



SAFE ZONE ALLY TRAINING FACILITATOR'S CHECKLIST

TO:

Safe Zone Training Facilitators

FROM:

Chris Friend, Prism Faculty Sponsor (Kirk Hall 311 or 352-588-7293)

SUBJECT:

Safe Zone Training Checklist

JULY 28, 2018

Thanks for helping to make Saint Leo a safer, more supportive environment for our LGBT students and employees. By facilitating a Safe Zone class, you're bringing awareness to our community and acceptance to those who need it most.

This simple checklist will ensure your training session goes smoothly. Give yourself about 30 minutes to complete this list, and plan to have it finished at least 30 minutes before the training begins. That way, if anything goes wrong or goes missing, there's time to fix it.

PARTICIPANT HANDOUTS

- Update the presentation date and presenter name on the front cover.
- Delete the Scenarios part that doesn't apply to your audience—either students or employees.
- Print enough copies for your expected turnout, plus a couple extra just in case.
- Update the date on your Safe Zone Contracts (line 2).
- Print copies of your updated Safe Zone Contract for your expected turnout, plus some extras.

YOUR SLIDESHOW

- Update your name and your panelist's name on the first and last slides. If you won't have a panelist, delete that entire line of text.
- On slide 2 ("Housekeeping"), replace the filler text under Restrooms with a brief description of how to find the restrooms nearest the site of your presentation.
- On the second slide of Part 3 (the orange one), update the photo, name, and bio of your panelist. If you won't have a panelist, delete or skip that slide.

- Review the “Asking for a friend” slide. If you have a panelist, delete or skip that slide. If not, ensure that you’re comfortable with each of the questions shown on that slide. Make any additions or removals you need.

MATERIALS

- Get enough Coming Out Stars (in all colors) for your expected turnout, plus a few extras.
- Get at least one dry-erase marker, just in case. If you like using the board, get more.
- If you’re using your own device to run the slides, bring any adapters and chargers you need.
- Bring a few pens to help with the contract-signing process.
- Get a “Safe Zone Training Meets Here” sign (and tape!) from Prism leadership.

PEOPLE & PLACES

- Confirm with Prism leadership that your room has been reserved for the right time.
- Confirm with Prism leadership the details about drinks and snacks—do they need to be picked up, or will they be delivered?
- Confirm with your panelist what room you’ll be in and what time you’ll be ready. Agree in advance whether you’ll be in or out of the room during the panelist session—no surprises!

AFTER THE EVENT CONCLUDES

- Presenter: Return extra stickers, extra stars, and this packet, to Dr. Friend (Kirk 311).
- Friend: Scan and file all signed contracts.
- Friend: Update Allies List document.
- Friend: Send PDF to Secretary so they can upload to EngageLeo.
- Friend: Upload latest Allies List to Ally Team.
- Friend: Add new Allies to Team.
- Friend: Add new Allies to Supporters Email list.

The documents on the attached pages are for your use during the presentation. Keep them handy so you can comfortably and reliably lead the group activities!

Thanks again for your help! Have fun out there, and let us know how it goes!



Gender Boxes Script

This exercise can be a lead-in for discussion around multiple issues. The facilitator could concentrate on sexism and its relationship to domestic and sexual violence or use the exercise to look at how sexism, heterosexism and transphobia are related to one another.

Also explain that while we are looking at the dominant mainstream ideas of gender we want to acknowledge that gender roles may vary depending on ethnicity, culture, class, ability and family etc. Let participants know that in this exercise we are going to ask them to say words that are offensive to some people.

Have participants work together in pairs or small groups.

You have probably heard someone say—perhaps directed at you—“act like a man”. Think about what it means, according to our society, to “act like a man.” What are the expectations (which may not be the reality)? Write those expectations inside the “Act Like a Man” box on in your packet. Remember that this exercise seeks to look at *stereotypes*, not at individual behavior.

Questions to ask if you want to prompt participants a bit more:

- *How are men supposed to be different from women? – stronger, tougher, in control*
- *What feelings is a “real man” supposed to have? – anger, superiority, confidence*
- *How do “real men” express their feelings? – yelling, fighting, silence*
- *How are “real men” supposed to act sexually? – aggressive, dominant, with women*

What are names applied to people who don’t meet the expectations you just wrote down? Write these names outside and around the box. Please note: These terms are often offensive, so please remember the Aretha Franklin rule and be deferential and respectful as you discuss.

Question to ask if you want to prompt participants a bit more:

- *What do “real men” call other guys who don’t fit in or meet their expectations? – Wimp, fag, queer, pussy, gay*

What things happen physically to people who don’t conform or at least fit in? Write these actions outside and around the box.

