Facilitator's Guide Book

THE MONUMENT QUILT

themonumentquilt.org

Information for Workshop Facilitators

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Please visit:
themonumentquilt.org/workshops
to view and print these items.

Knowing how to support survivors

Workshop handouts to print:

1. Quilt square making instructions
2. Quilt planning worksheet
3. Sign-in sheet
4. Resource list for survivors
5. Self-care ideas and tips
6. Mandala coloring sheet

Ready-made templates to use for...

1. workshop invitations
2. donation requests and thank you's

Introduction:

The Monument Quilt:

public healing space by and for survivors of rape and abuse.

The Monument Quilt is a crowd-sourced collection of thousands of stories from survivors of rape and abuse. By stitching our stories together, we are creating and demanding public space to heal. The Monument Quilt is a platform to not only tell our stories, but work together to forever change how Americans respond to rape. We are creating a new culture where survivors are publicly supported rather than publicly shamed.

Sections of the quilt will be witnessed across the United States through a tour, quilt making workshops, and a historic display in our nation's capitol. Blanketing over one mile of the National Mall, thousands of fabric squares will be stitched together to spell "NOT ALONE." The Monument Quilt gives churches, schools, towns and our country clear and accessible steps to support survivors of rape and abuse when often, people don't know where to begin. Through public recognition, the quilt reconnects survivors to their community.

More information at:
themonumentquilt.org

From FORCE: Upsetting Rape Culture
upsettingrapeculture.com

For questions and technical support please contact
workshops@monumentquilt.org

Getting Ready

1. Find your facilitators

Find 2-3 people.

During the workshop, participants might need one-on-one support. To keep the workshop going and provide support simultaneously, workshops should be facilitated by at least two people.

Plan each facilitators' role.

At least one person should be prepared to lead the workshop (give an introduction to the project, explain how to make a quilt square, etc.) and at least one person should be prepared to support survivors one-on-one. A person with sewing or technical knowledge is helpful but not essential. Facilitators should NOT plan to make their own blanket during the workshop.

Prepare everyone to support survivors.

You don't have to be a professional to support survivors of sexual violence. Each facilitator should read the "Knowing How to Support Survivors" guide book, available at themonumentquilt.org/workshops, before the workshop. When the workshop is for children, FORCE believes a professional counselor should be present.

Plan to do something nice for yourself after the workshop.

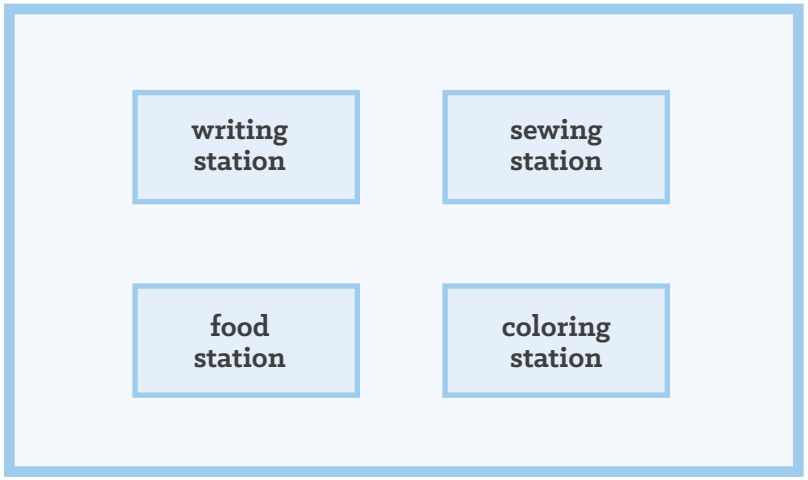
Self-care activities can include debriefing with your co-facilitator, talking to your best friend, or going for a walk in the woods. Pick your activity and block out some time to ensure that it will happen.

