

# DEEP POVERTY INITIATIVE

## *Roundtable Discussions of Anti-Poverty Providers Action Guide*



AMERICAN  
PSYCHOLOGICAL  
ASSOCIATION

Evidence-based psychological research indicates that confronting issues of deep poverty and income insecurity requires better coordination across social services. Streamlined application processes and hubs for document collection are examples of effective methods for reducing delays in access to holistically meeting the needs of individuals experiencing income insecurity and advancing opportunities for economic mobility. To better coordinate services at the state and local level anti-poverty service providers, stakeholders, and advocates need to engage in dialogue to generate ideas to leverage desired impacts for individuals living in deep poverty.

As a part of the *Empower* Objective of our Toolkit, we call on you to organize roundtable discussions in your state and local communities intended to foster dialogue around opportunities to improve coordinated service delivery for improved outcomes. Additionally, it will provide an opportunity for psychologists to engage, learn, and connect with people living in deep poverty and the organizations that support them.

### TIMELINE Organizing a Panel Discussion



## Organize Your Event

- Lay out days of availability, with consideration of major conflicts.
- Connect with leadership of your affiliate organization and ask for access to a conference room for the roundtable event; or reach out and connect with a local library or coffee shop. If you belong to a University, request space from your Department chair.
- Based on the choice of location, consider transportation accessibility (public transit, parking availability, etc.).

## Outreach Efforts

### *Outreach Efforts (Attendees)*

- Make updates to the two sample invitation letters drafted in the Appendix section of this document.
- Procure a list of leaders belonging to local organizations confronting poverty and advocates with lived experience and invite your top 10 choices that offer a diverse perspective using the sample invitation letter intended for attendees.
- Email attendee invitations at least 8 weeks before the roundtable discussion.

### *Outreach Efforts (Moderator)*

- Research advocates and journalists in your local community that are well versed in your selected issues and invite them to moderate the roundtable discussion.
  - Twitter is a good place to locate advocates and journalists.
  - Attending local townhall events will also expose you to community advocates.
- Identify three individuals as potential moderators and develop a timeline to reach out to them in order of preference one at a time, not moving forward to the next unless the prior invitee has declined your invitation. Begin this process at least 8-weeks before the roundtable discussion.
- An alternative option is having a President of the affiliate organization or an appointed liaison moderate the roundtable discussion.

### *Outreach Efforts (Audience)*

- Procure a list of constituents belonging to your affiliate organization and invite constituents to attend the roundtable discussion using the sample letter drafted in the Appendix section of this document.
- Consider whether to offer an opportunity to participate virtually via video- or tele-conference. You may also record and choose to make available to registered invitees later. or record and make available later.

- Create an audience registration form using Google form (below you can find a sample survey and an instructional video) for the audience outreach email, to maintain an RSVP list of constituents to communicate with before and after the event.
- Email letter and the Google Form.

## Administrative: During the Roundtable

- Print the agenda for participants and audience members
- Assign somebody to serve as a timekeeper
- Assign somebody to serve as a recorder
- Mention to the audience to consider questions they might have during the dialogue

## Preparing for the Discussion

### *Defining Your Agenda*

- Framing: Explain how each of the agenda components supports the larger purpose of the Deep Poverty Initiative
- Understand the local deep poverty landscape
- Review attendees' contributions to confronting poverty
- Apply the [intersectional equity lens](#)<sup>i</sup> to understanding opportunities to strengthen intervention efforts.
- Psychologists learn how they can directly get involved with the work of community leaders.
- Networking opportunity after the roundtable discussion.

### *Planning for Your Conversation & Choosing a Focus*

- Research 2-3 local issues pertaining to deep poverty. Refer to the following resources for assistance:
  - [50 State Policy Tracker](#), National Center for Children in Poverty
  - [Young Child Risk Calculator](#), National Center for Children in Poverty
  - [Spotlight on the States](#), Spotlight on Poverty & Opportunity
  - Refer to Deep Poverty Initiative Issue Briefs for more inspiration
- Research state and local government policy and programs pertaining to the 2-3 issues.
- Consider how much time you will allocate to the audience question and answer.

### *Sample Outline for Roundtable*

- Introduce the Deep Poverty Initiative and the agenda and purpose of this roundtable discussion
  - Include the polling data you found from the Google Form – what the professional make-up and involvement of audience members is, and what perceptions about the state of deep poverty are.
  - [Present list of guidelines](#)<sup>ii</sup> for having a respectful dialogue. Ask if anyone would like to add anything to the list.
- Have attendees introduce themselves and their organizations

### *Sample Questions*

- Explain how your organization, or assigned role confronts deep poverty in your community and broadly?
- How does your organization design efforts to center individuals experiencing income insecurity?
- What is the application process for an individual to receive your organizations services?
- What are some of the misconceptions about people in your community?
- What is a barrier to providing your service?
- What are some of the things you attempted to confront this barrier?
- What evaluation model do you use for your services? What does success look like?

