

Field Guide

#3: EMPOWERING PROJECT PARTNERS

There's a generosity of spirit here that inspires, enlightens, and empowers. I'm very grateful.

Uma Krishnaswami, New Mexico
<http://umakrishnaswami.blogspot.com/>
July 10, 2008

More important is how good a job you, the facilitators of this conference, have done modeling respect and collegiality to all of us and giving us tools for deepening those aspects of relationships on our campuses.

David Monteith, Jr., Texas
National Institute for Educators
July 18–21, 2007

Once the formal partners are established and the project goals and timeline are set, the partners can begin to work independently, while touching bases with each other along the way. The project partners should be involved to help overcome difficult obstacles, problem solve and make critical decisions. The partners' help facilitate the project's activities to ensure the goals are reached on time and within budget.

- Realize that stakeholders (partners, staff team, advisors, funders) are the project's strongest advocates

- Identify and seek key endorsements from other natural supporters as early as possible, for example:
 - Attendees at similar past events that created a "buzz"
 - Members of advisory groups and their constituencies
 - Other like-minded groups
- Listen actively to all stakeholders in order to continuously inform programming
 - Make surveys as meaningful as possible
 - Consult informal advisors
 - Draw upon pre-established and long-standing relationships
 - Look for people who respond quickly and thoughtfully when their advice is sought
 - Be attuned to similarities and differences in opinions of "insiders" and "outsiders"
 - Set up a mailing list to continue to keep these people updated on the progress of the project
 - Be ready for this group to evolve over time
- Establish formal advisory group(s)
 - Ask informal advisors for references and introductions to people they think would be available, interested, and helpful to the project
 - Seek out diverse people who reflect and are inclusive of the communities that they will represent (e.g., heads of community-based organizations and their members)
 - Determine whether multiple advisory groups are necessary (e.g., honorary advisors, community advisors, scholarly advisors, educator advisors,



student advisors, etc.) and how they will complement each other

- Assign a project team member to coordinate each advisory group
- Set clear expectations about roles, modes of communication, frequency of meetings, and honorariums
- Consider asking members of the advisory groups to provide letters of support for grant proposals and other sources of funding

Sample Documents

- 3-1 Project Advisory Structure
- 3-2 Letter to Honorary Advisory Committee
- Host community convenings and public programs as ways to further the project's research, build support and consensus, and create buzz for future programming
 - Tap membership databases of local organizations for invitation lists
 - Invite potential stakeholders
 - Consult formal and informal advisors to determine the best location, time, and agenda
 - Have a sign-in sheet and provide name tags for attendees
 - Consider how to best attract attendees (e.g., partnering with another organization, awarding door prizes, serving refreshments, featuring a prominent guest speaker, etc.)
 - Be open to questions, comments, and ideas offered by those in attendance

- Look out for attendees who could possibly join advisory groups, become informal advisors, and have skill sets or connections that could be of use to the project
- Send follow-up notes or emails to speakers and those in attendance about the project's progress
- Set up a mailing list (electronic or hard copy) for people who would like to receive future project updates

Sample Documents

- 3-3 Community Outreach Convening
 - 3-3.a Community Outreach Invitation
 - 3-3.b Community Outreach Program
 - 3-3.c Volunteer Opportunity Survey
- Refer back to the project goals when receiving conflicting advice
 - Determine whether the project goals are still valid
 - Determine whether a compromise should be brokered and the ramifications of such a compromise
 - Remain open-minded and willing to change
- Document and share desired project outcomes widely
 - Include within organizations' regular publications
 - Utilize social media networks
- Stretch advertising resources
 - Consider both the potentials and the limitations of Web-based marketing and communications
 - Bundle similar programs and advertise them together



Sample Document

- 3-4 Vernacular Advertisement

Every voice is important. Everyone can contribute. Therefore, everyone must feel safe and valued.

Linda K. Oda, Utah
National Institute for Educators
July 18-21, 2007

The National Museum is part of an existing social network. It carries this network from community to community to community and expands it by linking with all of you.

Melvin L. Musick, California
Enduring Communities Five-State Convening
October 6-7, 2006

Volunteering truly is a gathering of many spirits and one common goal.

