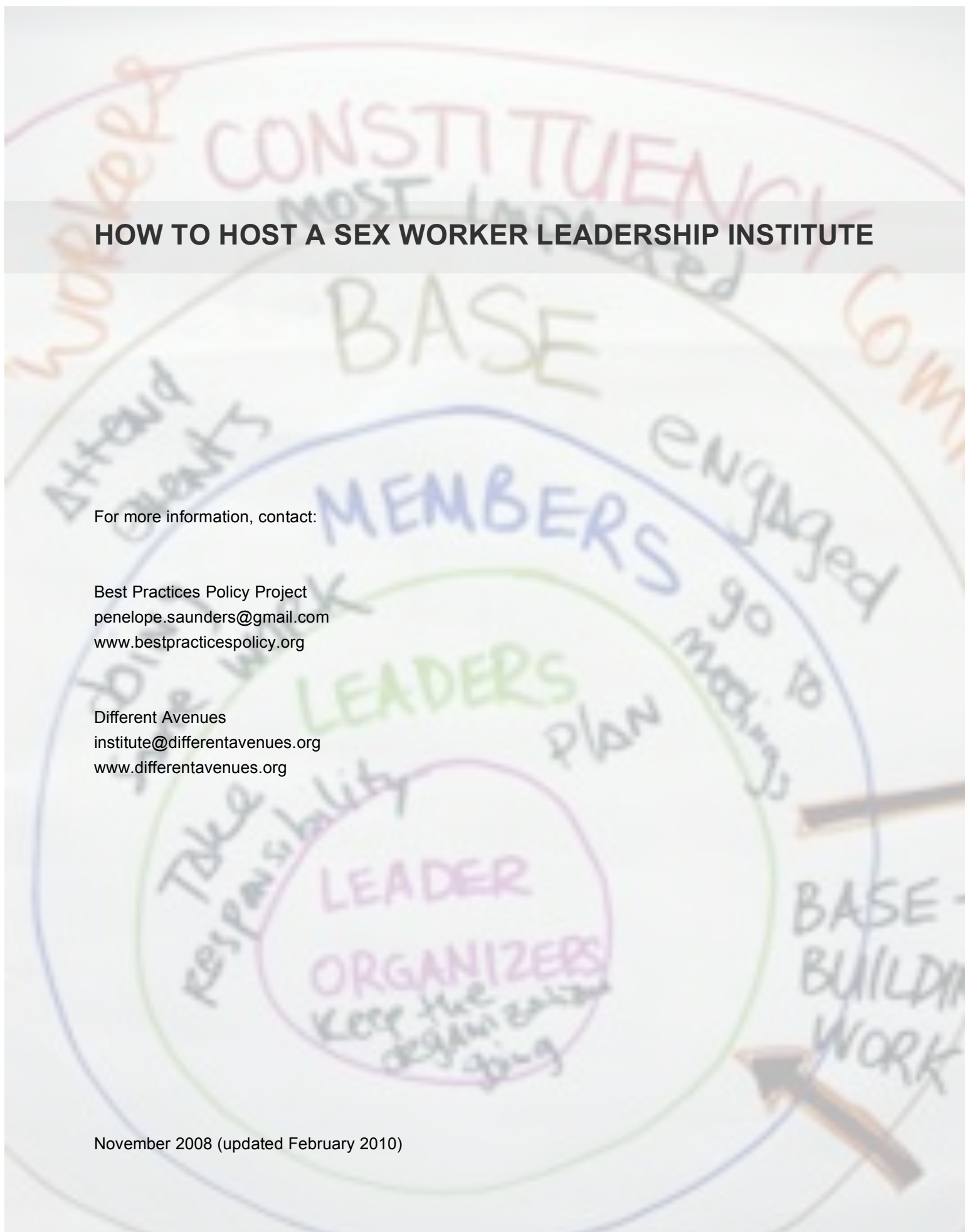
HOW TO HOST A SEX WORKER LEADERSHIP INSTITUTE

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The first National Sex Worker Leadership Institute was held in Washington D.C., October 25 to 27, 2007. The Institute brought together 23 emerging and experienced leaders working for sex worker rights to share skills for furthering reform and justice using a human rights approach. Institute organizers adhered to principles of social justice and inclusion in training leaders from communities of color, gay/lesbian/bisexual/transgender/queer (GLBTQ) communities and immigrants.

This report outlines the Institute development process so that others can learn from our successes and mistakes. It is our hope that additional Institutes will take place across the US and that this report can be a useful planning tool.

The following sections will explain how to:

- choose a location for an Institute (page 3)
- form a working group to organize the Institute (page 4)
- set the focus and goals of the Institute (page 5)
- budget (page 5)
- create a timeline (page 6)
- fundraise (page 8)
- reach out to communities to inform them of the Institute (page 9)
- select participants to attend (page 10)
- coordinate the logistics of an Institute (page 11)
- develop classes (page 13)
- evaluate how much participants learned and reflect on the organizing process (page 15)

We have also included many materials, such as fliers, budgets, and evaluation forms, as attachments to this report. These can be updated and used when planning future institutes.



Choosing a Location for the Institute

The success of the first Desiree Alliance Conference, *Re-visioning Prostitution Policy: Creating Space for Sex Worker Rights and Challenging Criminalization* in Las Vegas, July 2006, energized the US movement for sex worker rights and inspired much enthusiasm for building representative and sustainable leadership. Participants at the first national conference highlighted the need for intensive training opportunities as a key priority. In particular, activists expressed a wish to foster deeper partnerships with diverse sex worker communities and to inform sex worker rights perspectives with actions that challenge racism and discrimination based on sexual orientation and gender.

After the conference, activists in several cities across the US offered to host more intensive training. After community consultation across the nation, the Desiree Alliance, Best Practices Policy Project and allied groups settled on Washington D.C. as the best site for the first national capacity training. This was because the D.C. sex worker rights movement included activists from several historically underrepresented communities (queer sex workers, migrants, communities of color and trans communities). Holding the first Institute in D.C. therefore enabled meaningful conversations about diversity and discrimination. Most importantly, local activists were willing and available to coordinate the planning process.

Is your location right for an Institute?

Ask yourselves the following questions:

- *How many groups can get involved to share the workload of fundraising, logistics and more?*

We recommend that you are able to form a coalition of local groups to host the Institute. The groups can be working with sex workers or allies, such as rights based groups or service providers. Consider the resources and support that each group can bring to the table. It is helpful if one of the groups has tax-exempt status/fiscal sponsorship, as this makes managing money and applying for grants easier.

- *Is there a person (or people) willing to coordinate this effort?*

The person(s) should be committed to staying in your area for the duration (this may be several months or more) and sufficiently supported economically/socially to stay with the project.

- *What skills and experiences from local sex worker communities could be shared with activists in other places?*

Consider the strengths of different sex worker communities in your area, in terms of peer trainers, diversity and other resources.

Forming the D.C. Institute Working Group

Two activists in Washington D.C. initiated the process of organizing the Institute in December 2006, nearly one year before the actual Institute would take place. They began by contacting activists, peer educators, and representatives from sex worker groups, trans groups, and groups working for sexual rights, and inviting them to participate in planning meetings.

Building momentum was difficult at first. Early meetings in December 2006 were attended by only two people. The core activists reached out to potential working group members in person and provided updates to the whole community by emailing minutes. Persistence paid off and as activities took shape, new members joined the working group. One-hour phone meetings occurred monthly at the beginning of the process, and every two weeks during the two months leading up to the Institute.

Working group members were encouraged to participate at the level with which they felt comfortable—activities ranged from fairly light (such as participating on the conference call-ins) to intensive (developing the curriculum or working on the application review committee).

Committees were formed to oversee specific activities, such as:

- *Curriculum development*: Led by the local organization, Different Avenues, this team planned the contents and structure of the training itself.
- *Events*: This committee planned and held parties and other fundraisers to raise money and build community interest about the Institute.
- *Application review*: This committee handled the process of selecting attendees and giving scholarships.
- *Logistics*: This team organized resources to help attendees with travel and accommodation, as well as the daily arrangements needed during the training.

Important Tips for Building a Working Group that Works:

- Begin organizing ten months before the planned event in order to have sufficient time to seek funding from private foundations. If funding is already in hand, less time will be needed.
- Build a list of group members with contact details. It is very helpful to also indicate the best way to reach each person.
- Ensure that each organization that is officially participating in planning the Institute has a designated representative in the working group.
- Designate a reliable person to contact group members to remind them about the monthly meeting. (People have busy schedules and often, the last thing they want to think about is another meeting! Calling each person builds the group.)
- Use a free call-in number so that members can call from any location without incurring a cost. This is an important budget item. We used “Simple Toll Free” available at <http://www.freeconferencecall.com/>
- Keep notes, plans and timelines available (perhaps on a wiki) so that newer group members can be brought up-to-speed quickly.
- Assign responsible working group members to head up key committees and delegate tasks.