### *Facilitation Tips*

- Refer to the following resources for advice on facilitating a roundtable:
  - [How to Moderate a Roundtable Discussion](#)<sup>iii</sup>
  - [Developing Facilitation Skills](#)<sup>iv</sup>
  - [Capturing What People Say](#)<sup>v</sup>

## Invitation Letter for Organization Leaders (Sample)

Dear [NAME],

I am **[YOUR NAME]**, a psychologist at **[YOUR ORGANIZATION NAME]**. I am participating in The American Psychological Association (APA)'s 2019 Deep Poverty Initiative which proposes moving beyond understanding causes and consequences of poverty towards using psychological science as a catalyst to address and help solve deep poverty.

In 2017, the U.S. Census Bureau reported 5.7% of the total population lived in deep poverty. For **[CITY OR STATE]**, it reported **[XX%]** in deep poverty. Confronting the issues of deep poverty at the local and state level requires innovative engagement between service-providers, to enhance partnerships for streamlining and coordinating access to services to contribute to social change and poverty reduction. We intend to facilitate this process by bringing together leaders of organizations serving individuals experiencing income insecurity for a roundtable series.

As a leader of **[ORGANIZATION NAME]**, we believe your input is integral during the **[TITLE]** roundtable. We invite you to join a group of leaders from your local community for a discussion about programmatic success, barriers, and opportunities for improvement. We know that you are a terrific speaker and our **[community members or attendees]** will gain much from your talk on the work of your organization to confront deep poverty.

Please let me know by **[DATE]** whether you would be interested in participating in the roundtable discussion, and attach a short bio explaining your current and former work. Attached is some background information on the APA Presidential Deep Poverty Initiative.

Thank you for taking the time to read our invitation, and I very much look forward to hearing from you soon.

### Event Details

- Facebook Link:
- Event Title:
- When:
- Where:
- What:

## Invitation Letter for Roundtable Moderator (Sample)

Dear [NAME],

I am **[YOUR NAME]**, a psychologist at **[YOUR ORGANIZATION NAME]**. I am participating in The American Psychological Association (APA)'s 2019 Deep Poverty Initiative which proposes moving beyond understanding causes and consequences of poverty towards using psychological science as a catalyst to address and help solve deep poverty.

We believe that given the manifold sectors psychologists belong to and the varied skills psychologists possess, psychologists are well positioned to play a role in community driven, poverty interventions. We intend to facilitate the relationship between psychologists and the community by bringing together leaders of organizations serving individuals experiencing income insecurity for a roundtable discussion.

We invite you to moderate a discussion for a group of local, community leaders about programmatic success, barriers, and opportunities to strengthen efforts to confront deep poverty. We know that you are an active agent, pushing the envelope for progressive change and can facilitate a dialogue that our **[community members or attendees]** will gain much from.

### Event Details

- Facebook Link:
- Event Title:
- When:
- Where:
- What:

## Invitation Letter for Audience Members (Sample)

I am **[YOUR NAME]**, a psychologist at **[YOUR ORGANIZATION NAME]**. I am participating in The American Psychological Association (APA)'s 2019 Deep Poverty Initiative which proposes moving beyond understanding causes and consequences of poverty towards using psychological science as a catalyst to address and help solve deep poverty.

The APA Deep Poverty Initiative has organized the **[TITLE]** roundtable where we gather local leaders in organizations serving individuals experiencing income insecurity and advocates working to address deep poverty in this community, to have an honest conversation about the latest issues and research on **deep poverty** and what it means for clients, policy and practice. Current, pertinent issues facing your community members will be discussed, alongside opportune policy options. The intended outcome of the roundtable to begin the process of enhancing partnerships for streamlining and coordinating access to services to contribute to social change and poverty reduction.

The response to this event so far has been outstanding and we're excited to share the speakers we have lined up to get the conversation going. **[NAME], [ROLE, ORGANIZATION, CONTRIBUTION TO ROUNDTABLE]**

We invite you to join us during the roundtable event to hear from organizational leadership, grow your network, and ask critical questions that further extend the dialogue.

Please register here [Insert Google Form]

### Event Details

- Facebook Link:
- Event Title:
- When:
- Where:
- What:

## **Instruction Video<sup>vi</sup> for Creating Registration Form** **Sample Registration Form (Google Form<sup>vii</sup>)**

*This document is a product of the American Psychological Association Deep Poverty Initiative Working Group.*

i <https://viablefuturescenter.org/racemattersinstitute/resources/racial-equity-impact-analysis/>

ii <http://www.crlt.umich.edu/publinks/generalguidelines>

iii <https://medium.com/@agwp/how-to-moderate-a-roundtable-discussion-ca11ae5ef804>

iv <https://ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/facilitation-skills/main>

- v <https://ctb.ku.edu/en/table-of-contents/leadership/group-facilitation/record-meeting/main>
- vi <https://www.youtube.com/watch?v=43XXS5Irh4o>
- vii <https://www.google.com/forms/about/>