Cindy Kondo, Colorado
October 9, 2008



enduringcommunities



JAPANESE AMERICAN NATIONAL MUSEUM

ADVISORY STRUCTURE
(Working Draft as of January 5, 2007)

Honorary Advisory Committee:

- Duties:
 - o Lend name to project
 - o Promote project
 - o Provide introductions to key leaders
- Proposed members:
 - o Elected officials from the five states and nationally
 - o Counsel generals from five states
 - o Head of National Parks Service, National Trust for Historic Preservation, National AARP
 - o Heads of the five anchor institutions
 - o Top education person in each state
 - o Contacts received from Museum leadership
 - o Museum member from the local community
 - o Others?
- Already on board: Political Leader, Community Leader

Project Advisory Committee:

- Duties:
 - o Provide regional input and raise local concerns
 - o Marketing of conference
 - o Fundraising for conference
 - o Curriculum distribution
 - o General project feedback
 - o Participate in quarterly conference calls
 - o Organize people and events related to their states
- Proposed members:
 - o CHAIR: Personality (nationally known and well-respected)
 - o AZ: Regional active community members
 - o CO: Regional community leaders
 - o NM: Leaders representing diverse communities
 - o TX: Regional community leaders
 - o UT: Regional community leaders
- Already on board: New Mexico

Colorado Conference Committees:

- Duties:
 - o Operations, Marketing/PR, Fundraising
- Proposed members have self-selected



JAPANESE AMERICAN
NATIONAL MUSEUM

369 East First Street
Los Angeles, CA 90012
Telephone 213.625.0414
Facsimile 213.625.1770

February 7, 2008

«HONORIFIC» «FIRST NAME» «LAST NAME»
«TITLE»
«ORGANIZATION»
«MAILING ADDRESS 1»
«MAILING ADDRESS 2»
«CITY», «STATE» «ZIP»

Dear «HONORIFIC» «LAST NAME»:

On behalf of the Japanese American National Museum, we wish to thank you for accepting our invitation to join our Honorary Advisory Committee for the July 2008 National Conference, "Whose America? Who's American? Diversity, Civil Liberties, and Social Justice" in Denver, Colorado. This will be the fourth major conference organized by the National Museum and 1,500 people from across the nation are expected to attend. By agreeing to join the committee, you are an important contributor to the future of the *Enduring Communities* project. As a member of the Honorary Advisory Committee, we ask that you continue to assist us in promoting the project and providing introductions to other leaders who could be helpful to the project's success. Your name and title will appear on the list of Honorary Advisors on materials that support this project.

If you have any questions, please contact «PROJECT STAFF NAME» at «TELEPHONE NUMBER» or «EMAIL ADDRESS».

Thank you again for your support.

Sincerely,

Chief Executive Officer & President



enduringcommunities



JAPANESE AMERICAN NATIONAL MUSEUM



JAPANESE AMERICAN
NATIONAL MUSEUM

369 East First Street
Los Angeles, CA 90012
Telephone 213.625.0414
Facsimile 213.625.1770

You are cordially invited to a reception

Saturday, October 21, 2006
1:30 p.m.
at the
Colorado Historical Society
1300 Broadway
Denver, Colorado 80203

***Enduring Communities: The Japanese American Experience in
Arizona, Colorado, New Mexico, Texas, and Utah***

Join us for the afternoon to learn about this
exciting new partnership project.

Attached is the most recent Museum Magazine article with more
information on the *Enduring Communities* project.

RSVP by October 14, 2006

<LOCAL COMMUNITY MEMBER #1 NAME>
<EMAIL ADDRESS> (please put "Enduring Communities" in the subject line)

<LOCAL COMMUNITY MEMBER #2 NAME>
<TELEPHONE NUMBER>

Japanese American National Museum
(213) 625-0414 x 2227 or by e-mail: ec@janm.org



enduringcommunities



JAPANESE AMERICAN NATIONAL MUSEUM



JAPANESE AMERICAN NATIONAL MUSEUM

Saturday, October 21, 2006
1:30 – 3:30 p.m.
Reception in Denver, Colorado
at the Colorado Historical Society

***Enduring Communities:
The Japanese American Experience in
Arizona, Colorado, New Mexico, Texas, and Utah***

Welcome
<LOCAL COMMUNITY LEADER #1>
<LOCAL COMMUNITY LEADER #2>

Project Overview
Project Director, Japanese American National Museum
Collaborating Partner, University of Colorado at Boulder

Overview of the National Conference
Conference Coordinator, Japanese American National Museum
Whose America? Who's American?
Diversity, Civil Liberties, and Social Justice
July 3-6, 2008
Hyatt Regency Denver at the Colorado Convention Center

Conference Planning Input
Roundtable Discussion

Volunteer Opportunity Survey

Closing Remarks

The Japanese American National Museum extends its appreciation to the many people who
provided valuable assistance with today's event, including:
<INSERT NAMES OF SUPPORTERS, FUNDERS, ETC.>



enduringcommunities



JAPANESE AMERICAN NATIONAL MUSEUM

VOLUNTEER OPPORTUNITY SURVEY
(Final Draft as of October 21, 2006)

Whose America? Who's American?
Diversity, Civil Rights, and Social Justice

Hyatt Regency Denver at Colorado Convention Center
July 3-6, 2008

I. I would like to volunteer to work with the Museum staff in presenting the National Conference:

- _____ **Operations**
- Assist with coordination of project activities at the local level
 - Assist with local and regional agencies, as required
 - Other
- _____ **Marketing / Public Relations**
- Assist with contacting local and regional media outlets
 - Other
- _____ **Fundraising**
- Educators/Students to participate in the Conference
 - Individual and Corporate Sponsors for the Conference
 - Other

II. I / my organization would be interested in helping with the conference weekend activities:

- _____ Amache Camp Field Trip
- _____ Japanese American Historical Sites - Denver Walking Tour
- _____ Friday, 4th of July Festival / National Community Celebration
- _____ On-site Conference volunteers

III. Do you have any suggestions for other activities to offer during the conference dates? Use the back to provide your ideas.