2. Find the workshop space

The workshop space should feel open, welcoming, safe, and stable. You'll want a room that is large enough to set up multiple workstations and has an easy exit to allow participants to leave if they feel overwhelmed. A computer and projector is handy for showing a video introduction, and picture of the quilt on the National Mall. Also check to see if your room is wheelchair accessible.

3. Invite people to your workshop

Who is your workshop for? Is it for members of your church or people on your campus? Is it closed or open to the public? If your workshop is closed you can invite people through phone calls, word of mouth, or email. If you workshop is open you can also invite people through fliers and social media. FORCE has ready-made materials for getting the word out including a poster, an email template and a sample press release. To use these materials visit themonumentquilt.org/workshopinvite. RSVP's help you plan how much material you'll need. About 10 people per workshop is recommended.



4. Gather materials

If your group has a budget for materials, great! You can also ask participants to chip in or bring their own materials, or ask local businesses to donate materials. Gifts to The Monument Quilt workshops are tax deductible when donors fill out our online form. If you are seeking donated materials, you can use the donation request template at themonumentquilt.org/donationrequest

a. Quilt square making materials

Your workshop can focus on sewing, painting, writing or a combination. If you don't have a facilitator with sewing skills, make life easy and focus on using paint or markers.

For sewing workshops

you'll need fabric, scissors, straight pins, sewing machines, hand sewing needles, thread, sewing machine needles, and markers. You can also have rulers, measuring tapes, and rubber mats for cutting fabric.

For writing and painting workshops

you'll need fabric, sharpies and/or fabric markers, acrylic and/or spray paint, and paint brushes. You can also have stencils, smocks, gloves and drop cloths.

While blankets can be made out of anything from a bedsheet to a shower curtain, if you want to purchase regular fabric for your workshop, here is how. Buy any shade of red fabric from a 48" wide (or wider) bolt and allot for 1.5 yards per workshop participant. Since each quilt square is designed to be 48" x 48", during the workshop all participants have to do is cut 48" off the yardage to have a perfect base for their square!

b. Materials for comfort stations

Calm and meditative activities, like coloring or crocheting, give participants something concrete to do when they need to take a break from quilt making. Coloring mandalas is an easy activity to provide. Just print worksheets from this themonumentquilt.org/mandalas.pdf and bring a box of crayons or colored pencils. Also, refreshments are highly recommended and can be simple, like tea and cookies. You know your community best and should feel free to add your own thoughts to creating a safe and therapeutic space. Other activities and comfort items that can be at the workshop include make-your-own-name-tags, music, books, play-doh, puzzles, pipe cleaners or twizzlers.

c. Information

Here is a list of worksheets and information to print before the workshop. PDFs are available online. If possible, also have a computer with internet. This will allow participants to obtain a reference number for their completed quilt square and see images of the larger project.

Self care:

themonumentquilt.org/selfcare.pdf

Square making instructions:

themonumentquilt.org/makeablanket.pdf

Resources for survivors of sexual violence:

themonumentquilt.org/resources.pdf

FORCE's list includes national resources and hotlines. Feel free to add local resources.

Facilitator's guide:

themonumentquilt.org/workshopguide.pdf

Sign-in Sheet:

themonumentquilt.org/signin.pdf

Signing in is optional. We keep contact information confidential and use it to send participants updates about their quilt square and the larger project. You might also need to get in touch with a participants after the workshop if, for example, someone takes their quilt square home to finish.

Step by Step Guide

Workshop Timetable:

1. **Welcome and Introductions:** ***15 min***
2. **Plan quilt square:** ***20-30 min***
3. **Begin making quilt square:** ***60-90 min***
4. **Take a break:** ***15-30 min***
5. **Finish making quilt square:** ***40-60 min***
6. **Share and reflect:** ***15 min***
7. **Collect and register quilt squares:** ***10 min***
8. **Exit and release:** ***10 min***

****note: don't stress if activities take more or less time.***

1. Welcome and introductions

You can use this as a script or as an outline. If the facilitators don't like speaking in front of people you can project this video themonumentquilt.org/welcomevideo. You can also use the intro video for people with hearing impairments (it has closed captions) and spanish speakers (if the facilitators don't speak spanish).

