Youth Voice, Youth Choice
Mobile Assembly Toolkit

Youth Voice, Youth Choice is a new Participatory Budgeting (PB) Initiative from the City of Seattle. PB is a democratic process where community members directly decide how to spend part of a public budget. The process focuses on engaging people who have historically not been involved in government or budget processes.

Youth Voice, Youth Choice consists of four steps:

Collect
Jan - Feb
Community members of all ages brainstorm ideas for potential projects

Develop
Feb - April
Youth (ages 11-25) develop ideas into concrete proposals

Vote
May
Youth (ages 11-25) vote on the projects they want implemented

Fund
June and beyond
The City funds and carries out the winning proposals!

A **Mobile Assembly** is part of the first phase to brainstorm as many ideas as possible.

Here are the steps to host a mobile assembly:
1. Bring community members, especially youth ages 11-25, or attend a pre-existing meeting.
2. Have participants fill out their information on both sign-in sheets provided.
3. Go over material on all 4 learning boards to introduce Youth Voice, Youth Choice:
    a. What is Participatory Budgeting
    b. What can Participatory Budgeting Fund?
    c. Seattle City Government
    d. Equity in Participatory Budgeting
4. Facilitate small group discussion about needs in your community (more details in the Facilitator Guide).
5. Facilitate small group discussion about potential project ideas (more details in the Facilitator Guide).
6. **Pass out Idea Collection forms or have students fill it out online by copying and pasting this link into their browser: http://bit.ly/youthvoiceidea**
7. Pass out Budget Delegate Sign-up forms or have students fill out the form online by copying and pasting this link into their browser: http://bit.ly/youthvoicevolunteer
8. Return both sign-in sheets, idea collection forms, and budget delegate forms to Youth Voice, Youth Voice by one of the following:
    a. Returning documents to City Hall, 4th Floor Department of Neighborhoods
    b. Mailing to 600 4th Avenue, 4th Floor Department of Neighborhoods; Seattle, WA 98104
    c. Scanning or taking photos of all documents and mailing to Katie.apone@seattle.gov
        ALL MATERIALS MUST BE RETURNED BY FEBRUARY 26, 2016

Facebook: Youth Voice, Youth Choice
Instagram: @youthvoiceyouthchoice
Twitter: @seayouthvoice
For other ways to get involved, visit www.seattle.gov/neighborhoods/youth-participatory-budgeting
For questions or additional materials, contact Katie Apone: Katie.apone@seattle.gov; 206.615.1797

Youth Voice, Youth Choice
Idea Assembly Sign-in Sheet

Name	Email

Inclusion Sign In Sheet

(Event/Dept/Date/Location) _____   (Total Participants) _____

Please help us ensure that we are including all of Seattle.

Race	Hispanic or Latino Origin	Primary Language Spoken in the Home	Gender	Age	Own - Rent - Other	Zip Code
Example: African American	Yes	Spanish	F	30	X	98104

RACE & SOCIAL JUSTICE
INITIATIVE

**ADVANCE OPPORTUNITY.
ACHIEVE EQUITY.**

- This form helps us understand who we are reaching to ensure we're doing the best job at connecting with all people in our community.
- All information is anonymous.
- Your participation is voluntary.

What is Participatory Budgeting?

How does it work?

Collect
Jan-Feb

Community members of all ages brainstorm ideas for potential projects

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Feb-April

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What are the goals?

- Build youth skills and knowledge to create new leaders
- Give youth a meaningful and lasting voice in city government
- Fund projects that create equity in our city
- Forge a more inclusive democracy

Where has it happened before?

