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1. Determine **who** will plan the meetings.

This is a flexible set of suggestions for starting a local TEN Mutual Aid Group in your region.

 - We recommend rotating the facilitator of the group if possible so that the responsibility does not fall on one person alone. In selecting facilitators, it is often helpful to select people who have some experience in facilitating groups of adults, and to be attentive to sharing power across different ways of being trans/nb/gnc. When choosing facilitators, it is also important to be attentive to who typically holds positions of power within trans/nb/gnc organizations or groups in your area. Consider how can you make space to build power among commonly marginalized groups. Specifically, we encourage members to support women and femmes as well as Black, Indigenous, and other people of color in leadership positions wherever it is possible and there is interest.
 - It can be useful to identify one person to coordinate some of the logistical elements of the meeting, like working with a venue to secure a location.
 2. Decide **where** and **how often** you will meet.
 - Safety, accessibility, and comfort are often the three biggest criteria for selecting a location.
 - *Safety*: We recommend choosing a trans-friendly public space if you can. Quiet coffee shops, community centers, LGBT or other social justice-oriented non-profit spaces, and libraries may all be good fits, depending on your location. Consider the kinds of people that tend to spend time in that space (for example, is it typically a white-dominated space?) and what you are doing to ensure that all those who want to attend the meeting feel welcome there.
 - *Accessibility*: Identify a place that is accessible to as many people as possible. Is the location central in the place where you live? Is it accessible via public transit? Is the building ADA accessible? Identify accessibility information to share with the group.
 - *Comfort*: It's helpful to choose a place that is likely to feel warm and inviting to a wide range of people.

3. **Make a plan** for what you will do as a group when you meet, and be flexible.
 - It can be useful to send out a Google Form or another organizing document to help you plan. We recommend asking who is coming, and what they're looking for in attending. This can also be useful for safety purposes.
 - Gathering ourselves and supporting each other is itself a political act. Most established TEN meetings are designed as a space for trans-spectrum educators to meet, connect, and rejuvenate. Often, meetings begin with a check-in, where each person takes a turn introducing themselves to the group and talks about how their work as an educator is going. From there, facilitators might pick up different threads (e.g. how to advocate for yourself, relating to students, etc.) for discussion. After 30-60 minutes or so, the group often transitions into social time.
 - It can be helpful to have some activities for people to do during the social time – games, art-making, etc.
 - The meeting might close with announcements of relevant events or activities, and the time of the next meeting.

4. **Set group agreements for meetings.**
 - Just as many educators set agreements with their students, it can be useful to set agreements for or with local members (e.g. be mindful of confidentiality, make space/take space, etc.)
 - Be prepared for people to have different motivations for being there. Some people will want more social time, others may want a more healing- or politically-focused space. In general, we recommend taking a generous amount of time to build community among yourselves before moving too quickly into outward action planning.

5. **Communicate these plans to others in your region.**
 - Consider how you will advertise the meeting(s). The TEN listserv is a good start. It may also be helpful to identify other hubs of communication: teachers unions, QTPOC listservs and groups, LGBT community centers, etc.