



Preparing to Host a Know Your Rights Session

Planning ahead will help your volunteers provide the best possible experience for members and guests who attend the Be Not Afraid sessions you host. If you have any questions, please contact LIRS at benotafraid@lirs.org.

About the Know Your Rights Session

Allow 2 hours for the session. You may wish to include additional time for breaks.

Instructions and a script for the session are provided in a PowerPoint presentation. The notes for each slide contains *instructions* about what to do at that point in the session and a *script* (in **bold**) of what to say. For most slides, you will need to click *Enter* or the *forward arrow* (→) for each bullet point to appear. Print the "Notes Pages" version of the presentation to view one slide per page with instructions and script. Please take time to review the script to become comfortable using it. Adjust the wording to suit your personal style, but include all of the content in the script.

Session Outline

1. Welcome Prayer and Introductions (5 minutes)
2. Introduction to Lutheran Immigration and Refugee Service (5 minutes)
3. Session Outcomes and Icebreaker Activity (10 minutes)
4. Case Study #1 (5 minutes)
5. Case Study #2 (5 Minutes)
6. Four Basic Rights in Common Situations (20 minutes)
7. Case Study #3 (5 Minutes)
8. Break (10 Minutes)
9. Video and discussion (15 minutes)
10. Role Plays (20 minutes)
11. Summary and feedback forms (10 minutes)
12. Closing Prayer (5 minutes)

Preparation Checklist

Volunteers

- 1-2 presenters who have knowledge of the subject matter, interest in sharing it with others and time to prepare for a presentation
- Clergy member or appointed volunteer to welcome participants and offer closing prayer

Hospitality and Relationships

- Signage to direct people to meeting space
- Entry greeters with big smiles and appropriate language skills as needed
- Childcare
- Refreshments

- Name tags and sign-up sheet
- Information table for church and LIRS literature. E-mail benotafraid@lirs.org to receive LIRS literature.
- On the information table or in a handout, let participants know about the next Be Not Afraid event or other upcoming events at the church.

Logistics

- Meeting space set up to accommodate small group discussion
- Audiovisual equipment for PowerPoint and video presentation (Screen, projector and laptop, DVD player if laptop does not play DVDs)
- PowerPoint presentation downloaded onto laptop
- Flip chart paper and markers (optional)

Handouts and Feedback Forms

- Copies of Know Your Rights Case Studies, Know Your Rights cards, participant feedback forms, and referral list of immigration legal service providers.
- If a projector is unavailable or you would prefer not to use one, simply print the PowerPoint presentation as a hard copy handout. In the print dialogue box, under *Print What* select *Handouts* and for *Slides per Page* select *3*.

Follow-Up

If you have participants' addresses, send thank-you notes within a few days following the session.