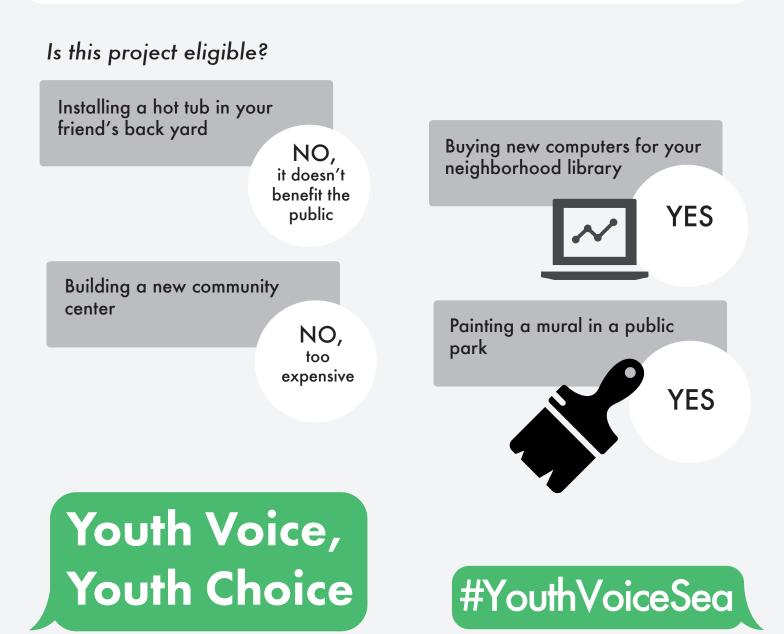**PARTICIPATORY BUDGETING IN THE United States**

Seattle 2015
Vallejo 2012
San Francisco 2013
San Jose 2015
Long Beach 2014
Chicago 2009
St. Louis 2013
Palo Alto College 2013
Greensboro 2015
Boston 2014
Cambridge 2015
New York City 2011

Youth Voice, Youth Choice

#YouthVoiceSea
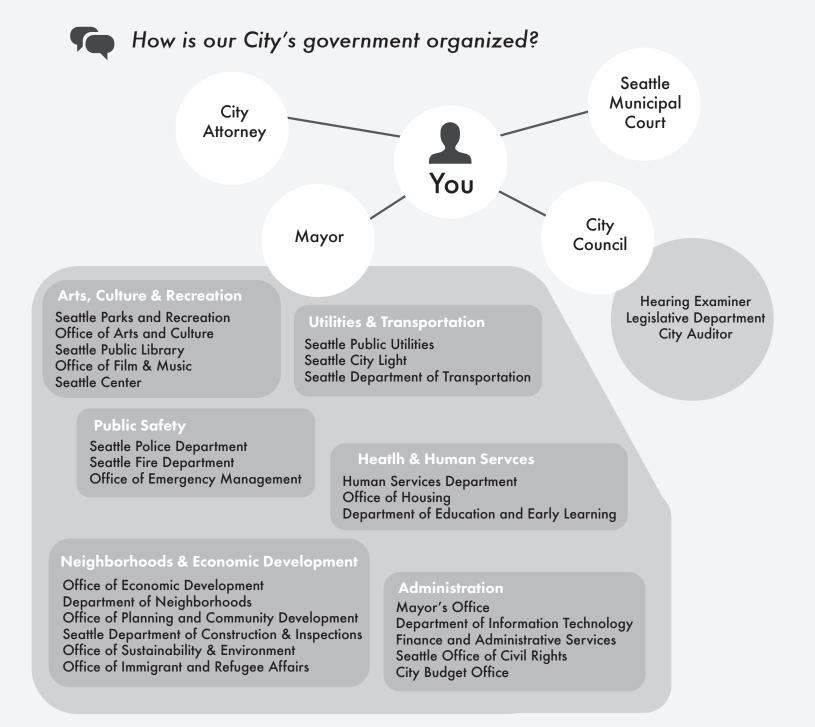
What can Participatory Budgeting Fund?

In order to be eligible for PB, projects MUST:

- **Benefit the public!** Projects that only benefit private individuals or groups are not eligible.
- **Be one-time expenditures!** Projects must be able to be completed with funds from this year's PB process.
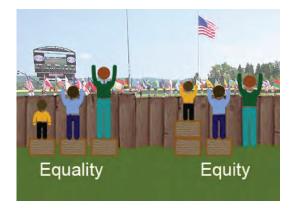- Cost **more than $25,000** and **less than $300,000**.

Is this project eligible?