The workload of each committee varied. For example, application review committee worked intensively during September 2007 to shortlist candidates for the Institute.

Setting the Focus of the Institute

The D.C. Institute working group's first priority was answering the question of what would be most helpful and inspiring to sex workers who come to the Institute. Answering this question allowed the working group to discuss the goals and objectives of the event. After agreeing upon these, the D.C. Institute working group brainstormed activities that would be needed to successfully hold the institute,¹ and created a timeline to stay on track.

Budgeting

Once the D.C. Institute working group developed the goals and objectives of the Institute, we moved on to develop a budget, or estimate, of the amount of money needed. Creating a budget usually clarifies many questions, such as "How many people can we have come to the Institute?" because the picture becomes clearer when the group considers how much things will cost. The D.C. Institute working group used budgets from similar projects (such as the Scholarship Program for the 2006 Desiree Alliance Conference) to guide the development of the Institute budget.

Our budget was fairly high because we planned to invite participants from around the US and to cover their travel and living costs during the Institute. Our budget included costs for:

- People who would attend the Institute (we budgeted the average airfare per person from different parts of the US using online booking sites such as Expedia and Cheaptickets, contacted local hotels to get estimates of accommodation costs, and included money for per diems and local travel)
- Communication (the free call in number for the working group, money to support websites where the Institute would be advertised; printing of materials for outreach; general phone costs)
- Training costs (honorariums and travel costs for trainers)

Goals, Objectives and Activities

In the first meetings of the working group, members should discuss and agree upon the overall goals of the Institute and some specific objectives. Defining these terms will be useful to achieving a common vision as well as to presenting this vision to others, such as prospective funders.

A *goal* is a general, overarching statement about what it is you want to achieve. The overall goal of an Institute is usually something like "to build the skills of emerging and experienced sex worker leaders so they can work for rights, reform and justice."

Objectives explain more about the specific focus of an Institute such as training in information technology, organizational development, or decriminalization campaigns. Objectives are in effect "mini-goals" or steps linked to the overall goal. They usually contain specifics that can be measured (such as the number of people who will be trained). Examples of objectives are "to train 15 sex worker leaders in the use of information technologies that will enhance their campaigns for rights," and "to build the capacity of 20 sex worker leaders in organizational development."

Activities are the actions that the group will do to achieve the agreed upon objectives and goals. Activities include tasks such as raising funds, finding trainers, asking people to come to the Institute, and more.

¹ Want to see samples? Please refer to the appendices for the full activities list generated for the D.C. Institute.

- Supplies for the working group and training (paper, poster boards, staples, etc.)
- Catering costs for meals during the Institute
- Rental of a space for the Institute
- Money to pay an evaluator
- 5-10% “indirect costs” of the total budget for administration and overhead (“indirect costs” is a catchall budget item that can be used to cover the general operating expenses of organizations involved in a effort)

When we added this all up, our dream budget came to more than \$30,000! While starting to think about raising money, we also looked for ways to bring down the budget, by reaching out to people who could donate food, a space for the Institute and by asking people if they could let Institute participants stay in their homes. With these kinds of resource donations, we estimated that the absolute minimum needed to host the Institute that would fly people into our city and provide them with accommodation was \$10,000. Our budgets are included at the end as an appendix. Your Institute may cost less if you intend to invite people from a smaller geographic area reducing transportation and other costs.

Mapping Out a Timeline

Once we knew the overall costs of the Institute and how many people we intended to include we began considering what activities needed to be done to make the Institute a reality. We made estimates of how long we thought each activity would take. Approaching foundations for grants was the activity that needed the most time. Group members felt a minimum of six to nine months should be available to raise funds this way. After discussing activities, the working group felt that carrying out all the necessary tasks, including writing grants, would need at least 10 months. If sufficient funds are already available then approximately four to six months is sufficient to organize an Institute. The D.C. group also considered whether activists would be available to attend by looking to see when there were conflicting community events.

In January 2007, the group members decided that the best time for the D.C. Institute would be in October 2007. On the next page we have included our timeline that we created that can be used as an example of how we structured our activities. We also shared this timeline with our funders.

We revisited the timeline in monthly meetings so that we would stay on track. We also made many adjustments to accommodate changes and set-backs.



Networking exercise during the 2007 Institute in D.C.

Sample timeline including time to write grants to foundations for support

Leadership Institute Timeline	J	F	M	A	M	J	J	A	S	O	N	D
1. organize the first Leadership Institute in ways that include diverse sex worker communities												
a) establish D.C. working group based on the principles of diversity												
b) hold regular monthly planning meetings												
c) apply for private foundation grants for scholarships and related costs												
d) hold fundraising events for \$\$ and to build community interest locally in D.C.												
c) provide pre-meeting materials to selected Institute participants for input												
d) produce post meeting reports and plans with ongoing community input												
2. ensure that key communities are informed of the Institute, its goals and deadlines												
a) develop and translate outreach materials												
b) announce August 1 deadline for apps												
c) assess success via # of applications from diverse communities												
3. support sex workers from diverse communities to attend the Leadership Institute												
a) Review apps and award scholarships by Sept 1												
b) provide support to participants to attend												
c) provide onsite translation English/Spanish												
d) evaluate using quality assurance survey												
4. build the skills in 25 emerging sex worker leaders in legislative & policy processes; collaboration with other rights groups; confronting racism; and fundraising												
a) survey nationally about proposed training areas												
b) develop training the curriculum and workshops												
a) recruit trainers ensuring diversity of experience and inclusion of sw participation												
b) Provide training in October 25 to 27, 2007												
c) pre and post test assessment of skills built												
5. share results of Institute for replication and ongoing action for sex worker rights in the US												
a) create summaries for use by sex worker organizations												
b) propose panels at 2008 Desiree Conference												08

Fundraising via Grants, Donations and Events

The D.C. Institute working group used three different tactics for raising money: (1) applying for grants, (2) holding events to raise money and (3) tapping into personal networks to find people willing to donate money or goods/services.

Grant applications are usually very similar in format. Most require background, a statement of need, a section on goals, objectives and activities, a summary of the outcomes expected, an evaluation plan and a proposed budget. The working group developed a template application using the materials produced in working group discussions.

We applied for our first grant approximately nine months before the Institute, and continued submitting applications for all the opportunities we saw over the next few months. The Institute working group applied for grants in partnership with organizations like Different Avenues and the Desiree Alliance, since funders often like to see groups working together. The bulk of Institute funding came from private foundations such as the Astraea Foundation, the Community Foundation of Greater Washington and Resist.

The working group formed an events committee to organize at least two fundraising events in D.C. We brainstormed times and locations for events (penciling in possible events for May, July and September on our timeline). We kept our events fundraising goals modest and planned to raise \$750 from them. We hoped that events would raise money while also building interest for the Institute in the local D.C. community. Since our goals were fairly low, we decided to organize events that did not require any significant outlay of money or risk of loss.

Our first event in July 2007 was a happy hour sponsored by a local bar. The bar gave us a portion of the profit from each drink sold and from food ordered. We also requested donations from people at the happy hour. This raised about \$250. Our next event was held in September 2007 at a nightclub. We solicited donations at the door, held a silent auction put together by one of the organizations in the working group, and members of our working group DJed during the event. This event raised over \$750. A group of allies in New York offered to help us. They held a dinner event at their house and raised over \$200. The key elements in fundraising event success were making publicity fliers with plenty of time (at least 2 weeks before the event), utilizing free advertising opportunities through the local press, and drawing on the creative resources from our working group.

We tapped into the networks of all working group members to find individual donors. We created a flier for donors that explained how they could donate (by check, online) and how the money would be used. This flier is attached as an appendix. We circulated this flier amongst friends, colleagues, companies and others with whom we had connections. In total, we received over \$1000 in funding from individual donors.

Additionally, significant contributions came to us via “in-kind” donations (when people give

stuff instead of money). A caterer offered to cook meals at a very low cost and a food collective donated additional snacks. These donations lowered our projected meals budget from \$5000 to \$600. In our experience, the companies that donated food and services were from alternative communities while applications to more mainstream vendors were unsuccessful.

Outreaching to Participants

Institute participants were recruited in two parallel processes (one for the D.C. area and one for national level) of outreach and applicant selection. One of the essential reasons for holding the Institute was to expose activists from other parts of the nation to the diversity of the D.C. organizing scene. We decided to recruit 8 to 10 local sex worker rights advocates and emerging leaders to participate in the training with up to 15 advocates and emerging leaders from other parts of the US. Our decisions were based on budgeting (how many airfares could we afford?) and on the space we had for training at the venue we selected.

National outreach included creating a flier in both Spanish and English (see appendix). We distributed this by email to sex worker list-serves (such as the US Sex Worker Roundtable list and the SWOP-USA lists) and to individual contacts we had made with local service providers in Baltimore, San Francisco, New York, Tucson, Nevada and Massachusetts. We distributed the flier at meetings such as the 2007 meetings of the Desiree Alliance in San Francisco. Fliers were also created for D.C. recruitment, carried out by reaching into already existing peer and activist networks. Outreach began in June 2007 so as to allow several months for the word to spread. Institutes that focus on a smaller local area, such as within a city, will need less time to get the word out.