The Monument Quilt

is a collection of thousands of quilts and stories from survivors of rape and abuse that will blanket the lawn on the national mall in 2015. Your square and your voice will join thousands of other survivors and allies to create public space where survivors are honored and supported rather than silenced and shamed.

The workshop

is a space for survivors and allies to make quilt squares with support and in community. Today, we are going to plan our quilt squares, make our quilt squares, and then share and reflect. This is a space to talk openly about rape and abuse without shame or judgement.

All parts of the workshop are optional; feel free to engage as it feels right and appropriate to you. We will take a 15 minute break in the middle of the workshop. Because talking about rape and abuse can bring up a broad range of different and intense emotions, feel free to take breaks whenever and as often as you need to.

To leave the space use the exit here ____. The bathrooms are here ____. There is a station in this room where you can take a break and ____ (color, eat cookies, etc). If you need to talk to someone, ____ is here to provide one on one support.

Please introduce yourself by sharing your name and something you did to take care of yourself recently.

Let's talk about working together to create a safer space and a non-oppressive space.

The most oppressed and vulnerable people in America experience sexual violence at higher rates and with less access to justice and resources. For The Monument Quilt to not recreate the deeply ingrained parts of American culture that create and perpetuate rape, FORCE asks that all workshop facilitators and participants work together to create a healing space that is accessible to people regardless of their gender, age, sexual orientation, race, abilities, immigration status, language and class.

In creating safer space there are some behaviors that are helpful and some that are not helpful.

Here is a list that we started:

Helpful:

- showing emotions
- being quiet
- sharing or not sharing
- listening to each other
- encouraging and supporting each other
- giving people space
- leaving if you need to leave
- taking breaks
- give people lots of choices

Not Helpful:

- victim-blaming
- judgement about a person's experience and/or their reaction
- pressuring someone to share
- sharing someone else's story through words and actions,
- creating a space where participants will experience prejudice and oppression

Some groups may need more structured activities than the basic introduction to warm up to each other and the space. Here are some other activities you can use to build community among the workshop participants.

a. **Invite participants to think of 3 things that describe who they are or what matters to them, and create a name tag reflecting those qualities.**

b. **Write questions to go with colors of M & M's or skittles. Everyone takes a few pieces of candy and answers the questions for the colors in their hand.**

c. **Ask people to get into pairs, and share one thing they are looking forward to and one thing they're worried or concerned about related to the workshop. Volunteers can share their thoughts with the larger group after a few minutes of talking.**

d. **Invite everyone to write their personal intentions for the day on a sticky note or a piece of paper. Put the individual intentions on a wall or table. Ask the group if they see any common themes. As a group, write a few intentions for the entire gathering.**

2. Plan the quilt square

Pass out the quilt square making instructions.

You can download a PDF themonumentquilt.org/makeablanket.pdf or copy the worksheet at the end of this booklet.

Give participants time to think and plan.

Some people like to write their story first, and some prefer to begin working with materials. Some people will need to process a lot of emotions before making a quilt and other people will need to start making their quilt immediately. Let people follow their own process and help them as needed.

3. Begin making the quilt square

Let participants work independently to start making their quilt square at different work stations. The facilitators are there to help people who might need technical or creative advice or emotional support.

4. Break

For at least 15 minutes every one should take a break. People can use the restroom, walk around outside, stretch, drink some tea, or make a phone call to give themselves space while doing this intense work.