Installing a hot tub in your friend's back yard

NO,
it doesn't benefit the public

Buying new computers for your neighborhood library

YES

Building a new community center

NO,
too expensive

Painting a mural in a public park

YES

Youth Voice, Youth Choice

#YouthVoiceSea

Seattle City Government

💬 *How is our City's government organized?*

City Attorney

Seattle Municipal Court

You

Mayor

City Council

Hearing Examiner
Legislative Department
City Auditor

Arts, Culture & Recreation
Seattle Parks and Recreation
Office of Arts and Culture
Seattle Public Library
Office of Film & Music
Seattle Center

Utilities & Transportation
Seattle Public Utilities
Seattle City Light
Seattle Department of Transportation

Public Safety
Seattle Police Department
Seattle Fire Department
Office of Emergency Management

Heatlh & Human Servces
Human Services Department
Office of Housing
Department of Education and Early Learning

Neighborhoods & Economic Development
Office of Economic Development
Department of Neighborhoods
Office of Planning and Community Development
Seattle Department of Construction & Inspections
Office of Sustainability & Environment
Office of Immigrant and Refugee Affairs

Administration
Mayor's Office
Department of Information Technology
Finance and Administrative Services
Seattle Office of Civil Rights
City Budget Office

Youth Voice, Youth Choice

#YouthVoiceSea

Equity in Participatory Budgeting

Equality   Equity

What is the difference between equality and equity?

What does equity mean to you?

How do these two maps relate to each other?

The map on the left shows opportunites in Seattle based on education, economic mobility, and housing/neighborhood indicators.

The map on the right shows the percent of the population of people of color in Seattle.

Youth Voice, Youth Choice

How would you spend $700,000 to make Seattle a better place?

Name _____ **Email** _____

Your Neighborhood _____

Note: Eligible projects benefit Seattle's residents and cost between $25,000 and $300,000.

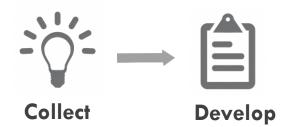**What specific project or service would you like to see funded in our community?**

Where should it be located?

Why is it important?

To find out more, visit www.seattle.gov/neighborhoods/youth-participatory-budgeting

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Youth Voice, Youth Choice

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Youth Voice, Youth Choice
Budget Delegate Sign-up

Budget Delegates are essential to **Participatory Budgeting.** Their job is to take the ideas brainstormed at assemblies and elsewhere, and turn them into concrete proposals to put on the final ballot. You can serve as a Delegate if (1) you are between the ages of 11-25, **and** (2) you live, attend school, work, or volunteer in Seattle or are part of a program or organization in Seattle.

Collect → **Develop**

Take advantage of this opportunity to learn about your community, government, and budgeting!

Responsibilities and Benefits of Being a Budget Delegate

What will you do?	Why should you sign up?
● Attend **one meeting per week** from March through May (2 hours each), including an **Orientation** in Early March. ● Review community needs and ideas from across the city and develop project proposals with help from city experts. ● Visit locations across the city and research project ideas. ● Participate in outreach efforts to engage the Seattle youth in Participatory Budgeting, especially the PB vote in May.	● **Gain skills** and learn about your community and city budgeting ● Build your **resume** ● Get to know your **neighbors** and the city ● **Learn** from experts at city departments and agencies ● Develop **team-building** and collaborative skills ● **Practice public speaking** and educate the community about project proposals and the budget process ● Become a community **leader** and help shape a new type of democracy!

For more information, contact Rahwa Habte at rahwa.habte@seattle.gov
Please tear off the bottom of this sheet and give it to PB staff before leaving.

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YES! I WANT TO BE A Delegate!

*Thank you for volunteering to be a **Budget Delegate**. Please print clearly, so we can get in touch with you!*

Name _____ Age _____ Today's Date _____

Phone ( ) _____ Email _____

Address _____

Do you live, attend school, work, or volunteer in Seattle, or are you part of a program/organization in Seattle?
Circle one: Yes / No

Facilitator Guide
Small Groups at Assemblies

Thank you for being a small group facilitator! Please use this guide to help your group members **discuss community needs and brainstorm project ideas**. You have a lot to accomplish in a short amount of time, so do your best to stick to the plan!

Your Role:

- ● **Help your group brainstorm project ideas**
- ● **Remain impartial - don't assert your own ideas**
- ● **Listen, listen, listen**
- ● **Make sure everyone has the chance to speak**
- ● **Take notes that can be understood by someone who was not there.** Budget Delegates will need to use your notes to develop the ideas into proposals for the ballot.

