NEW GROUP START-UP GUIDE
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**CENTRE GROUPS – AN OVERVIEW**

**CENTRE GROUPS ARE COMMUNITY-INITIATED AND VOLUNTEER-RUN.**

At Rainbow Resource Centre, we support groups of LGBT2SQ+ community to:
- find strength from within itself to build healthy, sustainable networks of support; and
- pursue personal and professional development in safe and inclusive spaces.

If you want to bring members of your LGBT2SQ+ community together for social support, for fun, or to make an impact in your province, initiating a centre group can be a great place to start. Please note, all centre groups are 18+, and take shape in one of the following categories:

**SOCIAL SUPPORT GROUPS**  
* (identity based)  
  Social support groups at Rainbow form – and operate – on the basis of shared identity.  
  Some social support groups look like peer-to-peer sharing circles, others, like casual hang-outs.  
  Social support groups at the Centre, at their core, are a safe place for LGBT2SQ+ and allied community members to connect with others embarking on similar journeys of self-exploration.

**WORKING GROUPS**  
* (task based)  
  Working groups at Rainbow are versatile, and can take on many different forms at the centre.  
  They are task-based by nature, with common goals fueling their existence.  
  Working groups at Rainbow are pockets of LGBT2SQ+ and allied community coming together to accomplish something great, with a little help from the Centre.

**LEISURE GROUPS**  
* (activity based)  
  Leisure groups at Rainbow form – and operate – on the basis of a shared passion for a particular activity, hobby, or interest.  
  Leisure groups unite community from all across the LGBT2SQ+ spectrum to share in whatever it is they love to do for fun.  
  Leisure groups at Rainbow look like artist collectives, reading groups, knitting clubs – you name it!
**EXISTING CENTRE GROUPS**

**TAKE A LOOK AT WHAT OUR VOLUNTEER COMMUNITY HAS BUILT SO FAR.**

<table>
<thead>
<tr>
<th>GROUP TYPE</th>
<th>GROUP NAME</th>
<th>GROUP DESCRIPTION</th>
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<tbody>
<tr>
<td>social support</td>
<td>Over The Rainbow (OTR)</td>
<td>identity based – LGBT2SQ+ and age 55±</td>
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<tr>
<td></td>
<td>New Pride of Winnipeg</td>
<td>identity based – newcomers to Canada</td>
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<td></td>
<td>FTM Gender Alliance</td>
<td>identity based – female to male identified folks</td>
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<tr>
<td></td>
<td>Queer Men’s Group (QMG)</td>
<td>identity based – male identified folks</td>
</tr>
<tr>
<td></td>
<td>Winnipeg Transgender Support Group</td>
<td>identity based – trans identified folks</td>
</tr>
<tr>
<td></td>
<td>Parents, Family and Friends of Trans Individuals (PFFOTI)</td>
<td>identity based – family and friends of trans individuals</td>
</tr>
<tr>
<td></td>
<td>Partners in Process (PIP)</td>
<td>identity based – partners of trans individuals</td>
</tr>
<tr>
<td>working</td>
<td>Pride Float Committee</td>
<td>task based – design and construct the Centre’s float for the Pride Winnipeg Parade.</td>
</tr>
<tr>
<td>leisure</td>
<td>The Society of OUT-Standing Artists</td>
<td>activity based – art related activities practiced in a variety of mediums</td>
</tr>
</tbody>
</table>

**VISIT [WWW.RAINBOWRESOURCECENTRE.ORG/SUPPORT/GROUPS](http://WWW.RAINBOWRESOURCECENTRE.ORG/SUPPORT/GROUPS)** FOR GROUP PROFILES, CONTACT INFO, AND MEETING TIMES.
NEW GROUP CHECKLIST

HERE'S WHAT YOU NEED TO START YOUR OWN GROUP.

☐ Successful completion of the Centre's volunteer application process
☐ Completion of Rainbow Resource Centre Volunteer Orientation & Group Facilitator Training
☐ A committed co-facilitator (able to fulfill the same application requirements)
☐ Submission of completed 'New Group Application' to programming@rainbowresourcecentre.org or 170 Scott St. R3L 0L3

READ ON TO GET STARTED.
Volunteer Commitment

Welcome to the Centre’s Growing Volunteer Community.

New centre groups must have **TWO** committed volunteer group facilitators, age 18 years or older, and able to complete the requirements listed below:

Volunteer Application Process

Our volunteer application process is designed to mimic common workforce standards in Manitoba.

