



The California Association of Student Leaders Presents

# **EQUITY PANEL PLANNING GUIDE**

*Service Project Resource Created By the CASL Service Committee*

# September Service Project "Equity Panel"

## Message from the Service Committee

Hey CASLeaders! The CASL Board hopes you are having a wonderful time and are adjusting well to virtual school. The Service Committee has been hard at work finding ways to recognize and provide service opportunities to the delegates of California. In this new virtual world, it is more challenging to host state-wide service projects, so the service projects team decided to bring them to you! Every two months, the service committee will be creating resources on how to plan a certain service project on your own campus. Reading this, you have stumbled upon our first service project how to guide!

For the month of September, we evaluated what campuses really need at this time. As we listen to the needs of our peers and students on campus, it's important to create opportunities for conversation about representation. It's important to note that our role as student leaders is to establish a culture that celebrates and values everyone's story. Therefore, for the month of september we've created this how-to planning guide for planning an Equity Panel. Our why behind this resource is to provide a starting point for leadership groups to truly listen and advocate for the needs of their students.

An equity panel is a great way to accomplish these goals. It jumpstarts and creates a safe space to have conversations about the issues on your campus. We hope you utilize this resource by including others who are passionate about having a conversation on instilling equity on your campus. We invite all organizations, leadership groups, and clubs to read and use this resource! This project will include various aspects in order for you to turn your mission into a reality. Within this, you will read about how to establish your why for your panel, plan our logistics, execute your planning, and additional resources such as technology tips. As you use this project, we encourage you to think about how you can make it your own and personalize it so it best fits your campuses needs!

With CASLove,  
CASL Service Committee

# 01

## Establish the Why

Pitch Idea .....	1
Discuss Panel Focus .....	2

## Planning & Logistics

Establish Panel Details .....	3
Panelist Communication .....	4
Student Responses Google Form .....	7

# 02

# 03

## Execution

Publicity .....	8
Leading up to the Panel .....	8
Follow Through .....	9

## Extras

Technology Tips .....	10
Frequently Asked Questions .....	14
Example School: Irvington High School .....	15
Master Folder .....	15

# 04

# Pitch Idea

The first pre-planning step is bringing this idea to the people who will help bring this panel together, having discussions and establishing your why.

**Include others in the Conversation:** Be sure to include individuals you may know feel passionate about voicing their opinions on subjects such as equity & issues on your school campus. Begin with having a conversation with them to establish mutual thoughts and feelings about the topic you want to advocate for. It's important to have this clear "why" distinguished before sharing an idea with administration.

**Reflection:** If a negative incident happened on campus and prompted you to advocate for a panel, be sure to lead your discussion with logic and understanding rather than emotion. Take time to record your thoughts and feelings on the subject by creating a document. There, you can format your thoughts by including the following bullet points:

- **Possible Topics of Discussion:**

Ex. Microaggressions, LGBTQ Support, Mental Health

- **Relevance it has on your campus?**
  - Observations on how it is/isn't being represented on campus
  - Effects you see it having on campus culture
- **Your first next step in solving the issue**
  - Ex. Igniting open-minded conversations (the panel)
- **Long-term goals**
  - Ex. Creating a community on campus that represents our minority students and allows them to feel heard and supported

**Deciding the first to Contact:** Once you've begun recording your thoughts and feelings about the matter, it's time to decide who will be the first person to contact. If you are a part of a leadership group on campus such as ASB, have a conversation with your advisor to share your thoughts previously recorded on a document.

## Important Questions to follow up with:

- Has any student brought this concern up in the past?
- Have we tried to create a panel before? If so, how did it go?
- Do we need approval from our district administration?
- What is the best next step? Ex. Scheduling an appointment with your principal, or hosting a meeting with your ASB group to pitch this idea.
- If you are a part of another organization outside of ASB, talk to the members in your organization & an adult advisor.
- Lastly, reach out to the admin to get their initial approval. It's important to have a detailed and clear idea of what your intentions are, as they will be more open-minded to agreeing.
  - This step is flexible. If you want to wait until you have established the details of the panel before contacting your administration, that works as well! If so, revisit this step after you have created a detailed plan of how the panel will function. Please continue reading to learn how to create a detailed plan.

A tip going forward with the planning process of this panel is to be professional. Be organized with the meetings you plan and host, prepare what you are going to say beforehand and remain calm and collected on these calls/meetings! Create Meeting Minutes which include the following:

- Your initial "why"
- The problem at hand
- Relevance it has to your campus. Ex. Any experiences you or other students have had concerning the topic
- Clear Next Steps
- Questions for Administration:
- Any concerns?
- How often would you like for us to check-in?
- Do you see relevance for this topic to be addressed? (It's important to listen to how your administration may feel about this topic)
- Are there any recommendations or next steps you have for us?



# Discuss Panel Focus

After pitching this idea to the correct people and getting the idea approved, it's time to really hone in on the focus of the panel. There will be a lot of reflecting on what your campus really needs to talk about & address to then create long term solutions.