Question to ask if you want to prompt participants a bit more:

- *What do “real men” do to other guys who don’t fit in or meet their expectations? – fight them, beat them up, harass them, tease them, abuse them, ignore them*

Now let’s look at the other box on the page. You have probably heard someone say—perhaps directed at you—“act like a lady”. Think about what it means, according to our society, to “act like a lady.” What are the expectations (which may not be the

reality)? Write those expectations inside the “Act Like a Lady” box on in your packet. Remember that this exercise seeks to look at *stereotypes*, not at individual behavior.

Questions to ask if you want to prompt participants a bit more:

- *How are women supposed to be different from men? – nicer, weaker, more gossip*
- *What feelings is a “real woman” supposed to have? – fear, sadness, low self-esteem*
- *How do “real women” express their feelings? – crying, screaming, hysteria*
- *How are “real women” supposed to act sexually? – follow the man, don't sleep around*

What are names applied to people who don't meet the expectations you just wrote down? Write these names outside and around the box. Please note: These terms are often offensive, so please deferential and respectful as you discuss.

Question to ask if you want to prompt participants a bit more:

- *What do girls (or often “real men”) call girls who don't fit in or meet their expectations? – Dyke, tomboy, slut, ho, whore, lesbian*

What things happen physically to people who don't conform or at least fit in? Write these actions outside and around the box.

Question to ask if you want to prompt participants a bit more:

- *What do other women (or, many times, the “real men”) do to girls who don't fit in or meet their expectations? – harass them, abuse them, ignore them, rape them, use gossip to ruin their reputations*

Let's talk about what these boxes tell us about our society's expectations and how they relate to homophobia and heterosexism.

Use as many or as few of these questions as needed to engage the group in discussion.

1. What do you notice about the influence of male and female stereotypes on sexism, heterosexism, and transphobia? (You may want to break this into three separate questions.)
2. How do the stereotypes listed from the boxes relate to stereotypes for straight and queer people?
3. How many men here are in the box all of the time?
4. How many of the women here are inside this box all of the time?
5. What should a “real man” do if he gets called the names you wrote outside the “Act Like a Man” box? Would that put him back inside the box? What can women do in their equivalent situation? Would it work?
6. Which box has more power?
7. How do we change these societal expectations?



Coming-Out Stars Script

Distribute the stars to each person. Be sure to have a relatively equal amount of participants for each color. Individuals participating in this exercise may react with strong emotions. If you are familiar with your participants, you may want to choose who receives the Green star, as this is the most challenging of the coming out experiences. Otherwise, you can randomly deal the stars to participants. The rest of the exercise will be read to the participants.

Imagine that this star represents your world, with you in the center and each point representing someone or something important to you.

1. To get started, write your name in the center of the star.
2. Pick any point on the star and write the name of your best friend or a very close friend (not your partner, girl/boyfriend, or spouse).
3. On another point, write the name of a group, team, or club to which you belong (not LGBTQ+ related). It can be a Meetup, church, community organization, bowling team, poker game buddies, or political group to which you belong (again, not LGBTQ+ related).
4. On another point, write the family member (i.e., girl/boyfriend; spouse) to whom you confide and turn for advice, and who listens and supports your decisions (e.g., your mother, father, aunt, uncle, grandparent). This could be any family member who has made a large impact on your life. Please write that person's name on another point of your star.
5. On another point of the star, write your profession or the profession you would most like to have (e.g., environmentalist, doctor, professor in physics, kindergarten teacher, advocate, student, YouTuber).
6. Finally, list 2–3 dreams that you have—owning a car, buying a home, traveling, having children, retiring—on the remaining point.

If you weren't already, during this exercise, you are now an honorary member of the LGBTQ+ community. The star in your hand represents you and all of the important people/things in your life. For this exercise, I will be asking you to imagine coming out as an LGBTQ+ person to each of them. Each star color represents a different coming-out experience. But, before you come out to them (before we use your star),

remember the stages of identity development that you, as an LGBTQ+ person, went through to get you to where you are today.

For some of you, it has taken you *years* to get to the point where you are now—ready to come out. Remember that not everyone goes through these stages, and for most, it is not very stage-like. The process is different for everyone. Most of you will fluidly move back and forth through these stages because coming out works differently in each situation. Since we live in a hetero- and cisgender-normative society, many people assume that everyone is heterosexual until they learn otherwise. You can hear it in everyday speech and when adults talk to young boys and girls. So, you will always have to decide whom to tell and when—especially at new job, with a new co-worker, in a new city, meeting new friends, going to a new school, in new class, or with a new professor. Because you’ve seen on the news the awful things that can happen to LGBTQ+ folks, or maybe because you’ve heard the judgment in comments by your family or in your social groups, you fear rejection, abuse, harassment, bullying, discrimination, backlash from students, or backlash from colleagues when coming out.

