



# Event Resource Guide





# Table of Contents

## 1. Introduction

Background	3
Guide Objective	3
Get Started	3

## 2. Teach Ruby's Story

Classroom Resources	4
---------------------	---

## 3. Organizing Your Event

Reflect: Before Your Event	4
Discuss: During Your Event	7
Take Action: After Your Event	8

## 4. Next Steps: Day of Dialogue 8

## 5. Appendix - Event Schedule Samples

Sample A: Organizing Your Event	9
Sample B: A Walk from City Hall to School	10
Sample C: Pizza Fundraiser for Reading Circles	11

# Introduction

## Background

“Why isn’t there a day for Ruby?” asked a 5th-grade student from Martin Elementary in South San Francisco. They were learning about civil rights icon Ruby Bridges and her brave walk into a school in 1960, becoming one of the first Black children to integrate an all-white school in New Orleans and changing the face of education. The simple question the 5th graders, [AAA School Safety Patrollers](#), posed sparked an idea.

These young leaders founded [Ruby Bridges Walk to School Day](#) to build a nationwide movement and start a day of dialogue to make a difference. Since 2018, student leaders have organized an annual Ruby Bridges Walk to School Day: Day of Dialogue every November. In 2021, The Ruby Bridges Foundation and AAA Mountain West Group partnered to support the first nationally coordinated Ruby Bridges Walk to School Day. Day of Dialogue, a fast-growing annual tradition, is an opportunity for our communities to come together and Reflect upon our shared history, Discuss the changes our communities hope to see, and Take Action - take the first steps toward making positive change.

## Guide Objective

The purpose of the Ruby Bridges Walk to School Day Event Resource Guide is to provide structure and tips for school educators or staff members to host student-led events for their school and community. This guide offers things to consider to help plan before, during, and after your school’s Walk to School Day event.

This guide should serve to support your Ruby Bridges Walk to School Day, November 14. The goal of the day is for students to unite for Day of Dialogue; inspiring youth, and creating positive change in our communities.

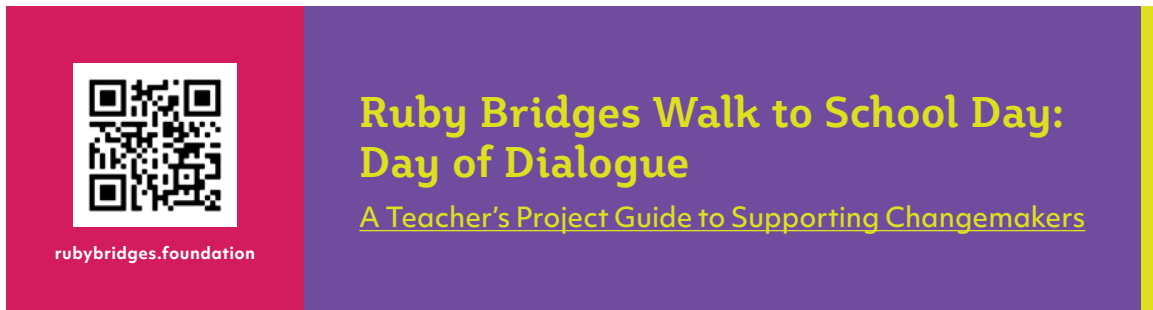
## Get Started

A school educator or staff member must register their school for the Ruby Bridges Walk to School Day. Whether your school is new to the movement or has participated for several years, we request that schools sign up every year. Signing up is easy, and helps us track the impact of this movement. Visit the [Ruby Bridges Foundation](#) to get started, where you’ll be asked basic information like the school name, address and number of participants.

# Teach Ruby's Story

## Classroom Resources

There are many ways to participate in the Ruby Bridges Walk to School Day. An important component of this day is learning about Ruby's story and understanding how we can be leaders in improving our schools and communities today. Encourage school educators or staff members to find time to teach the story of Ruby before your walk.



# Organizing Your Event

## Reflect: Before Your Event

### Step 1: Create a Student Committee


Select a group of students to help create goals and a plan for your school's event. If you have a group of AAA School Safety Patrollers or other student leadership group, consider electing these students as the **"Ruby Bridges Walk to School Day Committee."** Once you have your committee members, assign each member a role in the committee - such as community outreach leader, fundraising leader, route planner, secretary, social media lead, etc. An adult should act as an advisor for the student committee (such as a Teacher, Administrator, PTA or Community Member).