This includes the submission of a resume and cover letter, participation in a one-on-one interview with the Centre’s Programming & Volunteer Coordinator, and the completion of all necessary reference checks (one personal or professional reference, a Police Information and Police Vulnerable Sector Check, and a Child Abuse Registry Check). Visit [www.rainbowresourcecentre.org/volunteer/opportunities/group-facilitator](http://www.rainbowresourcecentre.org/volunteer/opportunities/group-facilitator) to view the posted group facilitator volunteer description, and relative application instructions.

Resume and cover letter templates are available on our website at [www.rainbowresourcecentre.org/volunteer](http://www.rainbowresourcecentre.org/volunteer). New volunteers are encouraged to reach out to the Programming & Volunteer Coordinator for support during the application process via email, over the phone, or in person. See contact info on page 13.

Free internet, computer, and printing access is available for applying volunteers during our regular Centre and library hours (Monday to Friday, 10-5 *if possible, please call 204-474-0212 ahead of time to confirm).

Following their volunteer interviews, successful applicants will be notified by their desired mode of contact.
**Volunteer Training: Group Facilitator**

1) *Rainbow Resource Centre Volunteer Orientation*

Every new volunteer begins their pursuit of training and education at the centre in the same way – through the Rainbox Resource Centre Volunteer Orientation (RRCVO).

Here, new volunteers get acquainted with the Centre, and the values we hold dear, for a total of 9 hours (3x3hr sessions). At the RRCVO, we unpack important topics, together, including: LGBT2SQ+ identities; intersectionality; diversity & inclusion; privilege & oppression; harm reduction; trauma informed care; sex & body positivity; and allyship & solidarity.

Once you have completed the Centre’s volunteer application process, you will be placed in either the upcoming RRCVO, or the RRCVO most accessible to you. The RRCVO runs three times annually in September, May, and January.

2) *Group Facilitator Training*

All volunteers must choose role-specific training following their RRCVO. Those wishing to start a new Centre group must register for Group Facilitator Training (3hrs). Here, we will cover important topics like: establishing/maintaining a safe space; active listening & effective group facilitation; tools for managing difficult participants or situations; de-escalating potentially violent situations; boundary setting; and group facilitator support & responsibilities. Group Facilitator Training runs according to demand, and within one month of each RRCVO. **Following the completion of this training session, you may submit your New Group Application (next page).**

3) *Group Facilitator Retreat (Optional)*

Group facilitators who have completed the RRCVO and the Group Facilitator Training will have the opportunity to participate in the Group Facilitator Retreat. Annually, on the second weekend of August, all group facilitators have the chance to share challenges and strategies relative to the management of their groups, while building a solid foundation of peer-to-peer support.

4) *Community Education Workshops (Optional)*

Topical themes requested by Centre stakeholders will inform two Community Education Workshops per year (in December and July). These workshops are accessible to all Centre volunteers and group participants.

For a quick reference, see chart below for volunteer training runtimes. View all upcoming Centre volunteer training dates at www.rainbowresourcecentre.org/events/calendar/rrc.

<table>
<thead>
<tr>
<th>April - November</th>
<th>December - March</th>
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<tbody>
<tr>
<td>6:00 - 9:00 pm</td>
<td>9:00 - NOON</td>
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<tr>
<td>Monday evenings</td>
<td>Saturday mornings</td>
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START YOUR NEW GROUP

TELL US A LITTLE BIT ABOUT YOUR UNIQUE VISION.

NEW GROUP APPLICATION

Submit completed applications to the Programming & Volunteer Coordinator via email, or in person.
programming@rainbowresourcecentre.org / Rainbow Resource Centre, 170 Scott Street, R3L 0L3, WPG MB

DATE OF APPLICATION:

GROUP TYPE:
social support, working, or leisure

GROUP DESCRIPTION (50-100 WORDS):
be sure to include the shared identity, task, or leisure activity at the basis of the group

GROUP NAME:
consider a concise and descriptive name and acronym
ESTIMATED FREQUENCY OF GROUP MEETINGS:
take your best guess – we acknowledge that this may change as your group participant base grows

PREFERRED GROUP MEETING TIMES/DATES:
answering this question does not guarantee space for your group. group facilitators will be required to book Centre common space following their new group application’s approval by contacting the Programming & Volunteer Coordinator – see contact info on page 13. common space at the Centre can be booked up to 2 months in advance at the discretion of the Centre staff.