Individuals were asked to fill in an application form (see appendix). This form was adapted from the diversity scholarship application form developed in 2006 by the Desiree Alliance Diversity team.

Deciding who should come to an Institute

Our priority was to bring sex workers from different communities together. We selected people with a wide range of sex work experience and made two spaces available for non-sex worker allies. We focused on inclusion of different genders (especially men who have been under-represented in many sex worker spaces), people of color, non-English speakers, LGBTQ, immigrants, youth, low-come people and people living with HIV. We worked strike a balance between activists and people involved in service provision. Because this was the first Institute we decided to ensure that one representative from key sex worker rights organizations around the US, such as SWOP chapters, would be included.

In planning who attends your Institute you should consider:

- Will allies be invited to be trained? If yes, how will they fit in to a training made up mainly of sex workers? If no, are there any risks for participants if the training is known to be “only for sex workers”?
- What principles will your working group use to ensure social justice and diversity and how will you turn the principles into a reality of genuine inclusion?

Consider how your arrangements before and during the Institute might accommodate the needs of a diverse range of participants. Will outreach efforts include communities who may not have access to e-mail? Will non-English speaking participants have translation available? Will mothers/fathers have an option for childcare? Can you accommodate youth participants? Is your location friendly to participants with disabilities?

Different Avenues and BPPP offered to assist applicants in filling out the form if needed. Completed applications were sent to Different Avenues and BPPP and collated by a representative from each of those groups. Recruitment resulted in a total of 52 applications submitted by the deadline, August 31, 2007.

Selecting People to Come to the Institute

The working group chose an application deadline nearly two months before the actual Institute. We expected to review forms and notify applicants of our decision within one month, allowing participants another month to make necessary arrangements. We received 52 applications to review. This was more or less what we expected based on our experience in the Desiree Alliance conference diversity scholarship application process in 2006.

A representative from each organization in the Institute working group participated on the application review committee. This committee met weekly (4 times) over a one-month period in order to select a diverse pool of attendees who would benefit from and contribute to the Institute.

A member of the Desiree Alliance diversity team attended the first two calls to share skills and useful observations developed during the 2006 diversity scholarship shortlist process. The application review committee established criteria for short-listing based on organizational goals and the principles of diversity set out by the Desiree Alliance.

Lessons learned: Did we bring together a diverse group for the 2007 Institute? What could be done differently?

23 Institute attendees filled out demographic forms to help with the important step of **evaluation**. More than half (57%) of participants were from communities of color. The presence of the four non-trans men who attended enriched the Institute by bringing in the perspectives of male sex workers, who are often absent in debates in the US. The mix of activists, harm reductionists and representatives of several different styles of organizations allowed for new connections to be made and new directions for future work. An Institute Working Group member commented: *"I do think it is signature of the hard work from the Application Process when you consider the Attendees selected to attend the Institute... diversity was celebrated, but it went beyond demographics. There was a maturity, a willingness."*

There were definitely some things we could have done better. An organizer from the Institute Working Group wrote that, *"[O]n the national level I would like to have seen greater diversity in the application pool - we got a lot of non-trans white women in their late 20s early thirties, with specific types of experience."* **More outreach—less email driven—to diverse communities across the US is required to ensure a more diverse pool of candidates for future Institutes.**

At the same time, a volunteer "blinded" the 52 applications by removing identifying data from each application, assigning a number code, and pasting the data into a spreadsheet. As certain applicants wished to provide additional information over the phone instead of in writing, committee members followed up with these applicants, and this information was incorporated into the spreadsheet. The blinded spreadsheet was passed on to the committee, and committee

members created their own short-list before meeting as a group.

Two 2-hour long selection meetings were held by phone, during which committee members discussed the merits of each applicant in turn. Committee members created their own short-list before the meeting and then committee members discussed the merits of each applicant in turn. Once a short list with alternates² was agreed upon, representatives of the committee contacted references, and then sent invitation letters to selected applicants. 15 applicants were selected from the national pool. Once applicants finalized decisions to attend the Institute, we sent letters to unsuccessful applicants, urging them to consider participating in future events such as the upcoming 2008 Desiree Alliance conference in Chicago.



Thinking about different outreach strategies during the 2007 Institute.

Coordinating Logistics of the Institute

The Logistics committee consisted of individuals based in D.C. and outside of the D.C.-metro area. The main goals of this committee were to organize an event location, the food vendor, and participant travel and accommodation, as well as ensuring the smooth flow of events during the Institute.

In preparation for the Institute, the major tasks of the sub-committee included:

- Finding and securing a location for the Institute
- Finding and securing an affordable food vendor to provide meals on site
- Ensuring that the trainers had the necessary materials for their workshops
- Finding and securing transportation for participants and trainers—transportation between participants' home bases and the Institute city as well as daily transportation between housing accommodations and the site
- Finding and securing accommodation for participants and trainers
- Serving as a point of contact for participants before the Institute

For the three days of the Institute, the Logistics committee planned for two committee members to be present each day and handle administrative tasks, such as:

- Ensuring that all participants signed in each day

² We kept a list of potential alternates in case some of our selected candidates could not attend.

- Making name tags for all participants and trainers
- Pre-arranging materials for each training session
- Making announcements about the daily schedule
- Answering questions and serving as general support for participants
- Coordinating transportation issues with trainers/food vendors/etc
- Making periodic runs for necessary supplies
- Coordinating with the food vendors to set up and break down for meals
- Distributing, explaining, and collecting evaluation forms
- Ensuring that the event space was clean and well-organized
- Providing expense payments to trainers as needed
- Providing per diem payments

The sub-committee held regular conference calls outside of the monthly working group conference calls and communicated frequently via email as well. D.C.-based committee members took on tasks such as visiting potential conference locations, investigating housing accommodations, and liaising with the food vendor. All other work was done over the phone or by email, which made it fairly easy to collaborate with members not located in the D.C. area.

Things to Remember While Planning Logistics

- Open and frequent communication is crucial to streamlining logistics.
- Have at least two Logistics committee members who are based out of the Institute city location. This makes it easier to ensure that there are people available to do in-person inspections/follow-up when necessary. Find a small team of reliable, local volunteers to have on-hand assistance during the event.
- When looking for locations/hotels/caterers/etc, start as early as possible and confirm details often.
- As a part of the budgeting process, explore accommodation options for attendees very early on. We found it best that Institute participants stayed together in a hotel but finding an affordable hotel downtown requires a lot of research. Other options, such as community living spaces, are sometimes also available. Find a suitable Institute location and reserve/book the space ASAP. If participants can walk to the Institute venue from where they are staying, this is ideal.
- Finding the place to hold the Institute is one of the most important pieces to planning the logistics of the event. While choosing a location, ask if it is permissible to bring in outside food and whether a kitchen is available. It is often more affordable to prepare your own food, but this means you will need access to a kitchen space. Also find out about building timings (open on weekdays/weekends, till what time each day).
- Ensure that participants, volunteers and trainers know that the location details of the Institute and where participants are staying should not be shared with the press or acquaintances who might want to “drop by” to see a sex worker training. The Institute is not an open conference setting, it is intended to be an invitation-only small group setting.

Developing Classes and Implementing the Training

The curriculum (the classes people take) for the first Institute was developed by Different Avenues (a local non-profit organization working with diverse sex worker communities in D.C.). Your curriculum will reflect the topics your working group and communities want to cover at your Institute. Different Avenues found out what people wanted covered in the following ways. Different Avenues held a workshop at the July 2007 Desiree Alliance meetings in San Francisco that introduced the idea of the Institute and allowed conference goers to indicate what kinds of classes they would like. This workshop was well attended, including over 25 sex workers and allies from around the country. In addition to receiving suggestions from sex workers and other activists, Different Avenues modified a youth-oriented curriculum developed by SOUL,³ the School of Unity and Liberation, to design a three-day training curriculum for the first Institute. The outline of the D.C. Institute curriculum is included as an appendix.

We learned several valuable lessons about developing a training curriculum that may be helpful for holding future Institutes.

Create opportunities for participants to share their experiences/skills such as including them as facilitators, presenters of short sections or by bringing materials from their organizations/communities.

An important principle of the Institute was the utilization of peer knowledge and peer education (that is, sex workers training sex workers). People who attended the first Institute repeatedly indicated in daily evaluation sheets that they would have liked to learn more from their peers.

Ensure that all presenters (sex worker or not) are fully briefed on sex worker issues.