In This Document:

Checklist for Small Group Facilitation

BEFORE GROUP DISCUSSION

❏ **Collect Materials**
  ❏ To post: city map, flipchart paper and markers, ground rules
  ❏ To hand out: post-its, pens, budget delegate sign-up sheets, surveys

DURING GROUP DISCUSSION

❏ **ROUND 1: Talking About Needs**

❏ **Introductions (5 minutes)**
  ❏ Announce goals, have group members introduce themselves.
  ❏ Point out Seattle map, review Ground Rules.

❏ **Pair-Share (5 minutes)**
  ❏ Pairs discuss youth needs in Seattle.

❏ **Go-Around & Discussion (10 minutes)**
  ❏ Pairs report on their conversations. Facilitators take notes.

❏ **ROUND 2: Brainstorming Project Ideas**

❏ **Introductions (3 minutes)**
  ❏ Announce goals, point out notes from previous group discussion on needs.

❏ **Review Map & Project Eligibility (2 min)**

❏ **Pair-Share (5 minutes)**
  ❏ Pairs brainstorm project ideas to address needs.

❏ **Go-Around & Discussion (10 minutes)**
  ❏ Pairs report on their project ideas. Facilitators take notes.

❏ **ROUND 3: Choosing Top Ideas, Selecting Budget Delegates**

❏ **Introductions & Rank Top 3 Ideas (4 min)**
  ❏ Review project ideas from previous group
  ❏ Participants put sticker dots next to top 3 ideas.

❏ **Recruit Budget Delegates (2 minutes)**
  ❏ Ask for volunteers to sign up as Budget Delegates. Pass out sign-up sheets.

❏ **Hand Out & Collect Surveys (2 minutes)**
  ❏ Hand out participant surveys to the group. These should be completed and handed back to you or a researcher before leaving the assembly.

❏ **Prepare Report Back (2 minutes)**
  ❏ Ask for a volunteer to present the top two ideas to the large group.

Guide to Small Group Facilitation
ROUND 1: Talking About Needs

❶ Introductions (5 min)

- Announce to group: *We have 50 minutes to accomplish three main goals:*
  1) *Talk about the needs young people have in Seattle.*
  2) *Brainstorm project ideas that address the those needs.*
  3) *Select Budget Delegates who will use the ideas to develop full project proposals for the PB vote in the spring.*
- Explain that you'll be tackling these topics in 3 rounds of station rotations, and this first round is dedicated to talking about needs.
- **Ask everyone to very briefly say their name** and where they live or go to school.
- Point out the map of Seattle for reference.
- Review Ground Rules for group etiquette.

❷ Pair-Share (5 min)

- **Ask participants to pair up** with the person next to them, introduce themselves, and take 5 minutes to share their thoughts about the needs facing youth in Seattle. Point out the prompt on the flip chart: *What do youth in Seattle need in order to be happy, healthy and thrive?*
  - *Some questions to think about are:*
    - *What are the major needs facing young people in your school or your neighborhood?*
    - *What problems or challenges have you experienced as young person in this city, either inside or outside of school?*
    - *How are youth and families being affected by this?*

- Explain that they'll have 5 minutes to talk in pairs, and then we'll come back together to talk as group.
- Let them know when they have 2 minutes left, and then when they have 30 seconds left.

❸ Go-Around & Discussion (10 min)

- **Explain report-back**: *Now we'd like each pair to share what you discussed. We'll go around the table, and have one person from each pair report on the needs that came up in your conversation.*

- Go around the table and ask each pair to share briefly.
- As you write down ideas on the flipchart paper, ask participants to help ensure the notes are accurate.
- If you finish the go-around before 10 minutes, ask the group if this list brings up any other ideas for things that are missing and should be added to the list.
- **When the coordinator indicates time is up, thank your group and ask them to move to the next station. If you're station 1, direct them to station 2, and so on.**

ROUND 2: Brainstorming Project Ideas

❶ Introductions (3 min)

- **Welcome group, and announce**: *At the last station, you talked about youth needs in our city. Now it's time to start brainstorming specific projects we can fund through PB to address those needs. Our goal is to brainstorm ideas for Budget Delegates to use to develop project proposals for the PB ballot. The more detailed the ideas, the more useful they will be to the Delegates, so try to be as specific as possible.*
- **Point out the notes from** the previous group's discussion about needs, and explain they will be brainstorming project ideas to address the needs on this list.

