



# Phase 2: Kickoff & Idea Collection

## \$20 DECISION-MAKING LESSON PLAN

**OBJECTIVE:** The Steering Committee learns about each phase of the SPB process at lightning speed and begins planning for the year ahead.

### SUPPORTING MATERIALS:

- SPB Video on the Projector Screen
- Writing Utensil(s)
- Sticky Notes or Paper
- White Board Space or Flipchart Paper
- White Board Marker or Regular Marker

**TIMELINE:** It is recommended that this lesson plan is used in the first meeting with the Steering Committee.

**APPROXIMATE LESSON LENGTH:** 1-2 Steering Committee meetings

### INSTRUCTIONS:

## 1. Welcome

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- **Welcome** everyone to their school's SPB Kickoff
- **Introduce** Yourself!
- **Review** the Agenda
  - **Explain** that today we are going to learn all about a process called School Participatory Budgeting (SPB)! Let's unpack this term together:
    - What does the word **participate** mean?
    - What is a **budget**?
  - **Explain** that PB is a process where real people decide how to spend real money together! They participate in budgets. In SPB, students (like you) get to decide how money is used to improve their school!
  - Later, we are going to learn all about SPB at your school and the important part that you will play in the process.
  - But first, let's do a quick activity to learn the basics of SPB.

## 2. Intro of School Participatory Budgeting Activity

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- **Introduce** \$20 Decision-making Activity
  - **Get people into small groups** no larger than 4, preferably with people they don't know.
  - **Explain:** "We're going to do an activity together. We have \$20 that we, as a group, get to spend on snacks for our next meeting together." Make sure it's clear that this is real money to spend.
  - **Share** the rules for this activity:
    - The money can be used for our snacks.
    - The money cannot go into any of our pockets.
    - We must stay within our budget.

## 3. Round 1

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- **Divide students into small groups** no larger than four, preferably with people they don't know.
- **Explain:** "I'll be the President who makes the final decision today/chooses the snack today. In your group you need to select one person to be a representative. A representative is someone who represents the group's ideas. You will share your ideas with them and they tell the President. You'll have just 10 seconds to pick a representative and tell them what you'd like to have for a snack at the next meeting."
- **Ask** each group to send up a representative.
  - Take the group of representatives aside and ask them what they want for snacks.
- **Announce the result:** the \$20 is going to be spent on... (broccoli/anchovies something that no one said).
  - Example: "Thank you for your input! Your suggestions were very good. Based on your feedback and our information on food and nutrition, I decided to serve sardines and peanut butter sandwiches at our next meeting."
- **Conclude** Round 1 and **explain** to the group that we are going to try a different way of deciding how to spend the \$20 in Round 2.

## 4. Round 2

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- Without explaining its participatory nature, **tell the students:** "This time, take 5 minutes in your group to come up with ideas for how you would like to spend the \$20. Remember the rules:
  - The money can be used for our snacks.
  - The money cannot go into any of our pockets.
  - We must stay within our budget.
- Take a few moments to **brainstorm ideas** on sticky notes or paper and place the

ideas in the middle of the table.

- Pair similar ideas together to make snack proposals.
- Each small group can present up to 3 snack proposals.
- **Ask** the small groups to share their snack proposals round-robin style (group 1, group 2, etc.). As the groups share out, write the options on the white board or flip chart paper. If the same ideas come up from multiple groups, ask the students if we can merge project proposals.
- Once the full list of snack proposals is on the board, have each student **vote using one of the following methods**:
  1. Put their head down the table and raise their hand in the air for their top choice as you call out the snack proposals. Make sure to tally the votes.
  2. Have them mark a tally on the board next to their favorite snack proposal.
  3. Ask them to write down their top idea on a sheet of paper to be counted.
- **Tally** up the votes and **announce** excitedly the result (in the case of a tie, split the money)!

## 5. Debrief

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- **Ask**: “How were Round 1 and Round 2 different? What did you experience in each of them? How did you feel?” Get a range of reactions.
- **Ask**: “What was challenging?” “What were the accomplishments?”
  - Allow a variety of opinions. For example, acknowledge when people complain that the second round resulted in more hurt feelings, or was messier, or take longer.
  - Support them to notice ways in which the first is manipulative, coercive, and tokenistic. The second is more participatory and inclusive – explain this is the concept that participatory budgeting is based on.
- **Explain** these are real challenges. Highlight that the second round was more challenging and took longer, but ultimately left everyone feeling like their voice mattered and completed the round with a decision everyone was happy about.
- Connect their insights and comments to consultation and empowerment in public participation (for more information on these concepts visit: <https://organizingengagement.org/models/spectrum-of-public-participation/>):
  - **Consultation**: Town halls, forums, surveys
  - **Empowerment**: Ballot initiatives, participatory budgeting

## 6. SPB at Your School

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- How does SPB Work?
  - The activity we just completed is like a mini/smaller version of the real SPB process. In SPB, students on a steering committee:
    1. Learn about the process and tell the school about it
    2. Collect Ideas on how to spend the money from the entire school

3. Turn top ideas into project proposals
  4. Tell their school about which projects will be on the ballot and help their school to vote for which project they want to see on their campus!
- At your school, this group right here is the steering committee and you are going to help your campus to do school participatory budgeting!
  - Your sponsor and school leaders are going to help you the entire way through the process.
  - Let's watch a short video on the SPB process together.
  - Review Budget & Timeline
    - **Share your school's SPB budget!**
    - Today we are going to start the first step in the process.
      - **Ask:** Does anyone remember what the first step is?
        - Right! We are learning about the process and now we are going to prepare to collect ideas from every student on campus!
  - Small Group Activity & Share Out
    - In their small groups, **ask** students to answer the question: How would you tell a friend, teacher, or family member about SPB? How will you collect ideas from other students?
      - **Explain** that we want students to come up with a creative way to tell others about SPB. Let's face it - school participatory budgeting is hard to hear and hard to say! We want people to be excited about SPB! Come up with a prototype (quick example) for how you would explain the SPB process to others.
        - You might create a short skit or role play, create a draft flyer using the materials at your table, etc.
        - Remember, you only have 5 minutes!
      - As the small groups work on the question, you can walk around the room and ask each group:
        - How might you be sure to include the entire school community?
    - After 5 minutes, ask each small group to share their answers to the above questions.
      - Be sure to capture all of the ideas on the white board or flipchart paper.
  - Once every group has reported out, explain that the group will use this list at the next meeting to decide on how they will conduct outreach and collect ideas.

## 7. Close-Out

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- What's Next
  - After that, you will start to collect ideas from every student on campus.
  - **Share** the idea collection due date (option to include a goal for how many ideas collected).
  - Then, you will begin transforming those ideas into project proposals, just like

we did with your ideas about the snacks!

- By the end of <insert timeframe>, you will have completed a school-wide vote and seen the project your school chooses on your campus!
- Questions, Pictures & Thank you!
  - **Share** the next steering committee date.
  - **Ask** the students if they have any questions.
  - **Take a picture** of the steering committee if you have time and be sure to thank everyone for their participation today!