All trainers should be screened and chosen by a group process to ensure the safety of the training environment for diverse communities of sex workers. All trainers should be briefed about key issues by the curriculum development team. A participant in the D.C. Institute suggested giving trainers “the top 10 challenges sex workers have [in the area in which the person is presenting] so the presenter can be more prepared for the workshop.” In order to achieve all of this, it is important to select and confirm trainers several weeks before the Institute. This will give enough time to brief trainers, answer questions and go over their presentation to ensure that it fits in with the goals of the Institute and is culturally sensitive.

Ensure that most classes provide a specific skill or “product” that can be used later.

At the D.C. Institute, participants were very pleased to have written out a “self-care” plan that they could use during the Institute itself. This made an impression on them about the

³ More information about SOUL can be found at schoolofunityandliberation.org.

importance of self-care. Practical activities like writing a press release or actually creating a video during a class on media reinforce skills.

Create a comprehensive training binder and/or CD for participants.

This helpful suggestion was summarized by a participant. “Provide a binder. Mix up the media format. It would’ve been nice to get the curriculum in advance. The SOUL stuff was interesting, but I am curious what else is out there, from other sources.”

Use visuals drawing from sex worker experiences (videos, photos).

Participants at the 2007 Institute requested more visuals and creative presentations. Including fliers from successful events or a slide show of photos can be inspiring.

Keep the number of training hours each day achievable.

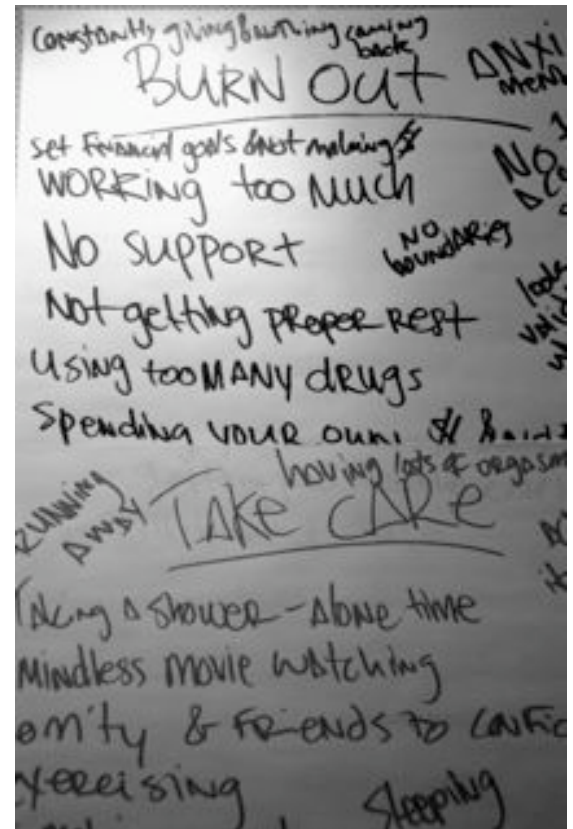
Three full days of training (over eight hours on some days) were too much for participants and organizers. Everyone got tired. If possible future Institutes should be four days long with no more than six hours of training per day combined with group social activities to build cohesion and networks. This will require fundraising to provide stipends for a four-day period to make up for lost income of participants while they are in the training and not working.

Provide onsite counseling and debriefing at all times.

Participants often had the need to share feelings or get support during the training. Volunteers were available for these kinds of discussion and support, but participants tended to turn to the evaluators to speak about troubling personal issues. It is recommended that for future Institutes, a trained counselor be on site during each day and her/his presence announced by organizers at each break so that participants know where they can get the best quality confidential support and a listening ear.

Have a plan to handle any conflict or misunderstandings.

What will you do if tension arises between participants? Or, between participants and a trainer? Your working group should have a plan to address concerns in supportive ways.



Brainstorming self-care plans during 2007 Institute.

Overall Evaluation Steps

Gathering information about how well an event went is important for creating future and better programs to work for sex workers' rights. Evaluation is the process by which information is gathered to answer questions about how we advanced towards our goals. The D.C. Institute relied on the skills of two working group members to find out more about:

- how well we reached out to different communities of sex workers to tell them about the Institute
- who attended the Institute
- participants' opinions about the classes provided at the Institute
- participants' self-assessment of what they had learned
- the opinions of working group members about the organizing of the Institute

We created and tested several forms for use by Institute attendees. These are included in the appendix. We asked people to tell us more about themselves (this is often called “demographics”) on one form during the first day of the Institute. We asked participants to fill out evaluation forms about the classes each day. We made the forms confidential (that is participants did not put their name on the form) and optional. Evaluators also interviewed some Institute attendees for a few minutes to get some more feedback. We used this information to tell funders about our progress. It also forms the basis of this report.



We also wanted to find out what working group members thought could be improved. After the Institute was over people provided feedback about their experience in the Institute's working group via a free online survey tool at www.surveymonkey.com. (You can view the actual survey we designed below in the appendices). Funders may call this “process evaluation” because team members give their opinions about what went well during the planning process and how comfortable the organizing environment was rather than looking at the “outcomes” linked to people's learning or skills development. We have included a section below with our working group's suggestions for future institutes so you can use our evaluation to help build better training for sex workers.

What did members of the D.C. Institute's working group think about how we organized?

Most working group members felt very positive about being on the team. Survey responses included:

"The working group was wonderful. I loved the diversity of people and the easy pace and how "beginner-friendly" it was for people from all activist levels"

"The working group was very effective. The use of conference calls and email list serve made it very easy to communicate tasks, organize and allocate work, assign work and deadlines, and review the work status of smaller break-out working groups."

Team members provided very detailed suggestions about how to divide up tasks more successfully at future Institutes. They suggested having *more clearly defined leadership roles in committees*, such as "chairs- a chair of logistics, a chair of fundraising, a chair of curriculum, etc. Or coordinators maybe a better way to put it." This leadership role in the committees could help new leaders step forward.

Team members also suggested that future Institutes try to "*compensate team leaders*. In a dream, all players would be financially compensated. However, if the funds are not available, covering those with uber-active leadership roles recognizes their experience and responsibility alongside the significant emotional toll of being a point person and liaison among other team leaders, committee members, and attendees at the Institute." Compensation is an item you could consider putting in your budget when you write to funders looking for support for your Institute.



The group uses their "collective power to win changes in people's lives and shift the balance of power." Exercise at the 2007 Institute in Washington, D.C.

ATTACHMENTS

Working group activities list for 2007

Estimate of hours/input per timeline objective

Budgets for the 2007 Institute (the dream, the reality)

Fliers from events (Happy hour and Shake that Azz!)

Fliers for individual donors (example from Desiree and Different Avenues)

Outreach fliers (in Spanish and English)

Application form (in Spanish and English)

Curriculum

Evaluation forms

List of activities for working group members, Leadership Institute 2007

Some of these activities, such as curriculum development, are intensive so you may wish to participate in one portion only. Some areas already have team leaders or organizations signing on. These areas may have sub-committee meetings.

- 1. Participation in monthly conference call**
activities
 - just being on the call-your ideas make all the difference!
 - reading over minutes
 - taking minutes
 - helping create deadlines and reminding people to stay to timeline

- 2. Curriculum Development**, lead by Different Avenues
activities
 - investigating other models from FIERCE and elsewhere
 - exploring via community needs assessment what elements should be emphasized in the trainings and what would facilitate the attendance of wide range of sex worker leaders (ie what days of week work best for low-income people, how long can training be)
 - locate and coordinate trainers that reflect the needs of sex worker communities and that build sex worker leadership
 - evaluating curriculum development and implementation process so that experience can be “scaled up”

- 3. Fabulous Events** to generate enthusiasm, community support and raise up to \$750
activities
 - organize a happy hour at Madams Organ and a DJed Dance night in Dupont.
 - approaching venues and setting dates
 - publicizing events via print, radio, online and flyers (esp to community members)
 - coordinating events on the day (volunteer list, back up plans, keeping \$\$\$ safe)
 - ensuring that any expenses from event are covered (ie does DJ need a small fee? Fliers need to be paid for?)
 - collecting names of potential donors at event

- 4. Grants applications, individual donors and corporate donations (ie supplies)**
activities
 - check DC Funding Alert each week for possibilities
 - contact known funders and see if anyone will support
 - draft letters of intent and grants
 - create and distribute a “how to donate” form for individual donors
 - brainstorm lists of corporate donations to seek (are there any queer companies who might want to support a sex worker leadership training?)
 - advise steering committee of progress on fundraising and any projected shortfalls
 - create budget and financial reporting system (ie record where the money goes)
 - fulfill reporting requirements to funders

- 5. Logistics regarding the location and during the training**
activities
 - prelim-finalizing with location, checking in at crucial times to make sure that the location is still locked in
 - prelim-investigate how food will be provided, coordinate with caterers
 - prelim- make sure that trainers have all materials needed and information about getting to location, have back up plans for trainers who get ill, etc
 - prelim-find hotel for participants
 - during training-sign in team to give per diems and other “official things”, also to give expense payments to trainers as needed
 - during training-ensuring a two person team is onsite at location to handle any day to day needs (ie someone

gets tired, someone needs medication, people need to know how to get to dinner, evaluation)
-transportation: getting people to the trainings and back to accommodation safely, finding lost out of town
people who wander off into DC's confusing grid, getting people to and from airport
-explain evaluation processes to participants