Here are some examples of ways to make blankets you can share with participants. For visuals and how to videos visit themonumentquilt.org/demovideos

- **Spray paint words on a sheet.**
- **Cut out shapes and words of different colored fabric and sew them onto a 4'x4' sheet of red fabric.**
- **Write a story in sharpie marker on a small square of fabric. Sew a "book cover" to this square, and stitch your "book" onto a 4'x4' sheet of red fabric.**
- **Type your story, print it on iron-on transfer paper, and iron the story onto fabric.**

Tools to get people started:

Participants can fill out this blanket planning worksheet themonumentquilt.org/planning.pdf. If sewing, choose fabric, and begin arranging the pieces. You can photograph the arrangement in different configurations. If your square is mostly writing, write a draft of the story, and then decide how to put your story on fabric with sharpies or paint.

5. (Finish making) the quilt square

When participants come back from the break check in to see how people are doing and discuss how much time people need to finish their squares. Let participants know when they have 30 and 15 minutes left.

6. Share and reflect

In a circle, participants can share their square or story. Sharing allows the group to come back together, feel connected to one another and process their emotions. Never mandate that people share. Remind the group that people are allowed to express whatever emotions come up. Remind the group that everything that is shared in the circle should be kept within the circle.

8. Collect quilt squares and donations

Ask participants to donate as they are able.
Donations are tax-deductible and can be made at upsettingrapeculture.com/donate. Checks can be made payable to FORCE and mailed to us with your square.

Instruct participants to fill out the square submission form.
On a provided computer or personal device participants can fill out the online submission form at themonumentquilt.org/quiltsubmit. After submitting their information, quilt-makers will receive a reference number, which they should attach to their quilt. Let participants know that they can use the reference number to find their quilt square in the online digital archive of the quilt, when it is up and running.

FORCE accepts anonymous submissions and all information is kept confidential. If internet is not available in the space, participants can fill out a paper form (themonumentquilt.org/makeablanket.pdf) and attach the completed form to their quilt. Paper submission take 4 to 6 to be processed and sent a reference number.

Collect the quilt squares.

When participants turn in their quilt squares, make sure either a reference number or paper submission form is attached to the quilt square with a safety pin. Let participants know that by sending their quilt squares in as a group, the will be displayed together on the national mall. Some participants may want to finish their quilt square at home. In that case, set a collection day 7-10 days after the workshop. Choose a space where participants can easily drop off their quilt square during that time.

Give participants a hand out with self-care ideas to take home.

themonumentquilt.org/selfcare.pdf

After the workshop, facilitators should mail the quilt squares, sign-in sheets, and donation to FORCE at address. PLEASE let us know how the workshop went. Send pictures (with participants' permission), anecdotes, reflections and feedback to workshops@themonumentquilt.org or your FORCE contact person.

9. Exit and release

After going through such an important and intense process together, it is important to have a release at the end of the session. Here are some suggested activities:

- Pass the Squeeze: Stand in a circle and hold hands. Begin the squeeze and when it travels all the way back to the person who began, nod to the group and say "Not Alone" together.
- Write or draw whatever thoughts are on people's minds and still lingering from hearing and telling the stories. Fold up the notes, and invite people to do whatever they like- leave the notes behind, tear them up, throw them away, or bring them home.
- A deep breathing activity. Imagine breathing in a calming word or color, and breathing out upsetting word or color.
- Practice simple yoga postures or stretching.
- For religious groups, say a prayer together.
- Recite a poem or sing a song together. This poem or song can be chosen by individuals in the group ahead of time, or selected by the facilitators.

THE MONUMENT QUILT Instructions

Intro to Project

FORCE is blanketing the lawn of the national mall with a quilt made of stories from survivors of rape and abuse. Your square and your voice will join thousands of other survivors and allies to create public space where survivors are honored and supported rather than silenced and shamed.

The Monument Quilt is a project by FORCE: Upsetting Rape Culture. FORCE is an artistic and activist collaboration to disrupt the dominant culture of rape and promote a counter culture of consent.

Submission Form

FORCE uses the submission form to send you a reference number. You can use your reference number to find your quilt square in the online digital archive of the quilt. We accept anonymous submissions; you don't have to include your name. We keep all information private. Quilt squares are accepted and displayed with or without a submission form.