ESTIMATED # OF GROUP PARTICIPANTS PER MEETING:
take your best guess! this helps us to choose the best Centre common-space for your new group

DESCRIPTION OF COMMUNITY NEED (100-200 WRDS):
why would your group be of value to the LGBT2SQ+ community in MB? please describe any indicators from community – including yourself – that informed your decision to start a new Centre group
RAINFBO W GROUP FACILITATOR 1

Full name:

Email:

Please list completion dates of the following pre-requisites:

Rainbow Resource Centre Volunteer Application Process
(date of volunteer confirmation email sent with RRCVO registration link)

Rainbow Resource Centre Volunteer Orientation

Rainbow Resource Centre Group Facilitator Training

Describe the reasons you would like to start this new group, and why you believe you’re the right person to facilitate it, (100-200 words):
RAINBOW GROUP FACILITATOR 2:

Full name:

Email:

Please list completion dates of the following pre-requisites:

*The Centre’s volunteer application process* (date of volunteer confirmation email sent with RRCVO registration link)

Rainbow Resource Centre Volunteer Orientation

*Group Facilitator Training*

Describe the reasons you would like to start this new group, and why you believe you’re the right person to facilitate it (100-200 words):
FREQUENTLY ASKED QUESTIONS

Can I become co-facilitator of an existing group?
Existing group facilitators will let their group participants know if they are looking for additional support facilitating their group. Groups may start with more than two group co-facilitators if they wish.

Are group facilitators required to pay for anything?
Groups at the centre are supported with $50/month to help run their meetings. Groups are required to submit reimbursement requests for the above mentioned. This $50 can cover refreshments, registration fees for special events, t-shirts, honorariums – whatever the group decides. There is also no cost attributed to renting the space. In Group Facilitator Training, you will be provided with tools to help manage your group’s operating budget and any fundraising initiatives you would like to pursue.

What do I have to do to prepare for group meetings?
At Group Facilitator Training, you will be given a core framework for your meetings. Any additional programming you would like to enhance your group meetings will be the responsibility of the group.

What happens if I can no longer complete my duties as Group Facilitator?
The group will be placed on hold for up to one year. Your vacant volunteer position will be posted in hopes that another group facilitator can be trained to take over the group. If possible, we encourage facilitators to recommend replacement volunteer before their departure.

Am I solely responsible for the promotion of my group meetings?
Rainbow Resource Centre promotes active Centre groups on our website, on social media, in our monthly newsletter and on-site (on our bulletin boards, in promotional handouts, and when community inquires over the phone). We encourage group facilitators to use their personal networks to get the word out about their new group at the Centre.

How much time should I allocate to facilitating my group?
Ongoing, group facilitators are responsible for scheduling, facilitating, and reporting on group meetings; for welcoming new group participants; for leading groups to maintain our shared spaces; and for liaising between their group and the centre at large. Group facilitators are also invited to attend centre events (ex. PPY Grad, LGBT Centre Day) as a representative of their group, or, are asked to help coordinate the attendance of an engaged group participant. Group facilitators are also invited to attend the Winnipeg Pride Parade to lead their group with their group-specific banner (not required).
Time allocated will depend on group meeting times, dates, and frequency. Generally, group facilitators dedicate 3-6 hours/month to facilitating meeting(s), 1-3 hours/month reporting and communicating with the centre, and 1-3 hours/month scheduling and promoting meetings. Depending on the level of involvement of group participants, group facilitators also spend an average of 6-12 hours per year attending centre events (or coordinating the attendance of a group participant instead) and varying amounts of time designing special programming (not required). Group facilitators starting their own groups have the ability to schedule meetings in accordance with their own availability, granted space is available at the centre.

What if I am an existing volunteer? Can I become a group facilitator? How?
Existing volunteers who have completed the RRCVO are able to register for an upcoming Group Facilitator Training at any time by contacting the Programming & Volunteer Coordinator.
Please feel welcome to reach out with questions, constructive feedback, or accessibility concerns - at any time.

Lauren Barbara Checkley
Programming & Volunteer Coordinator
Rainbow Resource Centre
170 Scott Street, R3L 0L3
Winnipeg, Manitoba

204-474-0212 ext. 204
programming@rainbowresourcecentre.org