6. Community Outreach

activities

- create materials to inform people of the training
- ensure cultural appropriateness and translation
- distribute widely by various methods
- follow up and support organizations and outreach folk so that they feel that they are informed and encouraged
- explain evaluation processes to participants in community outreach person

7. Applications and selection

Activities

- creating application process
- receive applications
- selection process that is fair and in the spirit of the training, guided by BPPP principles and Desiree Diversity Statement
- informing all applicants of outcome

8. Evaluation

activities

- plan low time cost evaluation and core elements to evaluate
- work with curriculum team on evaluation
- create and pilot evaluation tools with community members
- ensure that evaluation materials are available at points needed and fully explained
- point person (a student or intern) to collect completed evaluations
- analysis and report writing

Time estimate for Institute Plan	Hours/person	# of people	Total hours
1. organize the first Leadership Institute in ways that include diverse sex worker communities			
a) establish D.C. working group based on the principles of diversity	5	2	10
b) hold regular monthly planning meetings	12	10	120
c) apply for private foundation grants for scholarships and related costs	8	4	24
d) hold fundraising events for \$\$ and to build community interest locally in D.C.	8	8	64
c) provide pre-meeting materials to selected Institute participants for input	1	1	2
d) produce post meeting reports and plans with ongoing community input	40	1	40
2. ensure that key communities are informed of the Institute, its goals and deadlines			
a) develop and translate outreach materials	4	2	8
b) announce August 1 deadline for apps	1	10	10
c) assess success via # of applications from diverse communities	2	2	4
3. support sex workers from diverse communities to attend the Leadership Institute			
a) Review apps and award scholarships by Sept 1	8	5	40
b) provide support to participants to attend	24	2	48
c) provide onsite translation English/Spanish	24	2	48
d) evaluate using quality assurance survey	8	2	16
4. build the skills in 25 emerging sex worker leaders in legislative & policy processes; collaboration with other rights groups; confronting racism; and fundraising			
a) survey nationally about proposed training areas	2	2	4
b) develop training the curriculum and workshops	40	2	80
a) recruit trainers ensuring diversity of experience and inclusion of sw participation	8	2	16
b) Provide training in October 25 to 27, 2007	4	10	40
c) pre and post test assessment of skills built	8	2	16
5. share results of Institute for replication and ongoing action for sex worker rights in the US			
a) create summaries for use by sex worker organizations	4	2	8
b) propose panels at 2008 Desiree Conference	4	2	8

BUDGETS

The dream budget

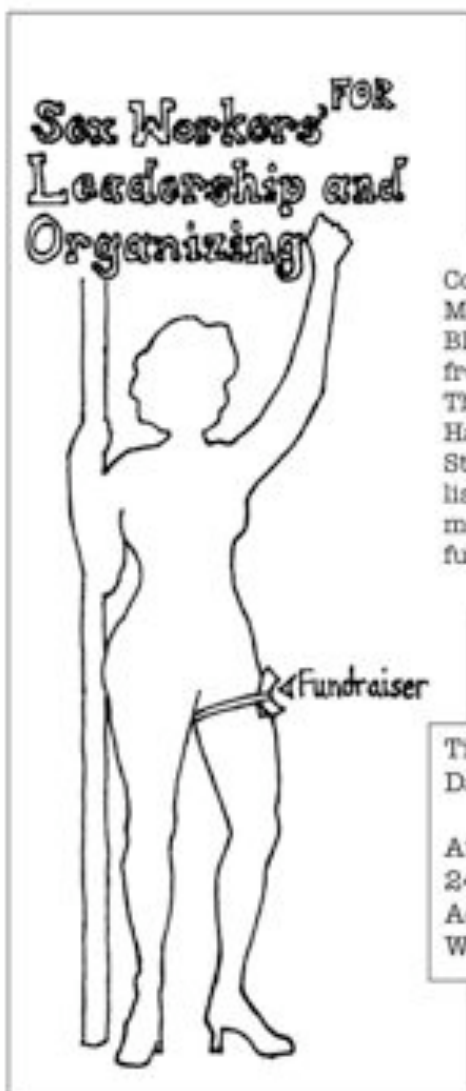
Institute Total Budget	<u>\$34,500.00</u>
Scholarships Costs (travel, per diems, etc)	
Accommodation per person for 5 nights with tax \$450 (15 persons)	\$6,750.00
Airfare per person (approximated based on 2006 experience)	\$6,000.00
Per Diems for four training plus 2 travel days at \$75 per person per day	\$6,750.00
Local travel (bus, taxi to airports)	\$750.00
Incidentals for participants	\$50.00
Communication costs	
Teleconferencing costs for organizing committee	\$200.00
Printing of materials for specific communities (ie Spanish, specific sectors)	\$1,000.00
Website and ISP for material distribution	\$240.00
Telephone costs	\$600.00
Training Costs	
Honorariums for Trainers	\$2,000.00
Supplies for training and for organizing	\$660.00
Catering costs for Meetings	\$5,000.00
Indirect costs to cover overhead, evaluation, etc at 15% of total budget	\$4,500.00

What we actually spent (15 out of town attendees, evaluation, food, etc)

Salaries and Wages	\$0.00
Payroll Taxes	\$0.00
Consultants Professional Fees (fees for evaluation)	\$1,500.00
Rent	\$0.00
Supplies	\$69.40
Telephone/Internet	\$507.40
Postage/Mailing	\$0.00
Printing Copying	\$200.00
Equipment	\$0.00
Travel	
	<i>Airfare Institute Attendees</i> \$1,743.34
	<i>Bus for Institute Attendees</i> \$140.00
	<i>Car Rental for Institute</i> \$109.99
Meetings/Conferences	
	<i>Hotel for 15 out of town Institute Attendees</i> \$3,586.13
	<i>Venue for Training</i> \$320.00
	<i>caterer</i> \$600.00
	<i>snacks (in kind)</i> \$150.00
Total	\$8,926.26

EVENT FLIERS

JULY 5 HAPPY HOUR DRINKING TO SUPPORT...



Come down to Madam's Organ Blues Bar anytime from 5pm to 8pm Thursday July 5 for Happy Hour. Stay all night to listen to the live music and keep our fundraiser going!

Time: 5 to 8 til late!
Date: Thurs, July 5

At MADAM's ORGAN
2461 18th Street, NW
Adams Morgan,
Washington, DC

Come down to Madam's Organ Blues Bar anytime from 5pm to 8pm Thursday July 5 for Happy Hour. Stay all night to listen to the live music and keep our fundraiser going!

All funds raised will go directly to support our 2007 training in human rights skills so that sex workers can advocate for reform and justice.

For more information call Different Avenues on (202) 829-2103 or go online to desirealliance.org, bestpracticespolicy.org, & differentavenues.org or email info@bestpracticespolicy.org



SHAKE THAT AZZ

to support

SEX WORKER RIGHTS

Thurs, Sept 27

7pm til 1 am

FAB LOUNGE

1805 Connecticut Ave NW
cap Florida & Connecticut
Washington, DC 20009

you've been asking for it

**APOCALYPSE
CREW REUNION**

dj bent (reggaeton, funky,
bmore, Miami bass)

dj mothersheister
(girl garage bands, motown,
African classics)

zen the diabolical
(funk, soul, old school hits)

also...

**BOUND 'N GAGGED
SILENT AUCTION™**

**MIDDLE EASTERN
"FLOOR SHOWS"**

8 and 9 pm
courtesy "Behind the Veil" Inc

\$5 to \$10 SUGGESTED DONATION

ALL FUNDS RAISED ARE FOR LEADERSHIP INSTITUTE
MORE INFORMATION AT DIFFERENTAVENUES.ORG

DONATE

Your donation will go directly to support our 2007 training in human rights skills so that sex workers can advocate for reform and justice.

Send your tax-deductible donation to:
Social and Environmental Entrepreneurs (SEE)
11948 W. Washington Boulevard, Suite 201
Los Angeles, CA 90066

Checks must be made payable to SEE/Desiree Alliance.
Write "Leadership Training" in the check's memo line.

All contributors who give more than \$50 will receive a thank you note and tax-deduction voucher directly from SEE.

Donate online by visiting this link
<https://www.greenpeople.org/secure/SEEdonate.html>

Type in "Desiree Alliance/leadership" as the project name when filling out your credit card information.

Your credit card statement will only say "Social and Environmental Entrepreneurs."



FOR SEX WORKER RIGHTS

The National Sex Worker Leadership Training is organized by representatives of the Desiree Alliance, local DC NGOs and the Best Practices Policy Project. More information at desireealliance.org, bestpracticespolicy.org, & differentarenas.org or email info@bestpracticespolicy.org

Every day thousands of people in our communities exchange sex for money or for food, clothing, and housing...

every day many of these same people are arrested... THEY FACE VIOLENCE AND DISCRIMINATION... their civil and human rights are violated...