ONLINE

We **HIGHLY** recommend that you fill out your submission form online, because typed entries leave less room for error:

themonumentquilt.org/submission

After filling out the form, write your reference # here and attach it to your quilt.

REFERENCE #: _____

Date Recieved:

PAPER SUBMISSIONS

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone _____

What keywords describe you, your quilt square, or your story?

_____

The collected keywords will be displayed in the online archive of the Monument Quilt and will help the public visualize the landscape of sexual violence in America. *ex: male survivor, aquaintance rape, ally, strong, unbreakable, family, secondary survivor, child sexual abuse, military, college.*

☐ I understand that FORCE is the owner of this blanket and any accompanying material that I include, and that I cannot request that the quilt be returned once it is mailed. I assign to FORCE all rights to my submission.

☐ FORCE can contact me if they need additional information.

☐ FORCE can contact me if the media is interested in my quilt square.

I am making a donation of _____ to the Monument Quilt.

___ I am including my donation by check.

___ I made a donation online.

___ I am not donating at this time.

OFFICE USE ONLY

Reference #:

Date Recieved:

FORCE: Upsetting Rape Culture, 2315 Homewood Ave, Baltimore, MD 21218

1. Plan your quilt.

You may write your own story of rape or abuse, a statement about your experience with sexual violence, or a message of support for survivors. If you've never written your story before, this process may be difficult, but will ultimately be cathartic. Take breaks, take care of yourself, and reach out if you need support. If your experience is being a secondary survivor, please write from your perspective.

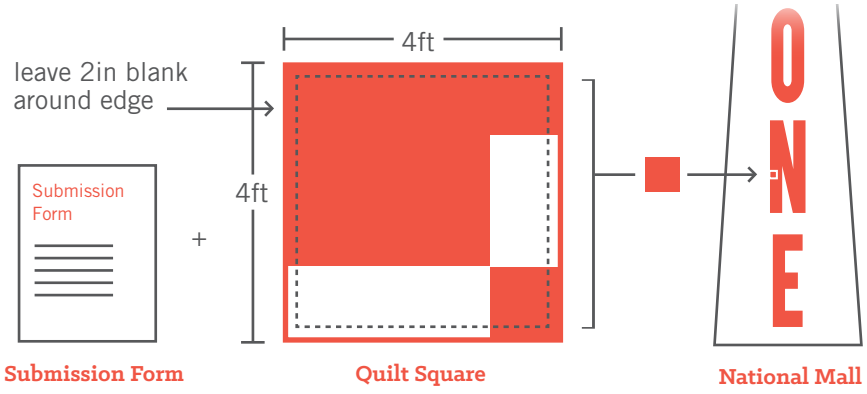
You can express your own unique experience in words, sentences paragraphs, images, color, symbols, pockets and more.

2. Make your square.

Squares can be made with:
sewing
paint
markers (permanent or fabric)
iron-on transfer
out of an old sheet
spray paint

We recommend you *not* use:
hot glue
stretchy fabric
see-through fabric
or super heavy fabric
washable markers
or paper materials

Your quilt square can have:
folds
layers
pockets
objects sewn into it



If a part of your square breaks, we cannot fix it. We will still include squares that have broken pieces in the final display.

3. Make a donation.

The suggested donation is $10 – $30. Each quilt square costs $30 to receive, document, store, process and display as part of the Monument Quilt. Donations over $30 sponsor other the quilt squares from other people. All squares are received, cared for and included regardless of donation amount.

Checks can be made payable to FORCE and mailed to us with your square. Online donations can be made at **upsettingrapeculture.com/donate**

4. Mail your materials.

Attach your reference # or submission form to your quilt and send to:

FORCE: Upsetting Rape Culture,
2315 Homewood Ave,
Baltimore, MD 21218

If you fill out the submission form online, you will receive a reference number immediately. If you fill out a paper form, please allow 3 months to receive a reference number.