Name _____

Street Address _____

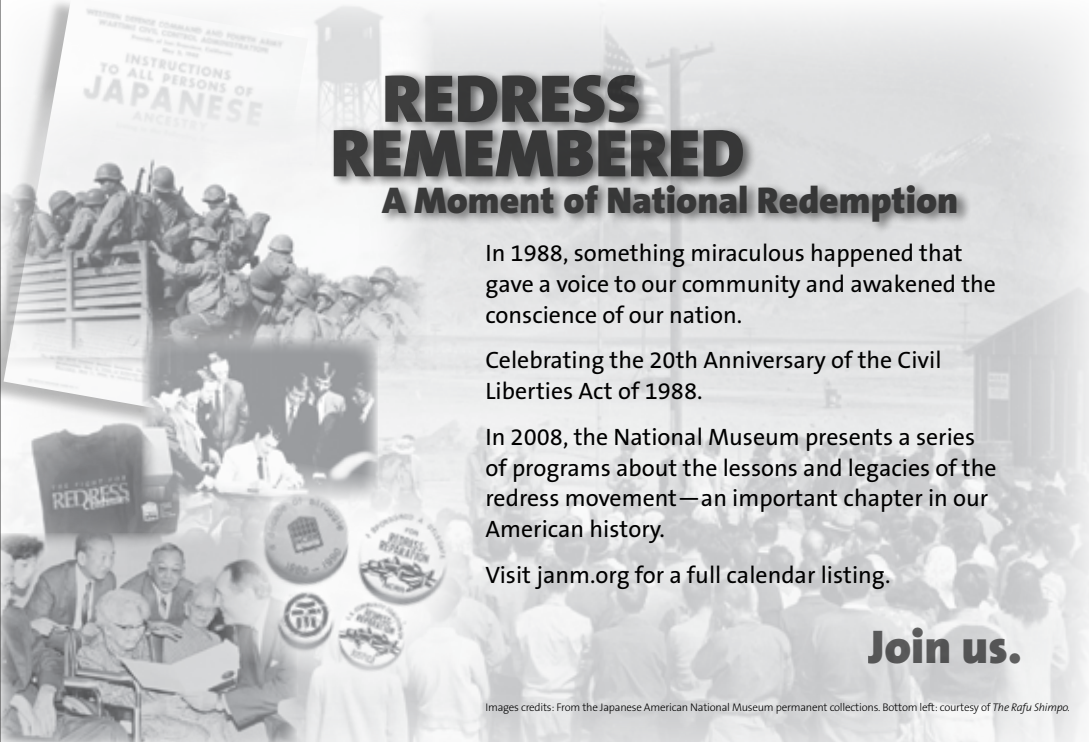
City, State, Zip _____

Telephone # _____ FAX # _____

Email Address _____

Affiliation (Organization / Company) _____

Return to: <PROJECT STAFF NAME>
Japanese American National Museum, 369 E. First Street, Los Angeles, CA 90012
Tel: <TELEPHONE NUMBER> Fax: <FAX NUMBER> E-Mail: <EMAIL ADDRESS>



REDRESS REMEMBERED

A Moment of National Redemption

In 1988, something miraculous happened that gave a voice to our community and awakened the conscience of our nation.

Celebrating the 20th Anniversary of the Civil Liberties Act of 1988.

In 2008, the National Museum presents a series of programs about the lessons and legacies of the redress movement—an important chapter in our American history.

Visit janm.org for a full calendar listing.

Join us.


National Conference
**Whose America?
Who's American?**
Diversity, Social Justice,
and Civil Rights
July 3-6, 2008
Denver, Colorado

Presented by the National Museum to examine the Japanese American experience within the historical and contemporary issues surrounding democracy and social justice.

Visit janm.org/projects/ec for more information, or call Nancy Araki at 213.830.5649.

**HURRY!
EARLY BIRD
REGISTRATION
DEADLINE IS
JANUARY 31**

Images credits: From the Japanese American National Museum permanent collections. Bottom left: courtesy of The Rifu Shimpō.

 **JAPANESE AMERICAN NATIONAL MUSEUM**

369 East First Street, Los Angeles, California 90012
Tel 213.625.0414 • janm.org • janmstore.com