HELP US MAKE A CHANGE BY SUPPORTING THE 2007 NATIONAL SEX WORKER LEADERSHIP TRAINING

The training will bring together emerging leaders working for sex worker rights to share human rights based skills to work for reform and justice. Individual donations will be used to support the attendance of people from low-income communities, communities of color, and other communities that have been historically under-represented in struggles for justice.

Donate by check. Send your tax-deductible donation to:
Different Avenues
821 Upsher St, NW, Suite B
Washington, DC 20011

Checks must be made payable to **DIFFERENT AVENUES**. Write "Leadership Training" in the check's memo line.

All contributors will receive a thank you note and tax-deduction voucher directly from Different Avenues.

Donate online by visiting this link <http://www.differentavenues.org> and clicking on the **DONATE BUTTON**.

Type in "Leadership Training" in the "designate my donation" section when filling out your information.

The training is organized by representatives of the Best Practices Policy Project, local DC NGOs and the Desiree Alliance. All representatives involved in organizing the project are unpaid volunteers-this project is proudly supported by community energy. More information at desireealliance.org, bestpracticespolicy.org, & differentavenues.org or email info@bestpracticespolicy.org

ENTRENAMIENTO

Solicitudes abren Julio, 15 del 2007 y cierran Agosto, 31 del 2007
Para obtener la solicitud via internet: www.bestpracticespolicy.org/capacity.html

Se un lider para tu comunidad!
Y aprende como hacer de los derechos una realidad en el...

**INSTITUTO DE ENTRENAMIENTO DE LIDERAZGO DE
LAS/LOS TRABAJADORAS/ES SEXUALES,
Washington, DC, Octubre 25 al 27 del 2007**

El instituto es una serie de clases que te daran la capacidad para entender la ley, organizar cambios, trabajar para cambiar la imagen de las/los trabajadoras/es sexuales en los medios de comunicacion y mas. El instituto es intensivo y requiere tu ompeno diario para que seas capaz de aprender.

Las/los candidatas/os ideales para el Instituto son gente que hayan negociado sexo por dinero (y/o otras cosas que necesitan), quienes quieran regresar a sus comunidades y con lo aprendido organizar a sus comunidades **PARA LUCHAR POR LA JUSTICIA.**

Hay becas. Consideraremos personas que tengan experiencias en el trabajo con el sexo-esto significa haber trabajado como acompañante, trabajador/a sexual, prostituta, trabajador/a de la calle, masajista, bailarín/a exótico/a, viviendo con el apoyo de su "sugar-daddy" o "sugar-mama", haya tenido sexo por vivienda/ropa/comida, haya tenido sexo por drogas, o hayas tenido sexo por las cosas que necesitas para sobrevivir. Daremos prioridad a las personas de diferentes razas, inmigrantes, gays, lesbianas, bisexuales, transexuales, transgeneras/os, personas con discapacidades, personas viviendo con el VIH, personas mayores de edad (senores ciudadanos) y jovenes/jovenes adultos.

Desea comunicarse con alguien acerca de la solicitud?

Lláme a Darby al 202/829-2103

o via correo electronico a

darby@differentavenues.org

o comunicarse con Best Practices via

institute@bestpracticespolicy.org



PARA LOS DERECHOS DE LAS/LOS TRABAJADORAS/ES DEL SEXO

El Entrenamiento Nacional para el Liderazgo de las/los Trabajadoras/es del Sexo es organizado por representantes de Diverse Alliance, ONG's locales en DC y el Best Practices Policy Project - informacion en diversealliance.org, bestpracticespolicy.org, y differentavenues.org o escribir al institute@bestpracticespolicy.org.

INSTITUTE

Applications open July 15 2007 and close August 31, 2007
Download application at www.bestpracticespolicy.org/capacity.html

Be a leader for your community!
And learn how to make rights a reality at the...

NATIONAL SEX WORKER LEADERSHIP TRAINING INSTITUTE
Washington, DC
October 25 to 27, 2007

The Institute is an intensive series of classes that will help you understand the law, organize for change, work to change images of sex workers in the media and more.

Ideal candidates for the Institute are sex workers who want to go back to their communities with the skills they've learned, and organize their communities **TO FIGHT FOR JUSTICE**.

Scholarships are available. We will consider people who have experience of sex work—this could mean that you worked as an escort, sex worker, prostitute, street worker, massage worker, exotic dancer, hustler, lived with the support of sugar-daddy or sugar-mama, had sex for housing/food/clothing, had sex for drugs, or had sex to get the money that you needed to survive. We will give priority to people of color, immigrants, gay, lesbian, bisexual or transpeople, disabled/differently-abled people, senior citizens and youth/young adults.

Want to speak to someone about applying?
Call Sky at Different Avenues on 202/829-2103
or email her at skytrinia@differentavenues.org
or contact Best Practices at
institute@bestpracticespolicy.org



FOR SEX WORKER RIGHTS

The National Sex Worker Leadership Training is organized by representatives of the Desiree Alliance, local DC NGOs and the Best Practices Policy Project. More information at desireealliance.org, bestpracticespolicy.org, & differentavenues.org or email info@bestpracticespolicy.org

National SW Leadership Institute
2007 Application Guidelines: to attend and for scholarships

The Desiree Alliance, BPPP, SWOP-USA and a coalition of sex worker groups in the District of Columbia are seeking applicants to attend the National Sex Worker Leadership Institute that will be held in Washington DC October 25 to 27, 2007. Successful applicants will travel to Washington DC Wednesday October 24 and leave Sunday October 28, 2007. The Institute is an intensive series of classes that will help new and current sex worker leaders understand the law, organize for change, work to change images of sex workers in the media and more. Scholarships are available.

Eligible Applicants

Ideal candidates for the Institute are sex workers who want to go back to their communities with the skills they've learned, and organize their communities to fight for justice. We will also consider applications from allies and advocates who wish to support sex workers in their fight for justice. Successful candidates will indicate that they are committed to attending this intensive training. Spaces are limited to 15 people from around the US with some additional spaces for local DC activists.

Scholarships are for leaders or new activists with priority to people of color, immigrants, gay, lesbian, bisexual or transpeople, people with disabilities, people living with HIV, senior citizens and youth/young adults to support diverse participation in the sex worker rights movement. We will consider people who have experience of sex work-this could mean that you worked as an escort, sex worker, prostitute, street worker, massage worker, exotic dancer, hustler, lived with the support of sugar-daddy or sugar-mama, had sex for housing/food/clothing, had sex for drugs, or had sex to get the money that you needed to survive.

What the Scholarship Covers

Scholarships may cover travel (such as airfare, local shuttle to airport, train fare, or bus fare) and accommodation. Scholarships may also include a per diem for living expenses for each day.

How To Send In Your Application

Applications must be received by Friday August 24, 2007.

You may send your completed application E-Mail or Postal Mail:

E-Mail:	institute@bestpracticespolicy.org <OR>
Postal Mail:	Skytrinia Berkeley, Different Avenues 821 Upshur St, NW, Suite B Washington, DC 20011

Award Notification

All applicants will hear of the process outcome by Monday September 24, 2007.

Instructions

Please answer the questions on the next two pages as best you can. **There are no wrong answers.** Tell us anything you think might be relevant to deciding if you are a leader or representative of a community we are trying to include.

Application Assistance The Best Practices Policy Project and Different Avenues are offering support in filling out this application. We are available to assist if you need help with your application. You can contact BPPP by emailing institute@bestpracticespolicy.org before August 8, 2007. You can speak to Sky at Different Avenues by emailing skytrinia@differentavenues.org or calling 202/829-2103 before August 8, 2007.

Name: _____

NOTE: *You can use whatever name you want to apply for the Institute and while attending. However, if you receive a scholarship we will ask for the name that is on your ID if we need to book a flight. ****Don't have an ID?**** We may be able to help you get one. Please check here _____ if you think you might need help getting an ID for travel. Also there are many ways that we can support people to come that do not require an ID at all!*

Phone Number: _____

E-Mail: _____

I consider myself to be (place an "X" in all the boxes that you identify with):

Female Male Transwoman Transman Intersex

Other _____

My race or ethnicity is:

_____ *Describe whether you are black, African-American, Latina/o, white, etc. etc.*

The language I prefer to use is: _____

I also speak: _____

I consider myself to be (place an "X" in all the boxes that you identify with):

Gay Lesbian Bisexual Heterosexual / Straight

Other _____

I consider myself to be a person with disabilities:

Yes

If Yes, please describe: _____

In terms of my age, I would describe myself as: _____

Describe whether you are a youth (usually under 24 years), a senior citizen (usually 55+), etc

In addition you could tell us your age (this is OPTIONAL): _____

I need support for:

Airfare Train Fare Bus Fare Hotel Room

Daily Expenses Financial support is not needed |

DIRECTIONS FOR SECTIONS 1 – 4:

For the next three sections, please answer each question with **no more than 150 words**. Your answers will not be judged for grammar or writing style. The space provided below will expand to fit your text. If you are filling this out by hand, please use additional sheets of paper as needed.