As of the late 2000s, 84.6% of LGBT high school students reported being verbally harassed, and 40.1% reported being physically assaulted at school in the past year because of their sexual orientation. As of early 2020, only 21 states plus D.C. and Puerto Rico prohibit discrimination or harassment in schools on the basis of sexual orientation and gender identity¹. Twenty-three states have enacted anti-bullying/harassment laws that do not protect LGBT students; only fifteen explicitly protect against discrimination in schools on the bases of both sexual orientation and gender identity². Home isn’t necessarily safe, either—only 17 states prohibit housing discrimination based on sexual orientation and only 7 do so based on gender identity. 19% of transgender individuals have been denied housing.

Still, the process of coming out is very freeing. You are alleviated of the stress and fear of hiding one’s identity and being “found out.” Most importantly, you are able to live more honest lives and develop more genuine relationships with others. And you, as an LGBTQ+ person, are now eager to take that step.

¹ Movement Advancement Project. "Equality Maps: Safe Schools Laws." http://www.lgbtmap.org/equality-maps/safe_school_laws (10 Jan 2020).

² Ibid.



So, whatever has been your process up to now, you are all at the point in which have come to terms with the fact that you are gay, lesbian, bisexual, or transgender. You are now a part of the 1 in 25 people who identify as LGBTQ+. You are ready to begin coming out to others.

Get your star ready. Throughout this exercise, **I ask that you try not talk**. Just listen carefully and thoughtfully. I will be giving you specific instructions regarding your coming out experience based on the color of your star. You will be asked to either fold-back, tear off, or leave intact different points of your star.

Let's begin. This is your life. These are the most important people in your life. And, you are now going to come out to them.

- I. You decide to tell your closest friend first, since that person has always been there for you—you can't imagine keeping this a secret.
 - A. If you have a **Blue** star, your friend suspected all along and is grateful you have finally said something. Your friendship grows stronger.
 - B. If you have a **Pink** or **Purple** star, your friend is hesitant. That person is a little irritated that you have waited so long to tell, but you are confident that one day you'll get that person's understanding and support. Eventually, the relationship will be okay. If you have a **Pink** or **Purple** star please fold back this point.
 - C. If you have a **Green** star, you are met with anger and disgust. This friend who has been by your side in the past tells you that being gay, lesbian, bisexual or transgender is wrong and this person refuses to associate with anyone like that. If you have a **Green** star, please tear off this point and drop it on the floor. This person is no longer part of your life.
- II. With most of you having such good luck with your friends, you decide to tell your family. You turn to your closest family member first, so that it will be a little easier.
 - A. If you have a **Pink** star, you are embraced by this family member. This person is proud that you have decided to come out and has let you know that they will always be there to support you.

- B. If you have a **Blue** star, the conversation does not go exactly how you planned. Several questions are asked as to how this could have happened, but after some lengthy discussion, this relative seems a little more at ease. Fold back this point of your **Blue** star, as this person will be an ally, but only with time.
- C. If you have a **Green** or **Purple** star, your family member rejects the thought of being related to a person like you (you join the other 26% of LGBTQ+ people who experience this reaction from their family). This person is disgusted and some of you are thrown out of your house or even disowned. You are now, depending on where in the United States you live, part of the 20–40% of homeless youth who identify as gay, lesbian, bisexual, or transgender. If you have a **Green** or **Purple** star, please tear off this point and drop it on the floor. Your own home and family are no longer welcoming to you. (HRC, 2013, *Growing up LGBT in America*)

III. Having told your friends and family, the wheels have started to turn, the word gets out, soon members of your community begin to question your sexual orientation and gender identity, and some of you are just less willing to pass as straight or gender-normative. You have deep rage towards the majority community and have pride in your identity. This is the identity pride stage. So, you come out to members of your non-LGBTQ+ community.