## Step 2: Build Your Event Strategy

Planning is a major part of any event and requires time, effort and dedication. These young leaders will sharpen their leadership skills as they think through the details of how to make the day a success. Encourage them to write down their ideas and consult others for their opinions too. Prompt the committee to brainstorm about the following:

### ***Event Ideation***

- What will the event be? A physical walk? A symbolic walk? An assembly? An art installation? A pizza fundraiser to support classroom reading circles?



**Looking for inspiration?**  
Share the [Building Bridges Video Series](#) or read this [Ruby Bridges Foundation blog post](#) to learn what other schools did.

[rubybridges.foundation](http://rubybridges.foundation)

- Where will the event be? In the front of the school? In the auditorium? At city hall?
- What is the purpose of your event?
- What is your goal for hosting Ruby Bridges Walk to School Day? Create S.M.A.R.T goals (Specific, Measurable, Achievable, Relevant, and Time-bound) for your school's event.

### ***Engaging Stakeholders***

- Do you want to invite special guests, such as school board members, elected officials or news media? How will you get in contact with them?
- What school administration approvals/permissions are needed? City approvals?
- Before organizing a public activity (e.g., at a park, city hall, etc.), ensure compliance with your city's health and safety laws, codes, and/or ordinances, and involve relevant local stakeholders.
  - Note: We strongly advise verifying your city's regulations and collaborating with appropriate local stakeholders prior to hosting any public events. This will help guarantee the safety and legality of your activity.

- If you invite the general community, informing the parents/caregivers beforehand is important too.



### ***Mobilizing Students***

- What will students/participants of the event be able to do?
- What should students wear or bring with them on the day of the event?
- How will you get the word out about your event? (Posters, announcements, word-of-mouth, etc.)
- How will you ensure that every student/classroom who wants to participate will be able to? Think about wheelchair accessibility, language accessibility, traffic safety, participation from home, disability accommodations, etc.
- Will you need to collect permission slips? If yes, how will you collect them?
- Think about whether you want to host a friendly competition between classrooms.

### ***Resources***

- What resources do you need to host your event? Do you need to fundraise?
- Who will help with the event? Do you need volunteers? How can others help?
- How can your Ruby Bridges Walk to School Day Student Committee Advisor help you succeed in planning your event?

### **Step 3: Create an Event Schedule**

Once you have your event strategy, it's a good idea to build the event schedule for your Ruby Bridges Walk to School Day, so you can start organizing the committee's time and

start getting the word out. In the resource section are sample event agendas you can use to inspire your own Ruby Bridges Walk to School Day ([see Appendix A](#)).

## Discuss: During Your Event

### Day of Operations

It's the day of your school's Ruby Bridges Walk to School Day! It's important that the Ruby Bridges committee and all adults are prepared and ready for their role during the event. They may need to convene 15-30 minutes before to ensure everything goes smoothly.

### Day-of Considerations:

- If you haven't already, pass out any materials or share out instructions needed during the event (e.g. map of the route, announcements, instructions, posters, banners, t-shirts, etc).
- Which adult will be taking photos and videos during the event? Make sure to have a backup just in case!
- Who is responsible for keeping everyone on schedule? Do they have an eye on the time?
- Are all volunteers accounted for? If not, make sure to contact them.
- Have fun and enjoy your event!

## Take Action: After Your Event

### Debrief

Debrief as a class or school about how your school's event went. Open up a conversation about what went well and what could be improved on for next year with student participants. Document thoughts and ideas for next year's walk so you don't forget! Share out any photos or videos taken, if applicable, and use [#RubyBridgesWalktoSchoolDay2023](#) or [#RBWTSD2023](#) when posting to social media.

A few weeks after your event, please plan to share how it went. You'll get an email to complete a survey, which helps inform how to grow this national program.

Share your event summary, photos, videos or other event details with us by visiting [rubybridges.foundation](https://rubybridges.foundation).