(1) Please tell us more about the community you are from, especially noting any sex work experience. Be as specific as you feel you can about your experience in the community and the challenges faced by you and others in your community. If there is some information that you would rather not put in writing for any reason, indicate that you would like a reviewer to call you. We will keep any information you give us confidential. Also remember you can use any name to fill in this form and this will help keep any information you give us at this stage confidential.

(2) Please tell us about any organizing or advocacy experience you have had in your community. For example, do you represent sex workers in any meeting or networks? Include names of organizations or groups that you have worked with. Have you been involved in any campaign for change? Have you worked with other sex workers in your area to improve your lives or working conditions? If you haven't yet, but would like to, then tell us your thoughts. Remember that we want to give scholarships to new people as well.

(3) Please tell us how you will use the skills learned at the Institute to organize for change in the future. Will you share what you've learned with a group in your area? Is there a specific issue or law that you want to organize about? What else can you tell us about your commitment to rights that might help us decide about your application? Remember, the Institute is intensive and requires a daily commitment to you to learn.

(3) OPTIONAL references: If you are finalist for a scholarship we will contact you to provide us the names, email addresses and phone numbers of 2 references who can support your application. This could be another member of the community, a leader of a campaign, someone from an organization. If you would like to give us the name of your references now please list them here. If you would rather wait to hear from us then leave this space blank.

THANKS FOR COMPLETING THE APPLICATION. **WE WILL CONFIRM THAT WE RECEIVED IT.** IF YOU DO NOT RECEIVE A CONFIRMATION FROM US, PLEASE EMAIL INSTITUTE@BESTPRACTICESPOLICY.ORG TO CHECK THAT YOUR APPLICATION WAS RECEIVED.

Instituto Nacional de Liderazgo de las/los Trabajadoras/es del Sexo
Guias de solicitud 2007: para participar y becas de inscripción

Para participar y becas de inscripcion1

Desiree Alliance, BPPP, SWOP-USA y una coalicion de grupos de trabajadoras/es del sexo locales en DC estan buscando aplicantes para atender el Instituto de Liderazgo de las/los Trabajadoras/es del Sexo que se llevara a cabo del 25 al 27 de Octubre del 2007 en Washington DC. El Instituto es una serie de clases intensivas que ayudaran a la/los nuevas/os y ya existentes lideres (trabajadoras/es del sexo) a entender la ley, organizarse para crear cambios , trabajar para cambiar la imagen de las/los trabajadoras/es del sexo en los medios de comunicacion y mas. El Instituto es gratis, pero el numero de espacios es limitado. Hay becas para cubrir gastos de viaje a Washington DC. Habra traduccion simultanea al Espanol durante el Instituto.

Aplicantes Eligibles

Las/los candidatas/os ideales para el instituto pueden ser trabajadoras/es del sexo que quieran regresar a sus comunidades, y con lo aprendido organizar a sus comunidades para luchar por la justicia. Tambien consideraremos solicitudes de aliados y abogados que quieran apoyar a las/los trabajadoras/es del sexo en su lucha por la justicia. Las/los candidatas/os tendran que indicar su empeño para atender a este entrenamiento intensivo. Los espacios son limitados a 15 personas de varias localidades alrededor de los EEUU, con espacios adicionales para personas del DC.

Los espacios son para líderes o nuevos activistas con prioridad a las personas de diferentes razas/etnicidades, inmigrantes, gays, lesbianas, bisexuales y/o transgeneros y personas trans con discapacidades, personas viviendo con el HIV, personas adultas mayores y jovenes/ adultos jovenes para apoyar diversas participaciones en el movimiento de los derechos de las/los trabajadoras/es sexuales. Consideraremos personas que tengan experiencias en el trabajo con el sexo- esto significa haber trabajado como acompañante, trabajador/a sexual, prostituta, trabajador/a de la calle, masajista, bailarín/a exótico/a, viviendo con el apoyo de su “sugar-daddy” o “sugar mama”, haya tenido sexo por vivienda/ropa/comida/regalos, haya tenido sexo por drogas, o hayas tenido sexo por las cosas que necesitas para sobrevivir.

Como enviar tu solicitud

solicitudes nacionales deberan ser recibidas para el viernes, 31 de agosto del 2007- Las personas en el Distrito de Columbia tendran mas tiempo para someter la solicitud o aplicacion. Puedes contactar a Darby en Different Avenues para mas detalles.

Puedes enviar tu solicitud completa via E-mail o por el correo:

E-mail: institute@bestpracticespolicy.org
Direccion postal: Skytrinia Berkeley. Different Avenues
821 Upshur st, NW, suite B
Washington, DC 20011

Notificacion de becas

Se les notificara a todos los solicitantes para el Lunes, 24 de septiembre del 2007.

Instrucciones: Por favor responda las preguntas en las siguientes paginas lo mejor que pueda. **No hay respuestas incorrectas.** Diganos lo que sea que usted crea relevante o importante para decidir si usted es un lider o un representante de su comunidad.

Ayuda con tu solicitud: Different Avenues y Best Practices Policy Project estan ofreciendo apoyo y ayuda con esta solicitud. Estamos disponibles para ayudarte a completar esta solicitud. Puedes hablar con Darby en Different Avenues al telefono 202/829-2103 o contactanos via e-mail: darby @ differentavenues.org

Nombre: _____

*NOTA: puedes utilizar cualquier nombre para solicitar el Instituto y mientras estes atendiendo. Pero si recibes ayuda escolar, necesitaremos el nombre que aparece en tu ID (identificacion) si necesitamos reservar un vuelo.**** No tienes un carnet?**** Podemos ayudarte a obtener uno. Por favor marca aqui _____ si necesitas ayuda para obtener una identificacion para viajar. Tambien hay muchas maneras que podemos ayudar a las personas para venir que no necesiten una identificacion!*

Numero de Telefono: _____

Correo Electronico (E-mail): _____

Me considero (marca con una "X" con lo que te identifiques):

- Mujer Hombre Mujer Trans Hombre Trans Intersexual
 Otro _____

Mi Raza o Grupo Etnico es: _____

Describe si es latino/a, blanco/caucasico, negro/afro-americano, etc.

El Lenguaje que Prefiero utilizar es: _____

Tambien hablo: _____

Me considero (marca con una "X" con lo que te identifiques):

- Gay Lesbiana Bisexual Heterosexual
 Otro _____

Me considero ser una persona con discapacidades:

- Sí
Si es así, por favor describa: _____

En terminos de edad, yo me describo como: _____ *Describe si es joven (usualmente menor de 24 años), adulto mayor (usualmente 55+), etc.*

Adicionalmente, quiero decirles mi edad (OPCIONAL): Tengo _____ años de edad

Necesito ayuda para:

- Pagos de avion Pagos de tren Pagos de autobus Pagos de hotel
 Gastos diarios No necesito ayuda |

INSTRUCCIONES PARA LAS SECCIONES 1 a 4:

Para las siguientes secciones, por favor responda cada pregunta **con nada mas de 150 palabras**. Sus respuestas no seran juzgadas por gramatica o estilos de escritura. **Si respondes las preguntas a mano, por favor utilizar extra paginas de papel si es necesario.**

(1) Por favor diganos un poco mas acerca de la comunidad de donde es, especialmente denotando alguna experiencia de trabajo sexual. Sea tan especifico como se sienta acerca de su experiencia en la comunidad y los desafios enfrentados por usted y otros en su comunidad.
Si hay alguna informacion que preferiria no expresar por alguna razon, indique si necesita una persona para hablar al respecto. Mantendremos cualquier informacion que recibamos de usted CONFIDENCIAL.

(2) Por favor diganos acerca de alguna experiencia de organizacion o de defensa que haya tenido en su comunidad. Por ejemplo, representa a las/los trabajadoras/es del sexo en alguna reunion? Incluya nombres de organizaciones o grupos con los que haya trabajado. Ha estado envuelto en alguna campana para un cambio? Ha trabajado con otras/os trabajadoras/es del sexo en su área para mejorar sus vidas o condiciones laborales? Si no lo ha hecho todavía, pero le gustaría hacerlo, díganos lo que piensa. Recuerde que queremos dar becas a nuevas personas también.

(3) Por favor díganos como usara las habilidades aprendidas en el Instituto para organizar cambios en el futuro. Compartirá lo que ha aprendido con un grupo en su área? Hay algún problema o ley por la que le gustaría organizarse? Que mas nos podría decir acerca de su compromiso a los derechos que nos podrían ayudar para decidir por su solicitud? Recuerde, el Instituto es intensivo y requiere un compromiso diario para su aprendizaje.