❷ Review Map and Project Eligibility (2 min)

- **Point out the Seattle map**. Review the city boundaries and a few key parks, streets, schools, or other landmarks, to help people get oriented.
- Remind participants that **projects can cost anywhere between $25,000 and $300,000** and must take place within the city boundaries.

❸ Pair-Share (5 min)

- **Ask participants to pair up** with the person next to them (someone they haven't already paired up with), introduce themselves, and spend the next 5 minutes coming up with a project idea that can help address a problem or meet a need that the last group identified. Tell the pairs to take a minute to review the needs flip chart and decide on one to brainstorm a project idea for.
- As pairs are talking, pass out 1 post-it to each pair to write down their project idea.
- Let the group know when they have 2 minutes left, and then 30 seconds.

❹ Go-Around & Discussion (10 min)

- Ask participants to pass their post-its up to you and post them in the "What" column.
- One by one, read off each post-it, and ask the pair who came up with it to explain why it's important. Ask if there are any other details about the project idea they'd like to explain.
- **Take notes,** or have note-taker take notes. Ask clarifying questions if details are unclear. Ask participants to verify that the notes are accurate.
- Make sure each pair has the chance to share their idea idea. If you've gotten to all the ideas before 10 minutes is up, ask if there are other project ideas they can think of that relate to the needs on the list.
- **When the coordinator indicates time is up, thank your group and ask them to move to the next station. If you're station 2, direct them to station 3, and so on.**

ROUND 3: Choosing Top Ideas, Selecting Delegates

❶ Introductions & Rank the Top 3 Ideas (4 min)

- **Welcome group, and announce**: *In the last round, you all brainstormed project ideas that could be funded through PB. Now we want to chose the top ideas and select budget delegates to turn them into proposals for the PB vote.*
- **Point out the notes from** the previous group's project idea brainstorm.
- **Announce to group:** *We will now pick the top three ideas on the list of projects the last group at this station came up with. All ideas - not just our top three - will be submitted to the city and to budget delegates to help develop project proposals. But we want to pick the top three now so we can give a short report back to the whole assembly.*
- Pass around sticker dots and tell everyone to take one set.
- Read off the list of project ideas from the "What" column.
- Ask the group to come up to the flipchart paper and stick one dot next to each of their top three priorities in the VOTES column. They cannot put all three on one idea.
- Count the dots and write the number of votes next to each idea.
- Circle the three ideas with the most votes.

❷ Recruit Budget Delegates (2 min)

- **Announce to group:** *To make these ideas happen we need some of you to volunteer as Budget Delegates. Budget Delegates attend a series of meetings from late February through May to develop concrete project proposals based on the ideas from assemblies like this one. This is a*

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great opportunity to learn how things work in the city, build new skills, and get involved in your community!
● Ask for a few volunteers to serve as delegates. Try to get at least one or two people who represent the group's diversity. If more than half the group volunteers, stress that being a delegate is a big time commitment, so people need to be serious about it.
● Pass around Budget Delegate sign-up sheets.

❸ Hand Out & Collect Participant Surveys (2 min)

● **Announce to group**: *I'm handing out participant surveys that we would like you to complete before leaving the assembly. This is an important way for us to get your feedback and make sure the PB process is continually improving. Please complete these surveys and hand them back to me or to a researcher before you leave.*

❹ Prepare to Report Back (2 min)

● Announce to group: *We need one person from the group to very briefly present out top two ideas from this list to the large group.*
● Ask the group to move back to the main meeting area, to prepare for the report-backs.

INSTRUCTIONS FOR NOTE TAKERS

Thanks for volunteering to take notes!

When taking notes here are the important points to remember:

● Your notes will have to be understood by Budget Delegates who did not participate in our conversation. So be neat and concise but **include as many details as possible.**

● When noting a participant's idea, try to **use the person's exact words.**