**Zoom Out:** When determining the overall structure and focus of the panel, it's important to have a holistic view of your student body. Below are questions to answer with your group/organization:

- What are the demographics of my campus?
- Is the majority demographic on campus different or similar to the group we are focusing the panel on?
- How do we believe the majority of our student body will respond towards this topic?

**The WHY:** Here are some potential topics to include within your equity panel. However, you can do whatever topic is best for what your school needs.

- Microaggressions
- Privileges
- How does our campus celebrate and recognize diversity?
- LGBTQ+ Representation
- Mental Health

Your why will establish your overarching intention when it comes to the reasoning for addressing the topic. Determine whether or not your panel tackles a broad subject (Equity, Mental Health, LGBTQ+) or a more specific topic (Microaggressions, Privilege, Depression, Trans Rights, etc). On top of this, your panel can surround multiple topics or only discuss one, depending on the needs of your campus.

**Student Input:** Once you have a conversation discussing important questions and decide what the focus of your panel will be, it's time to follow up with the question: How can we provide a safe space for a specific group of students to voice their thoughts, while ensuring others are effectively listening to what others are saying?

Invite students who have personal connections to your topic to have a conversation about the panel in order to aim your intentions towards providing them a platform.

## Guiding Thoughts:

- Begin by sharing your ideas/why for establishing the panel
- Allow them to contribute to what they believe the panel should include
- How are they impacted in society and on campus?
- What do they hope the panel ultimately addresses?
- What are their fears/worries (if any) with having this panel?
- How would they like to contribute with the planning process/implementation?
- Discuss short term and long term goals when it comes to building long lasting equity on campus

Utilize their thoughts to refine your focus and take into account while making your tangible next steps.

- Revisit your "why" and see if there is anything that needs to be changed
- Establish an Objective, Driving Question, and Title
- As you provide tangible next steps to support this vision, be sure you as the organization/group are remaining unbiased. One of your intentions with this panel should be to provide an opportunity for healthy, open-minded conversations.

**Next Steps:** Once you have a conversation and made any adjustments to your initial plan, discuss tangible next steps with your group/organization

- **Timeline** - Include the date you plan to have the panel, consider important benchmarks to meeting your date (contacting everyone, gathering questions, publicity). This date does not need to be set in stone, but it's important to have a reasonable date in order to map out all the to-do's.
- **Roles** - start to think about the different aspects when creating the panel. Are there committees that could form?
  - One committee could include: Outreach Committee (ensures you consistently check-in with the demographic that is affected by this topic to get any next steps).
- **Meeting Dates** - What are the weekly/daily meeting dates you will have with your focus group to plan the panel?

# Establish Panel Details

After pitching this idea to the correct people and getting the idea approved, it's time to really hone in on the focus of the panel. There will be a lot of reflecting on what your campus really needs to talk about & address to then create long term solutions.

**Logistics:** After finalizing the focus of your panel & having those conversations to make sure the panel is a healthy conversation, it's time to look at logistics. There are many ways the conversation can be structured so have a discussion about what the panelists will be doing during the panel. Possible options include:

**Student Response Surrounded Discussion:** You can include student/parent/alumni stories & anecdotes related to the issues you are talking about. If so, categorize the responses you get by topic & have a student/adult moderator read them aloud. Then the panelists can respond to these stories and have a discussion about the problems brought up and possible solutions to prevent those stories.

**Guiding Discussion Questions:** With or without student responses, you could create discussion questions to guide what the panelists will be discussing. These can also be categorized by topic, such as discussion questions for mental health, for microaggressions, for LGBTQIA+ discrimination, etc. The panelists can answer the questions & discuss solutions based on that.

**Sample Questions by topic:**

- **Racism on Campus**
  - For racism, the problem is quite evident. What steps do you think we as a community and a school can take policy-wise, among ourselves, and in how we communicate inside and outside the classroom?
- **Harassment/Assault**
  - How can we make sure students don't feel uncomfortable taking up these issues regarding harassment and assault admin/teachers/parents?
  - What do you think are the causes for the sexual assault/harassment at your school?
  - What solutions do you think we can implement to prevent this from occurring?
- **Mental Health**
  - How can we normalize finding solutions for mental health issues and work together to solve this issue prevalent across the school?
  - Threats, regardless if they're jokes or not, can be triggering to some students. How do we teach students and teachers to discern what is "okay" and "not okay"?

## Determining a Platform Where the Panel can be Held

### Zoom Webinar or Zoom Call

- **Webinar:** Zoom session where only panelists can be seen & heard as a speaker. People join but their audio/video will not be shown. With zoom webinar, you do not need to do a separate livestream for the event, since people are able to watch it on the platform where the call is happening.
- **Call:** Panelists & Moderators join a zoom call to have the panel there. With the Zoom call, you would not have anyone just watching the panel on the actual call, so there's an added element of finding a way to broadcast/livestream it.

Keep in mind, with Zoom, there are costs to access higher features such as no time limits on calls, breakout rooms, or doing the webinars themselves, so have that money discussion with your advisor.