(4) REFERENCIAS OPCIONALES: si usted es un/una finalista para una beca o ayuda escolar le contactaremos para que nos de información (nombre, dirección, correos electrónicos y números telefónicos) de dos personas como referencias que puedan respaldar su solicitud. Estos podrían ser otros miembros de su comunidad, un líder de alguna campana, alguien de alguna organización, etc. Si prefiere esperar hasta que le contactemos, deje este espacio en blanco.

GRACIAS POR COMPLETAR ESTA SOLICITUD. **LE CONFIRMAREMOS CUANDO LA HAYAMOS RECIBIDO.** SI NO RECIBE UNA CONFIRMACION DE NOSOTROS, POR FAVOR ESCRIBANOS A ESTA DIRECCION ELECTRONICA: INSTITUTE @ BESTPRACTICESPOLICY.ORG PARA VERIFICAR QUE SU SOLICITUD HAYA SIDO RECIBIDA.

CURRICULUM

Day 1 – 10am to 7pm

Breakfast 10-11

Opening and Introductions (11am-12)

Burn out and self care (12-1pm)

Lunch 1-1:30

Anti-oppression, Conflict & Power (1:30-4)

Break 4-4:15

Anti-oppression, Conflict & Power continued 4:15-5:30

Organizing & movement building exercise 5:30-6:30

Close-out for Day & evaluation 6:30-7

Dinner on your own 7-8pm

Day 2 – 10am to 7pm

Breakfast 10-11

Track 1:

Organizing 101

What is organizing

Base building plan

Lunch 2:30-3:15

Legislative Advocacy

Track 2:

Organizing 201

11am-2:30

Outreach

Campaign planning

Grant Writing

3:15-6:45pm

Closing/evaluation 6:45-7pm

Dinner on your own 7-8

Day 3 – 10am to 5pm

Breakfast 10-11

Track 1:

Mentoring/leadership development

Lunch 1-1:30

Having a non-profit/keeping records

Track 2:

Workplan example: Media Strategy 11-1

Grassroots fundraising 1:30-3:30

Evaluation 3:30-3:45

[transition to Duke City]

Closeout activity 4-5

Reception [note this is the only event open to people from outside the training] 5-6

Dinner at Max's, or on your own 6pm

EVALUATION FORMS

***Confidential* DEMOGRAPHIC SURVEY**

All questions are OPTIONAL

Thank you for filling out this survey. Your identity is CONFIDENTIAL—please do not put your name on the sheet. One of the goals for this Institute is to include people different from each other and we are using this information to see how/if our efforts were successful. We would also like to match the Demographic Survey with other surveys you fill out during the Institute, (about how you liked the classes, etc): pls write down your favorite animal/name of your first pet (like “tiger” or “fifi”)-something that you will remember! Put the same info on other forms you fill out while at the Institute so we can match up forms and maintain your confidentiality by not using names.

THE NAME OF MY FAV ANIMAL/PET IS: _____

- 1. I am a (mark all that apply):** female transgender transwoman
 male intersex transman

_____ [write in any other way you prefer to describe yourself]

- 2. I am (mark all that apply)** African American Caucasian
 Hispanic/Latin American Asian/Pacific Islander Mixed-heritage

_____ [write in any other way you prefer to describe yourself]

- 3. I am (mark all that apply)** Black Brown White _____

- 4. I am** under 21 21 - 24 25 – 29 30 - 34 35 – 39 40-49 50 +

- 5. I am (mark all that apply)** gay or lesbian straight bisexual not sure

_____ [write in any other way you prefer to describe yourself]

6. The language I prefer to speak is: _____

- 7. I have (mark all that apply):** traded sex for money traded sex to get by traded sex for _____

escorted danced worked on the street worked online worked in a venue _____

lived with support of sugar-daddy or sugar-momma provided massage services

had sex, masturbated, or posed nude for the camera (for magazines, a customer, internet sites, video)

lingerie modeled worked as a phone sex operator pro-dom'd/ sub'd/been a fetish specialist

_____ _____

_____ _____

8. I consider myself to be a person with disabilities: yes. If yes please describe: _____

9. Please include anything else you think might be important in regards personal and/or professional experience.

*** Confidential* HOW ARE WE DOING?**

Pls tell us what you think about today’s trainings so we can improve them. *All questions are optional.*

DAY 1

THE NAME OF YOUR FAVORITE ANIMAL/PET: _____

Remember, use the same word (something like “tiger,” “fifi” or “butch”) on all the forms.

Please rate each session held today:

11 noon – 12 noon

Opening/Intro/Agreements

FIRST CLASS GOOD OKAY POOR TERRIBLE

12 noon – 1pm

Burn out + Self care

FIRST CLASS GOOD OKAY POOR TERRIBLE

After Lunch

Anti-Oppression, Conflict + Power

FIRST CLASS GOOD OKAY POOR TERRIBLE

5:30 pm – 6:60 pm

Organizing + Movement Exercise

FIRST CLASS GOOD OKAY POOR TERRIBLE

What information from today is going to be the most helpful for your skills in leadership?

What information from today is going to be the most helpful for your skills in self-care?

Did you feel respected during today’s trainings? YES NO

You can write any comments about how you were treated here...

How was lunch?

What was the **best** part about today?

What could be **improved**? (*Feel free to use the flip side of this sheet.*)

*** Confidential* HOW ARE WE DOING?**

Pls tell us what you think about today’s trainings so we can improve them. *All questions are optional.*

DAY 2

THE NAME OF YOUR FAVORITE ANIMAL/PET: _____

Remember, use the same word (something like “tiger,” “fifi” or “butch”) on all the forms.

IN EACH CASE FOR MORNING AND AFTERNOON: circle the one you attended

1st Morning Session What is Organizing (Org 101) or Outreach (Org 201)
 FIRST CLASS GOOD OKAY POOR TERRIBLE

2nd Morning Session Building a Base Plan (Org 101) or Campaign Planning (Org 201)
 FIRST CLASS GOOD OKAY POOR TERRIBLE

After Lunch Legislative Advocacy or Grant Writing
 FIRST CLASS GOOD OKAY POOR TERRIBLE

What information from today is going to be the most helpful for your skills in leadership?

What information from today is going to be the most helpful for your skills in self-care?

Did you feel respected during today’s trainings? YES NO

You can write any comments about how you were treated here...

How was lunch?

What was the **best** part about today?

What could be **improved**? (*Feel free to use the flip side of this sheet.*)

*** Confidential* HOW ARE WE DOING?**

Pls tell us what you think about today’s trainings so we can improve them. *All questions are optional.*

DAY 3

THE NAME OF YOUR FAVORITE ANIMAL/PET: _____

Remember, use the same word (something like “tiger,” “fifi” or “butch”) on all the forms.

Morning – circle the one you attended

Mentoring/Leadership Development -or- Media Strategy

FIRST CLASS GOOD OKAY POOR TERRIBLE

Afternoon – circle the one you attended

Having a Non-profit/Keeping Records -or- Grassroots Fundraising

FIRST CLASS GOOD OKAY POOR TERRIBLE

What information from today is going to be the most helpful for your skills in leadership?

What information from today is going to be the most helpful for your skills in self-care?

Did you feel respected during today’s trainings? YES NO

You can write any comments about how you were treated here...

How was lunch?

What was the **best** part about today?

What could be **improved**? (*Feel free to use the flip side of this sheet.*)

Interview Questions
Attendees

Process:

- 1- What are your overall thoughts of how the Institute was conducted?
- 2- Did the people organizing the Institute ask your opinion on what workshops or presentation topics to cover *before* you arrived? Where/when/how:
- 3- What did you *expect* to happen at the Institute?
- 4- How was that different from what actually did happen?
- 5- Do you think the Institute provided a safe learning environment? Explain.
- 6- What suggestions do you have for people organizing the Institute next time?

Education:

- 1- What were the most important aspects you learned over the last three days?
- 2- What topics do you wish were covered, but weren't?
- 3- What aspects of this Institute are you going to be able to incorporate with your work back home?
- 4- Any suggestions or comments about the educational materials?

Interview Questions [for use with Survey Monkey]
Workgroup

Process:

- 1- When did you begin participating with the Workgroup?
- 2- What aspects did you contribute:

<input type="checkbox"/> Conference Calls	<input type="checkbox"/> E-mail listserve	<input type="checkbox"/> Curriculum
<input type="checkbox"/> Application Process	<input type="checkbox"/> Fundraiser	<input type="checkbox"/> Workshop Presenter
<input type="checkbox"/> Logistics	<input type="checkbox"/> Evaluation	<input type="checkbox"/> _____
- 3- What are your overall thoughts of how the Workgroup was conducted?
- 4- Do you think the Workgroup offered a safe working environment?
- 5- Do you feel you had all the information in order to make an informed decision?
- 6- What aspects of this entire process would you do again?
- 7- What would you do differently?
- 8- If you heard there was another organization who was interested in throwing something like this Institute, what suggestions would you share?