



EXTENSION

POVERTY SIMULATION

Event Details

My event is scheduled for

My contact person is

Facility

Address

Host Checklist

the minimum number of participants for a small simulation is 40 and my organization is responsible for securing this minimum number of participants.

the maximum number of participants for a large simulation is 80.

my organization will be expected to secure a minimum of 20 volunteers to assist with the simulation.

all participants and volunteers must be at least 18 years of age.

it is the responsibility of my organization to market/publicize the simulation in the community in order to recruit participants and volunteers.

the final participation numbers for the simulation should be confirmed to OSU Extension no later than one week prior to the event.

my organization must secure a location for the simulation and I further understand that the facility must include a large space that is a minimum of 3,000 square feet (such as a gymnasium) AND a classroom large enough to accommodate the anticipated number of attendees.

my organization will secure/provide 175 chairs and 15 tables for the simulation plus 2 tables for registration and family role assignments.

the classroom will need to have enough chairs for all participants, a table for the presenter; a screen and projector or a large tv for the simulation powerpoint.

the facility must be available for 2 consecutive days including the full day of the event (morning and afternoon) and the afternoon prior to the event for room set-up.

my organization is responsible for setting up the facility according to the floor plan which will be provided by OSU Extension.

any food or refreshments provided at the poverty simulation will be provided my organization. OSU Extension is not responsible for the provision of food or refreshments.

the facilitation of a poverty simulation requires a team of trained facilitators from OSU Extension and it may not be possible to secure the full team on my preferred date(s).

a representative of my organization will be asked to sign a Memorandum of Understanding outlining the understandings stipulated above.

MARKETING TIMELINE

4-6 Months Out

Submit your hosting request at extension.okstate.edu/programs/poverty-simulation/

2-3 Months Out

Meet with OSU Extension team via Zoom

3 Months Out

Search for a location to host the simulation

2 Months Out

Sign MOU
Confirm Location
Plan to advertise event

6 Weeks Out

Begin actively seeking registration
(OSU Extension can assist with an online form)

1 Month Out

Meet with OSU Extension via Zoom

1 Week Out

Confirm participant and volunteer numbers with OSU Extension

1 Day Before

Set up tables and chairs for the simulation and the classroom

For more information, scan the QR code below:



Visit us at extension.okstate.edu



OSUDASNR



OKSTATE_AG



OKSTATE_AG