**Google Meet:** Can be used with any Google Account. Similar to a regular Zoom Call.

**Webex:** Another online calling platform that works similar to zoom and has professional webinar options as well. However, you will also need to have a money discussion since this requires money.

**Establish a Clear Name:** It's important to have a name for your panel that is related to your topic. It does not have to be called "Equity Panel", but rather a title that encompasses your why and intentions.  
**Examples:**

- (School Name) Student Support Circle
- Mental Health Panel
- (Topic) Forum

**Livestream Logistics:** After picking the platform for the call, you need to figure out how to livestream, broadcast or have the student body watch the panel. With webinars, people can directly join the call and hear the panelists without being seen/heard. Possible options are:

- **Livestream on Youtube:** If your school or organization has a Youtube Account, they can livestream the call there. Visit the Technology Tips section for a walkthrough tutorial.
- **Record the Call & Post:** If you are having the panel on a regular zoom call, google meet, etc, you can press record for the call and record it. Then, post the recording on a social media platform (ex: Youtube), then publicize the recording.
  - Important tip: Make sure the person who is recording is not using the chat function or else all chat will show up on the recording.
  - After posting, make the URL shorter with the tinyurl website.
- **Record & Edit Answers Together:** If setting up call dates doesn't work out, you can have panelists record their answers/responses to each response or each question and edit those answers together. However, this also limits a collaborative conversation so keep that in mind if choosing this option. Include requirements for the videos:
  - Film horizontally with good lighting
  - Wear school appropriate attire

### Final Pre-planning

- **Scheduling:** Next big step, **SCHEDULE** the panel! Set a Day & Time. Communicate with your admin and ASB to find the best date & time that will work for the panel.
- **Roles:** Details are almost done! One important step is to assign roles. Obviously, there will be panelists that discuss and respond to the questions/stories.
  - **Moderators:** One important role are moderators! These people will not be answering or responding to anything discussed at the panel, rather reading the responses/questions, keeping time and everything in line.

# Panelist Communication

Important people to consider when creating your panelist list:

- Principals
- Administration
- Counselors
- ASB Representatives
- Different club/campus group Representatives
- One teacher per department
- Yard Duties & Lunch Staff
- DIVERSE GROUP OF PEOPLE

**After you've established important details of the panel, it's time to begin considering how you will go about contacting and communicating with your panelists. This will entail selecting panelists, curating emails, creating a timeline, and planning your first call with the panelists!**

When selecting panelists, be sure they are students/staff who can provide insightful points on the topic and have personal connections to what is being discussed.

- If your panel is on racial equity, for example, reach out to your students & staff of color that show passion and interest in engaging in this conversation.
- Think of individuals who can participate in a conversation with logic/understanding rather than leading with solely their emotions.
- As for staff, take into consideration their relationship with the students. Keep in mind to not include panelists known to contribute to the issue on hand, or who have exhibited behavior that can be brought up at the panel, because that would backtrack your why.

When selecting the amount of panelists, it's important to consider how much time you would like for each of them to share out. For example, if you are designating 1 hour for your panel, we suggest having 3-5 panelists. If you are having 2+ hours, we recommend having up to 8-10 panelists (Not including the different roles/facilitators running the panel).

- It's important to ensure you are providing the right amount of panelists in order for everyone to have equal time to share different thoughts on the topic. You do not want the conversation to get repetitive.

# Sample Emails

Below is a sample you can use when contacting panelists! Feel free to alter the wording based on who you are reaching out to, your school's specific goals, your organization's goals, etc.

## Email Template For Panelists:

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To whom it may concern,

My name is (your name) and I am a(n) (grade level) grade student at (school name) High/Middle School. I am writing to you on behalf of (school organization's name) and general student body to inquire about your willingness to participate in a (name of panel) centering around (topics chosen).

As you know, current events have recently sparked an intense community dialogue about pressing issues happening in our community & many of these are also happening in our classrooms. To continue the community conversation about these issues, we implore you to agree to our proposal of hosting a (name of panel) in which students will be able to share their experiences with mental health and microaggressions at (school name). By hosting this event, we hope to raise awareness in our school community about the specific issues our student population faces and what kinds of reforms can be feasibly implemented to relieve these problems. We also hope to include administration, teachers, staff, board members, student leaders, and all other stakeholders in our district's public education system in the conversation so they may be able to better understand the student body's perspective on these pressing issues. We are planning to have this panel around (general timeframe) over a (panel platform). More details will be explained if you agree to join us.

Now more than ever, while our nation reckons with the severely detrimental effects (panel topics), it is incumbent upon you and the rest of our school's administration to create change to alleviate these problems. We understand with the COVID-19 pandemic, you all have a heavy workload and tight schedules to figure out how to safely reopen schools. As important as that issue is, it is equally important our school takes action to address the highly important issues of (panel topics), both of which concern the health and well-being of our student body. It is our essential duty to ensure all students feel comfortable learning at our school, and we hope you agree with us and do the right thing by listening to student input. All we ask is you take the first step toward preventing these occurrences at (school name) by joining us in our efforts to be a part of this (name of panel).

