**Full Protocol for MarCO Community Listening Sessions**

Listening Session Design

Sessions will include community members (adults and/or accompanied minors) who reside in the targeted communities of East Tempe, South Phoenix, and Glendale. The session will begin with 20 minutes of all-group participation, and provision of a healthy meal. Next, participants will break into smaller groups of 8 to 12 for the next 60 minutes. Natural groupings of participants will be allowed to remain. Break out groups will be conducted in both English and Spanish, while the full group sessions in English only. The full group will reconvene for 10 minutes at the session’s end.

Be sure to note the temperature, lighting, and background of the noise before you get started. Make sure bathrooms are well marked and refreshments are accessible. Blank scrap paper and pens should be at every table; ideally small tables will be throughout the room. Set out the sign in sheet on a table with pens when participants enter the room. Also have name tags or tents and markers available at this station. Ask participants to write their name down for conversational purposes; they may make up a name if they don’t feel comfortable using their own. The notetaker or another volunteer can sit there and greet participants and provide instruction.

Effective Characteristics of Facilitation

1. Reverence for the information provided by participants, regardless of their culture, language, or level of education
2. Clear communication methods
3. Strength in self-management - refrain from providing information, confirmation, or an emotive response
4. Friendly and neutral
5. Professional appearance

Lead Facilitator

Volunteers for this position will take a leadership role on the project. They will receive training and technical support for coordinating, recruiting participants, and delivering community listening sessions. Lead Facilitators will attend the initial training on program facilitation and data collection, as well as a qualitative data analysis follow-up training. Each training will be about three hours in length. Technical support and online mini-modules of the initial training course will be available, as needed.

Lead Facilitators will be responsible for selecting an appropriate community site within the chosen geographic area. They will gain entrée into the community by leveraging or building relationships to community site gatekeepers. Lead Facilitators will schedule the session, and work with onsite and partner organization staff to recruit participants for the listening session.

During the listening session, Lead Facilitators will partner with Co-Facilitators to administer the session and collect participant data. Lead Facilitators will also be responsible for coordinating snacks and refreshments, as well as onsite child care for participants.

After all phases of the listening sessions are complete, Lead Facilitators will attend a follow-up training to learn how to summarize, analyze, and audit data.

Lead Facilitators should self-select with the intention of continuing to work within the communities that they administer the listening sessions. While collecting data and local perspectives is important, community engagement is a long-term effort. Relationships built during this initial assessment period will be instrumental in the long-term effort of changing and improving community food systems.

This role is a good fit for someone who would like real-time engagement and experience in social science research and community development.

Co-Facilitator

Volunteers for this position will take a supporting leadership role on the project. They will receive training and technical support for coordinating, recruiting participants, and delivering community listening sessions. Co-Facilitators will attend the initial training on program facilitation and data collection, as well as a qualitative data analysis follow-up training. Each training will be about three hours in length. Technical support and online mini-modules of the initial training course will be available, as needed.

Co-Facilitators will be mindful of the Lead Facilitator’s list of responsibilities, and offer to support them site identification, relationship building, and coordinating sessions, as available.

During the listening session, Co-Facilitators will partner with Lead Facilitators to administer the session and collect participant data. Data collection and listening session facilitation is the focus of this role.

After all phases of the listening sessions are complete, Co-Facilitators will attend a follow-up training to learn how to summarize, analyze, and audit data with their Lead Facilitator partner.

Co-Facilitators should self-select with the intention of continuing to work within the communities that they administer the listening sessions. While collecting data and local perspectives is important, community engagement is a long-term effort. Relationships built during this initial assessment period will be instrumental in the long-term effort of changing and improving community food systems.

This role is a good fit for someone who would like real-time experience in social science research and community development.

Observation Volunteer

Volunteers for this position will take a supporting role on the project. They will receive training and technical support collecting qualitative data at listening sessions. Observation Volunteers are required to watch a series of online training modules, about one hour in length. They will also be invited (but not required) to attend the initial training on program facilitation and data collection, as well as a qualitative data analysis follow-up training. Technical support will be available to Observers as needed, upon request.

Observation Volunteers will mainly support Facilitators to administer listening sessions and collect participant data. Data collection and listening session support is the focus of this role. Volunteers who choose to attend the second training will have an opportunity to summarize, analyze, and audit data with their Facilitator partners.

Observation volunteers should self-select with the intention learning more about community engagement as a long-term effort. Relationships built during this initial assessment period will be instrumental in the long-term effort of changing and improving community food systems.

This role is a good fit for someone who has an interest in social science research and community development, and is seeking a snapshot of what these projects look like.