- A. If you have a **Purple** or **Blue** star, your sexual orientation or gender identity is accepted by your community. They continue to embrace you like anyone else, and together you celebrate the growing diversity in your community.
- B. If you have a **Pink** star, you are met with mixed responses. Some members accept you and some don't know how they feel about you now. You remain a part of the community, but some jokes are made at your expense, and it will take time for all to embrace you as they had before. If you have a **Pink** star, please fold back this point.
- C. If you have a **Green** star, your community reacts with hatred. They tell you that someone like you doesn't belong in their community. Suddenly, they look at you like a stranger. Those who once supported you either put you down or don't acknowledge you at all. (About 27% of LGBTQ+ youth say they experience intolerance in their communities). If you are a trans woman of color, you are the most likely to experience intolerance; 44% of LGBTQ+



murder victims were trans women of color. If you have a **Green** star, tear this point off and drop it on the floor. (HRC, 2013, *Growing up LGBT in America*)

IV. Work is now the only place where you have not come out officially, but rumors are spreading rapidly about your sexual orientation or gender identity. In the past, you've done your best to keep your life private and ignore gossip. But now, you're feeling claustrophobic—like all the whispers are about you, all looks received are menacing, and you're not sure if you're paranoid...or cautious. Besides, you already have synthesized your sexual identity into your self-identity. You now realize that you are an okay person, who just happens to be gay. So, some of you selectively come out to those coworkers you trust, while others, feeling worried about the repercussions, decide not to come out. Inevitably, each of you finds out the consensus of the rumors.

- A. If you have a **Purple** star, your coworkers begin to approach you, or those you told let you know they have heard the rumors, and they don't care. They support you and share stories about people in their own lives who are gay, lesbian, bisexual, or transgender. Your supervisors react the same way letting you know that you're a hard worker and that's all that matters.
- B. If you have a **Blue** star, your workplace has become quite interesting. Some colleagues (the ones you trusted to tell) show support with hugs, others do so in subtle ways: a random thumbs-up or a nudge in the lunch or break room or at the water cooler. However, some colleagues speak to you less, and the environment is quite awkward. But, in less than a month, things will return to normal. If you have a **Blue** star, please fold back this point.
- C. If you have a **Green** or **Pink** star, you ignore the rumors; you think to yourself that your sexual orientation or gender identity has no bearing on your work life. You continue to work as though nothing is happening. One day, you come in to find that your office has been packed up. You are called into your supervisor's office and she explains that you are being fired. When you ask why, she tells you that lately your work has been less than satisfactory and that she had to make some cutbacks in your area. You are now, depending on where you live, part of the 15–30% of lesbian, gay, and bisexual people who are harassed, passed up for promotions, or fired from their job because of their sexuality. If you are transgender, you now join the other 90% of transgender individuals who are harassed, passed for promotions, or fired from their job. In 29 states (including Florida!), there is no legal protection to pre-

vent someone from being fired just because that person is lesbian, gay, or bisexual; 34 states lack protections to prevent someone getting fired solely for being transgender. If you have a **Green** or **Pink** star, please tear off this point and drop it on the floor. (Williams Institute, 2012)

V. Now...your future lies ahead of you as a member of the gay, lesbian, bisexual, and transgender community. Your hopes and dreams, your wishes for the perfect life...for some of you, these are all that remain.

A. If you have a **Green** star, you fall into despair. You have been met with rejection after rejection, and you find it impossible to accomplish your lifelong goals without support and love from your friends and family. You become depressed. People who are LGBTQ+ have higher rates of depression than the mainstream population. With nowhere else to turn, many of you begin to abuse drugs and alcohol; about 20–25% of lesbians and gays are heavy alcohol users. Eventually, you feel that your life is no longer worth living. If you have a **Green** star, please tear it up and drop the pieces to the ground. You are now part of the 40% of suicide victims who are part of the LGBTQ+ community.

B. If you have a **Purple, Blue, or Pink** star, these hopes and dreams are what keep you going. Most of you have been met with some sort of rejection since beginning your coming out process, but you have managed to continue to live a happy and healthy life because of the support and love you have received. Love and support from friends, family members, and coworkers you call your allies. You are now allowed to live more honest lives, develop more genuine relationships with others, connect with others who identify as LGBTQ+, and be part of a community and culture with others. Your personal hopes and dreams can become a reality.

Now, for those of you who have intact stars: I need your help. Find someone who wasn't as fortunate in their coming-out process and literally help them pick up the pieces. As you do, think about what it is like to be alone, abandoned, or rejected and the importance of having an ally around to ease their suffering. They...we...may need your help. We need your acceptance, understanding, comfort, reassurance, acknowledgement, validation, support, and love.



The trainer now can take a minute to ask the participants to look around and see how, for many, their life is in pieces. Lasting less than five minutes, the trainer shall ask the group to respond to the following:

- Does anyone want to discuss how you feel?
- Would anyone like to provide some thoughts or comments?

After five minutes, the trainer shall continue reading the exercise.

Gently send the participants to a break. Be sure to offer consolation if anyone seems shaken.