I hope you are doing well and staying safe. Thank you for your careful consideration of this proposal, and I look forward to hearing back from you.

Sincerely,

(your name)

Utilizing our example above, here are some tips on general email etiquette:

- Title: Short and straight to the point.
- Introduce yourself & what organization you are representing.
- Start off with your main topic of email/what you want from them.
- Go into concise logistics.
- Maintain a formal tone, avoid contractions, alternate between bigger information filled sentences with shorter to the point sentences.

**Timeline:** Now that we've contacted panelists, it's time to conduct any logistics to ensure everything will run smoothly. Note: some of the logistics included below should be taken care of before you reach out to your panelists.

It's important to have a timeline established for both your panelists and individuals who are planning the panel. Below are some important things to map out.

- When are panelists being invited to join the planning process? How?
- When is your first meeting date with the panelists? Is there anything you would like for them to prepare?
- When is the trial-run of the panel taking place?
- When is the final email to your panelists being sent? What will you include?
- When is the final panel taking place?

**Guidelines for Panelists:** It's important to establish norms/guidelines when conversations are going to be taking place. Host a conversation with your planning group to see what you would like to include with panelist norms/guidelines.

- How will disputes be resolved?
- Integrity, respect, kindness, and open-mindedness should all be taken into consideration when creating guidelines.
  - Ex. Panelists must remain respectful and present when others are sharing
- Panelists cannot use this platform to "call-out" anyone/group, rather they can use this as an opportunity to speak their truth responsibly and respectfully.

Additionally, create guidelines for when and how long they are able to speak

- Is there a time limit for each person?
- How will the structure of the panel flow?

**First Call:** Planning for the first call you are going to have with the panelist, consider the following:

**Email:** What will be included within your first email sent to them?

- Welcome! Thanking them for joining
- Important links: Sharable Planning Documents, Question Documents
- Meeting Link
- "Homework": Reflect and record 2-3 speaking points you would like to discuss on this subject to share out so we can create questions

**What to Include On the First Call:**

- Rapport Building (ice breaker, sharing stories, engaging questions, etc.)
- Share the "why"
- Nuts and Bolts (logistics)
- Panelists expectations/norms
- Discussion:
  - What are key points you would like to share?
  - Any suggestions for questions?
- Next Steps:
  - Next Call, Next Email
- What to prepare: Answers



# Student Responses Google Form



<https://tinyurl.com/yxhxrahy>

Getting student insight will be incredibly important to create the panel. Let's provide opportunities for students and faculty to share insight and their thoughts in order for us to listen to them.

**Google Form:** An important way to talk about the issues on your campus is to include personal anecdotes or stories from those who have experienced those issues. This includes any students, parents, alumni, etc. The best way to collect these stories & responses are through a Google Form.

- Refer to the sample Google Form, located to the left. We have included a sample wording in the form and a template of how to frame questions.
- Next, publicize the form & collect those responses! 2-3 weeks is a good timeframe to collect enough responses, but monitor & adjust that timeframe accordingly.
- After the responses are collected and the form is closed, it's time to get them ready to go for the panel!

**Form Responses:** First, read + filter through the stories. Make sure they are all appropriate for reading out at the panel and follow the guidelines in the form (respectful, no discrimination, and not bashing any teacher, student, or staff member, etc).

Create a document with all the responses - censor any teacher names & identifiable characteristics about teachers. The point of the panel is to discuss behavior and problems on campus, not to create any controversy around which teacher/staff member may have been brought up or not.

#### Censoring techniques:

- They/them pronouns vs He/her pronouns
- Change teacher names to "Teacher X"
- Generalize subjects & grade classes to just "class"

**Organization:** For each topic that responses are grouped together in, create guiding questions which touch upon each of the aspects brought up in those stories for the panelists to respond to. Questions will give the conversation a bit more of a direction to help your panelists and help cover all the topics relevant to discuss.

**Recommendation:** To guide the panel as smoothly as possible, group the responses together based on the issue they are related to. For example, all the responses related to microaggressions can be read together, the ones about racial discrimination can be read together, the ones about mental health can be read together, etc. That way you can address everything related to that topic in one block of conversation instead of going back to earlier points and things being missed.

**Final Additions:** Once you've implemented a Google Form and created an organization system for responses, include the following additions:

1. Get the stories + responses + questions are approved by your administration. They want to make sure the people in each story also stay pretty unidentifiable for the same reasons listed above, and the questions are appropriate.
2. Share the stories & guiding questions with the panelists ahead of time. This will allow them to prepare more in-depth answers if they have a few days to reflect on what to say rather than saying something on the spot.

# Publicity

After everything is planned out, things are set in motion, it's time to publicize!

