



GUIDELINES FOR RUNNING A COMMUNITY CASE STUDY DISCUSSION

We are delighted that you have started to plan for your Community Case Discussions in partnership with your teachers. We have included some guidelines below which we hope will help you launch a successful community event. We didn't want to be too prescriptive, since we know that every community is different. We hope that you will all be creative in how you organize these events in your town or city. But, we wanted to share some tips that you can keep in mind as you plan.

1. The teachers will be responsible for preparing and moderating the case and selecting any student participants.
2. League chapters will be entirely responsible for the administration of the event, including:
 - a. Securing the venue (if the event is in person) or administering the Zoom platform (if the event is virtual) in consultation with your teachers. This includes managing all technical and AV requirements
 - b. Identifying adult participants
 - c. Creating tent cards with names of all participants (where appropriate for in-person events)
 - d. Writing press releases
 - e. Refreshments (where appropriate)
3. Ideal size of the event (75-125 people)
4. Recommended composition of audience: as diverse as possible. We recommend inviting students as well as adults. You should also reach out to other groups in your community to act as co-sponsors. Some logical options are your local library, historical society, non-partisan civic groups and local Harvard alumni clubs. You should involve the groups that make the most sense for your community, and please reach out to your teachers for suggestions as well.
5. View your community case discussion as a mini scaling event, so think about inviting other Leagues in your area and sharing your invitation with your state League. You can also invite teachers and students from nearby schools who are not already involved with the project. You are now an ambassador for this project.



6. Leagues will be responsible for getting the case reading to all adult participants. (The teachers will already have case access for their students.) Any League can get access to a case by contacting civics@lwvgreenwich.org. You will just need to include the following in any email request:
 - a. Case title
 - b. Date of event
 - c. Location of event
 - d. Teacher(s) moderating the case
 - e. Estimated number of attendees
 - f. Co-sponsoring organizations (if any)
7. League chapters participating in the project get access to 4 cases at no cost: Madison, Secession, Martin Luther King and ERA.
8. Leagues need to make sure that all the adult participants they invite read and prepare the case before the event. Also, along with the case reading, you will receive a set of preparatory questions to guide everyone's reading. Please let the attendees know that they should formulate answers to these questions in advance.
9. In order to maintain the integrity of the case discussions and to ensure the freest exchange of ideas, we ask that community case discussions NOT BE FILMED OR RECORDED. Anyone wishing to create any video to increase awareness of the project should first contact civics@lwvgreenwich.org. You will be connected directly with a member of the Case Method Institute staff who will need to review and approve any video content to ensure the case materials and teaching plans are adequately protected.
10. All participants need to know that the case materials are being provided to them for their personal use only and cannot be shared with anyone else or posted anywhere where they could be publicly accessed (website, social media, etc.) These cases are being used in high school classrooms around the country, and it is therefore important that students not have access to a roadmap of the discussion, since this could negatively impact their learning experience at school.