## Next Steps: Continue Your Day of Dialogue

Support students to create positive change in their communities by continuing Day of Dialogue. Students can deepen their engagement with the movement by discussing how they can make positive change, and/or collaborate on a community issue they are passionate about.



[rubybridges.foundation](https://rubybridges.foundation)

### Ruby Bridges Walk to School Day: Day of Dialogue

[A Teacher's Project Guide to Supporting Changemakers](#)



# Appendix A

## Event Schedule Samples

### Sample A: Organizing Your Event

Time	Action
3 months before the event	Create a student committee.
2-3 months before the event	Build your event strategy.
2 months before the event	Engage stakeholders (school educators or staff members, city council members, local businesses, etc.).
1-2 months before the event	Student committee mobilizes other students to volunteer and participate.
1 month before the event	Ask teachers, school educators, or staff members to teach Ruby's Story. Provide them with classroom materials.
1-2 weeks before the event	<ul style="list-style-type: none"> <li>• Have school educators teach Ruby's story and about the Ruby Bridges Walk to School Day movement.</li> <li>• Curriculum</li> </ul> <div style="background-color: #4a4a8a; color: white; padding: 5px; margin: 5px 0;"> <p style="text-align: center;"><b>Ruby Bridges Walk to School Day: Day of Dialogue</b>  <b>A Teacher's Project Guide to Supporting Changemakers</b>  <a href="http://rubybridges.foundation" style="color: white;">rubybridges.foundation</a></p> </div> <ul style="list-style-type: none"> <li>• Have educators pass out and collect permission slips.</li> <li>• Invite the media (i.e local news station) to join the event.</li> </ul>
1 week before the event	<ul style="list-style-type: none"> <li>• Have students create posters, materials, or other things needed for the event.</li> <li>• Reach out to stakeholders to remind them about the event and provide them with any information they would need.</li> </ul>
Event day	(See Event Schedule Sample B or C)

### Sample B: Event Schedule #1 (A Walk from City Hall to School)

Time	Action
7:15am	Everyone meets in front Point A (City Hall) by the designated meeting spot. Take a group photo, pass out any materials needed for the walk (i.e. map, posters), etc.
7:45am	Teachers, families, community members and students walk together from Point A (City Hall) to Point B (school).
7:45am - 8am	Families and students may join in along the way! See map.
8:15am	Arrive back at Point B (school).
8:30am - 9:00am	<ol style="list-style-type: none"> <li>1. Convene at the gym for a school assembly.</li> <li>2. Consider an Intro Song: Walk to School Like Ruby Did, by "LaMar "Mr. Q-U-E" Queen and David "Mr. D" Landix of Music Notes</li> <li>3. The Ruby Bridges Student Committee says a few words.</li> <li>4. Committee Advisor reads a letter from Ruby Bridges aloud  <div style="background-color: #4a4a8a; color: white; padding: 2px; text-align: center;">Letter from Ruby Bridges</div> </li> <li>5. Student Committee members facilitate group discussion.  <div style="background-color: #4a4a8a; color: white; padding: 2px; text-align: center;">Ruby Bridges Walk to School Day: Day of Dialogue</div> </li> <li>6. School Administrator or Student Committee makes closing remarks and reminds students of the objectives of Ruby Bridges Walk to School Day.</li> </ol>

### Sample C: Event Schedule #2 (Pizza Fundraiser for Reading Circles)

Time	Action
<b>Day 1: Pizza Fundraiser</b>	
11:30am	Pick up pizza to sell. Set up tables. Hang up posters to spread awareness. Remind student volunteers of their roles.
12:00pm	Announce the start of the fundraiser. Have some student volunteers promoting the fundraiser with posters around campus. Have other student volunteers sell pizza.
1:00pm	Make an announcement of how much was raised to purchase books. Thank everyone who bought pizza and volunteered.
1:30pm	Give the raised funds to the Advisor to purchase the books for the Reading Buddies activity/ book donation.
<b>Day 2: Reading Circles</b>	
11am	Set up sitting areas with books and sign-in/book tables.
11:30am - 12:30pm	Pair up younger students with older students. Have student pairings get a book from the sign-in/book table and sit in sitting areas. Older students read to younger students.
12:30pm	Donate the books to local school libraries.

Visit the website  
for more information.