**Intentionality:** It's important to be both intentional and cautious when publicising events with more serious topics. Below are a few things to consider:

- Share/Establish the "Why": Be clear about the intentions with this panel
- **Avoid performative activism at all costs.** Performative Activism is activism that is used to increase one's social capital rather than because of one's devotion to a cause. Although you may have positive intentions, be sure you are being mindful of your tone to not sound condescending or not genuine when releasing information to your peers. Another example of performative activism is simply hosting a panel like this just to save face, but not following through on solutions or what is discussed on the panel. Make sure whatever you discuss on the panel leads to tangible change on campus. Remember, actions speak louder than words! You can refer to our "Following Through" section for more information on how to do so!

**Posts to Create:** Here are a few ideas of social media content and posts your media team can make to publicize and get people to watch the panel.

- **Intro video and graphic**
  - Establish the why, how, when.
  - Introduce the panelists.
  - What to look out for: more information/links.
- **Webinar Information**
  - Title
  - Day + Times
  - Platform
  - Panel Links
- **Google Form Submission**
  - Title + Link
  - Purpose
  - Due Date

## Tips & Tricks:

- Begin publicising at least 2 weeks before your scheduled panel date.
- Keep all graphics and information cohesive.
  - Establish a color scheme and fonts.
- Design Apps: Canva Adobe Photoshop
- Keep everything in one place:
  - Create a link tree with important links to graphics/information and add it to your school website and social media bios.

# Leading up to the Panel

It's almost time for your panel! Make sure to add these items onto a checklist.

**Finalize Technology :** Your method of hosting & streaming the panel are now chosen, so you have to organize those calls & platforms. Make your zoom/webex/google meet call links, open your livestream or make sure you're recording, etc. Refer to the "Technology Tips" subsection in the Extras section of this resource.

**Pre-Panel Notes for Panelists:** Just like you typed out the guidelines, a quick reminder document about the things to keep in mind for the panel would go a long way for them! A few example reminders:

- Make sure to have plenty of water + a few snacks if you want by your side.
- Be sure to come 15 minutes early so everyone is present and ready for the livestream starting!
- Write out your thoughts/notes so you don't forget during the panel.

## Host a Practice Panel

**Practice Panel:** Make sure your panelists have read the responses & questions and prepared the gist of what they would like to say before this. Then, host a practice panel or dry run of the panel with your panelists to smooth out any possible kinks.

**Establishing norms:** You can go over and practice the procedures such as how the introductions will work, the raise hand feature, what the moderators will say in between each topic, etc.

**Practice speaking:** Panelists can practice what they are going to say & keep it informative and concise. They can also see what others are planning to say in case their point was already said or there is something else they can add to bounce off each other's points.

**Technology Issues:** Along with the practice panel/dry run of the livestream, do a tech run (practice recording or live streaming privately) to limit issues, such as making everyone can be heard, during the actual panel.

**Avoid going off topic:** As this discussion is ranging from many separate topics, it's possible for panelists to ramble on about things that aren't as helpful or contribute much to the discussion. Having a practice run will allow the panelists to recognize when they are going off topic or aren't contributing much to the conversation.

**Some Tips For Panelists to Stay On Topic:**

- Keep your comment concise & on time.
- Keep your comment about a certain student response or guiding question within that topic.
- Don't repeat something that has already been heavily talked about, try to make your comments addressing something new.

**Day of the Panel:** You've made it! To make sure everything runs as smoothly as possible, below are some things to consider:

- Make sure the moderators have a script of what they say in between sections.
- When they read the student responses, it helps to create a slideshow or google slides with all of them + the guiding questions written out so the audience watching the panel can follow along as it's being read.
- On zoom, have panelists use the raise hand feature to talk.
  - Suggestion: As panelists raise their hands per question, the moderators can type the order of people speaking in the chat so panelists know when they're speaking and who they are speaking after. However, if you are recording the zoom call, we do not recommend using the chat feature since it will show up on the recording and distract from who's talking when that recording is posted.
- With the last 10-15 minutes of the panel, invite all panelists to end by stating their final thoughts on the topic of equity. Make sure to thank everyone as you close out and end your webinar/livestream/call.

## Follow Through

**The world right now is in a state of progression. People are having important conversations and people are listening. But none of this activism matters if no one keeps it going. This mindset is all part of an attainable goal for justice, and that can't be achieved without people learning and growing through the uncomfortableness. Listening to a panel is a great step on the way to an equitable campus, but the only way to really improve campus culture is to take what you heard and apply it to the school.**

**A Few Solutions To Implement On Campus Can Be:**

- Consequences for using racial slurs (ex. attend training workshops)
- Mission statement for equity - establish precedent from beginning
- Setting a culture where conversation is acceptable and welcomed of the year
- Creating an outlet for people to voice their opinions and outlooks

**Ways To Continue the Momentum:**

- Have meetings with relevant departments to the topic at hand:
  - History for curriculum, English, Administration
- Get the recording of the panel shown in teacher professional development in order for all teachers to view and learn from.
- Host monthly panels on relevant topics
- Start a conversational club - spread the word about issues & how to get involved
  - This way you can advocate for things that ASB/school affiliated accounts and organizations cannot take a side on.
  - With our schools now virtual, host a virtual morning conversation cafe! There, students can join in with their breakfast to discuss relevant topics in society.



# Technology Tips

In order to ensure the equity panel runs smoothly, it's important to be knowledgeable on how to effectively use your preferred platform prior to hosting. Platforms you could use include: Zoom Webinar, Zoom Call, Google Meet, Webex, Youtube Live, and Facebook Live. Depending on your platform, check out the resources below on how to properly set up your panel!

## Zoom Call

1. Open your Zoom account and sign in to Zoom.

2. Click on the Schedule icon.

- This will open the scheduler window.



3. Select Your Meeting Settings: Note that some of these options might not be available if they were disabled and locked to the off position at the account or group level.

A - Topic: Enter a topic or name for your meeting.

- **Start:** Select a date and time for your meeting. You can start your meeting at any time before the scheduled time. You can also manually enter any time. For example, you can enter 15 in the minutes field to schedule a time in a 15-minute increment.
- **Duration:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Time Zone:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

B - Meeting ID

- **Generate Automatically:** Generate a random unique meeting ID.
- **Personal Meeting ID:** Use your Personal Meeting ID.

C - Security

- **Passcode:** Enter a meeting passcode. Joining participants will be required to input this before joining your scheduled meeting. Note: The meeting passcode must meet complexity requirements set by your administration.
- **Waiting Room:** Enable Waiting Room for the meeting.

D - Video

- **Host:** Choose if you would like the host video on or off when joining the meeting. Even if you choose off, the host will have the option to start their video.
- **Participants:** Choose if you would like the participants' videos on or off when joining the meeting. Even if you turn off, the participants will have the option to start their video.

E - Audio

- **Allow users to call in using Telephone only, Computer Audio only, Both, or 3rd Party Audio (if enabled for your account).**

**F - Calendar:**

Select a calendar service to add the meeting to and send out invites to participants. This could be a great extension if your school uses google calendar!

- **Outlook:** Generate an .ics file that will open in Outlook, Windows Mail, or iCal.
- **Google Calendar:** Choose the approximate duration of the meeting. This is only for scheduling purposes. The meeting will not end after this length of time.
- **Other Calendars:** By default, Zoom will use your computer's time zone. Click the drop-down menu to select a different time zone.

**G - Advanced Options:** Click on the arrow to view additional meeting options.

- Mute participants on entry: If join before host is not enabled, this will mute participants as they join the meeting. Participants can unmute themselves after joining the meeting.
- Only authenticated users can join: Restrict access to the meeting so that only signed-in users can join.
- Record the meeting automatically: Automatically record the meeting. Select if you want to record locally (to your computer) or to the cloud.
- Alternative hosts: Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.
- Language Interpretation (only supported in Windows and macOS clients): Enable language interpretation for the meeting.

**4. Click Schedule to Finish:**

Open the selected calendar service to add the meeting. Note: Choosing Other Calendars will allow you to copy and paste the scheduled meeting information such as date, time, and meeting URL.

**Additional Resources/Notes:**

1. To visit more information about how to set up a zoom call, please visit: Zoom Help Center (<https://support.zoom.us/hc/en-us>)

**2. Tips to keep your zoom call safe**

**A - Authenticate Users:** When creating a new event, you should choose to only allow signed-in users to participate. So, invite students to create a zoom account prior to the panel.

**B - Join Before Host:** Do not allow others to join a meeting before the host, have arrived. You can enforce this setting for a group under "Account Settings."

**C - Lock Down Your Meeting:** Once a session has begun, head over to the "Manage Participants" tab, click "More," and choose to "lock" your meeting as soon as every expected participant has arrived. This will prevent others from joining even if meeting IDs or access details have been leaked.

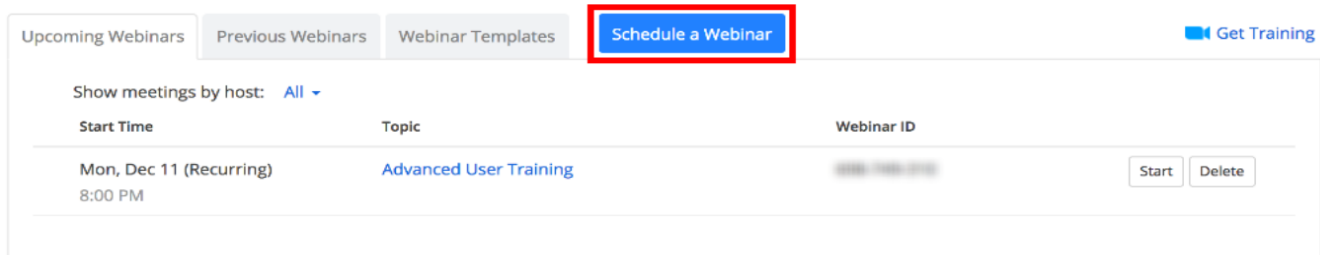
**D - Turn off Participant Screen Sharing:** In order to ensure zoom bombers do not screen share any inappropriate materials during your panel, disable the ability for meeting attendees to share their screens. This option can be accessed from the new "Security" when setting up your zoom account.

**E - Remove Nuisance Attendees:** If you find that someone is disrupting a meeting, you can kick them out under the "Participants" tab. Hover over the name, click "More," and remove them. You can also make sure they cannot rejoin by disabling "Allow Removed Participants to Rejoin" under the "Settings: Meetings - Basic" tab.

## Zoom Webinar

### How To:

1. Sign in to the Zoom web portal.
2. Click Webinars (<https://zoom.us/webinar/list>). You will be able to see the list of scheduled webinars here.
3. Select Schedule a Webinar.



#### Schedule a Webinar

4. Choose the desired webinar settings.

**A - Topic:** Choose a topic/name for your webinar.

**B - Description:** Enter an optional webinar description—this will be displayed on your registration page.

**C - When:** Select a date and time for your webinar.

**D - Duration:** Choose the approximate duration of the webinar. Note that this is only for scheduling purposes. The webinar will not end after this length of time.

**E - Webinar Passcode:** Check this if you require participants to enter a passcode to join your webinar, and edit the required passcode here. If joining manually, participants will be required to input this passcode before joining your webinar. It will be included in the registration confirmation email and if they join by clicking the link in this email, they will not need to enter the passcode.

**F - Video:** Select whether video can be enabled or not during the webinar.

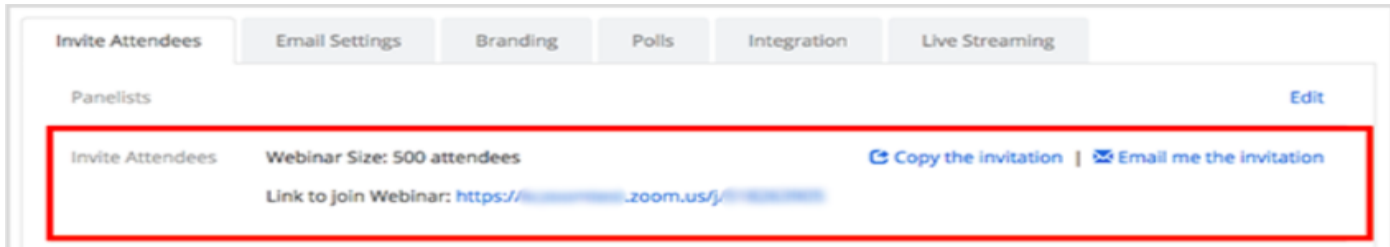
- **Host:** Choose if you would like the host's video on or off when joining the webinar. Even if you choose off, the host will have the option to start their video.
- **Panelists:** Choose if you would like the participants' videos on or off when joining the webinar. If you choose off, panelists will not be able to turn their video on unless you change this setting in the webinar.

**G - Audio:** Choose whether to allow participants to call in via Telephone only, Computer Audio only, Telephone and Computer Audio (both), or 3rd Party Audio (if enabled for your account).

**H - Webinar Options:** Additional options that give you greater control of the webinar.

- **Panelists:** Choose if you would like the participants' videos on or off when joining the webinar. If you choose off, panelists will not be able to turn their video on unless you change this setting in the webinar.
  - **Enable Practice Session:** Check this to start the webinar in a practice session instead of a live broadcast.
  - **Only authenticated users can join:** Check this option if you require users to be signed-in to a Zoom account before joining your webinar.
  - **Make the webinar on-demand:** This will automatically record the webinar in the cloud and share a link with all registrants.
  - **Record the webinar automatically:** Check this option to automatically record the webinar. Choose if you want to record the webinar locally (requires the host to join via a desktop computer) or the Zoom cloud.
- Alternative Hosts:** Enter the email address of another Zoom user who is Licensed, on your account to allow them to start the meeting in your absence.

5. Click Schedule.
6. Your webinar is now scheduled. Under Invite Attendees, you can copy the join link or the invitation to share with your attendees.



#### Additional Resources:

- To visit more information about how to set up a Zoom Webinar, please visit: Zoom Help Center
- Visit this step by step walkthrough created by Zoom: <https://youtu.be/fAvYiNLZmLY>

#### Google Meet

##### Schedule a Video Meeting from Google Calendar:

1. In Calendar, create an event.
2. Click Add guests and enter the names or email of the people you want to invite.
3. Click Save.
4. Click Send to notify guests.
5. Note: Guests can forward the meeting link to other people. If someone tries to join who was not invited to the Calendar event, a meeting participant from your organization must accept their request. For meetings organized by a personal Google Account, only the meeting creator can admit these participants.

##### Schedule a Video Meeting from Google Calendar:

1. Go to Google Meet.
2. Click Join or Start a meeting.
3. Optional: Create a nickname for your meeting and enter the nickname. Click Continue.
4. Click Join now.
5. To add someone to a meeting, choose an option:
  - Click Copy joining info and paste the meeting details into an email or another app.
  - Click Add people and choose an option:
    - Under the Invite section, select a name, or enter an email address and click Send invite.
    - Under the Call section, enter a phone number and press Call.

#### Useful Google Meets Extensions:

1. **Gridview:** Install Gridview from the Chrome Webstore.
  - Zoom has a feature that lets you see all of your meeting participants at the same time. Unfortunately, Google meet does not have this functionality built-in. Although, a recent update (Tiled layout) to Google meet lets you see up to sixteen (16) participants at the same time.
  - If you're having less than sixteen meeting attendees, you have no problem, but if you'll be having more than sixteen participants and you want to see all of them in one view, you should get the "Gridview" chrome extension.
2. **Nod:** Install Nod from the Chrome Webstore.
  - Nod is a Google meet extension that allows participants to provide reactions during meetings. With Nod installed on your browser, you get emojis like thumbs up and hand raise (for when you have a question), that let you react during meetings.
3. **Dualless:** Install Dualless Chrome Webstore.
  - Dualless lets you share your presentation with your meeting participants, and still watch your participants at the same time. It'll split your screen into two windows, one for your presentation, the other to see meeting participants.

### Youtube Live

You can stream a Zoom Meeting or Webinar live on YouTube. This allows participants to join your meeting via Zoom to view it and comment on it via YouTube. During the live event, there will be an approximate 20-second delay between the actual Zoom Meeting or Webinar, and the Live stream.

How To Set Up A YouTube Live: <https://tinyurl.com/y4fgyg5f>

Note: Those viewing on Youtube can only comment via Youtube, and can not interact directly with other webinar attendees, the same goes for webinar attendees as well.

## Frequently Asked Questions

Below is a sample you can use when contacting panelists! Feel free to alter the wording based on who you are reaching out to, your school's specific goals, your organization's goals, etc.

### What if my school isn't supportive of the panel?

- First, thank you for being courageous enough to bring this panel up for discussion. When you presented your plan to your adult advisor or to administration and it was shut down, evaluate why it was shut down.
- How many details of your plan have you finalized so far? If your plan is pretty vague, try to finalize as many details of the date & time, the focus of the panel, panelists, etc. Administration tends to agree to more structured plans rather than broad ideas.
- Do they have an issue with the focus of your panel? A lot of these topics are serious issues and there may be some hesitation to address such topics. However, make sure to listen to these concerns, avoid becoming defensive and try to work towards a compromise. If it's a topic that desperately needs to be addressed on your campus, explain how staying silent on that issue only causes confusion and frustration with those affected by the issue, and the positives of addressing such issues.
- After evaluating the reason having this panel is not approved, work to fix those concerns to get this panel approved.

### What if my campus does not address topics like these?

- We hear you! We understand the difficulties that come with talking about certain topics on campus, thank you for shining light on important issues taking place. In the case this is the first time your school will be addressing equity, it's important to take it slow.
- Start small by doing Instagram posts, Instagram Stories, bulletin announcements talking about mental health and the issues you are planning to talk about. Slowly integrating your school with social media posts giving tips and tricks about dealing with topics and conversations about these topics is a great way to start the conversation on these topics!
- In order to address topics with empathy and effectively, it's important we first and foremost listen to how our peers are feeling. This could be executed by starting with a Google Form about how your peers are doing mentally. Asking questions such as, "How are you doing today?" will provide insight for your school to understand this is an important issue that needs to be addressed.

### This is my school's first time hosting a virtual event, how do we make sure we're as professional as possible?

- Great question! Especially if this is your first time hosting an equity panel, we'll want to make sure this one is as professional as possible in order to continue to host other ones in the near future. This past summer, CASL teamed up with CADA to host the annual CADA Leadership Camp. An amazing resource they provided was a document about Zoom best practices to ensure everything remains professional! Visit this pdf link to view. Feel free to print ([https://drive.google.com/file/d/1wZ\\_qDhP1CzxzsG4LKuTvNVK1Hfh6MzG1/view](https://drive.google.com/file/d/1wZ_qDhP1CzxzsG4LKuTvNVK1Hfh6MzG1/view))

# Example School

HUGE thank you to Irvington High School for providing an incredible example of how you can implement an equity panel on your campus! Their commitment towards providing a voice for all students on campus, allowed students to advocate for their needs. Visit the resources below to see how they turned their mission into a reality!

Irvington  
Discussion Questions



<https://tinyurl.com/y6hkfp2j>

Irvington  
Panelists Guidelines



<https://tinyurl.com/y4bt5sxr>

Irvington  
Panel Slides



<https://tinyurl.com/y4p9nhag>

Irvington  
Panel + Form Flier



<https://tinyurl.com/y5lhbuzz>

## Master Folder

All the documents & pdfs linked in this resource can be found in this Equity Panel Resource Master Folder.



<https://tinyurl.com/yxuf6bgq>

Thank you so much for  
taking the time to tackle this project!

If you have any feedback or would like to let us know how your school's panel went, it would be much appreciated if you could fill out the Google Form, located in the QR Code below.



Questions or Comments? Please reach out to anyone on the CASL Service Committee!

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Service Project Resource formatted by student leaders on the CASL Media Team