

# Rachel's Challenge

## **RC Live Prep Guide**

Thank you for selecting Rachel's Challenge to present to your students and staff. We have created this RC Live Prep Guide to help assist you with the following live programs:

- ***Link Up! Elementary*** (40 minutes)
- ***Rachel's Story*** (60 minutes)
- ***Rachel's Challenge*** (60 minutes)
- ***Rachel's Legacy*** (60 minutes)
- ***FOR Training*** (90 minutes)
- ***Keynote*** (60 minutes)

## **Event Materials Box**

Rachel's Challenge provides your school with event materials that reinforce the message of hope and connection and assist with continuing and sustaining the chain reaction of kindness and compassion in your school community.

\*\*\*Event materials will arrive in one box per event day. Contents will depend on the programs your school or organization selected.

## ***Rachel's Challenge Banner***

The RC banner is a visual representation and reminder of your school community's commitment to accepting Rachel's Challenge of creating a more positive school culture based in kindness and compassion. By signing the banner, an individual is making a commitment to accept the challenges presented in the program. We encourage schools to hang the signed banner in a prominent location where students and staff alike can be reminded of Rachel's message of hope and be inspired to live out the challenges in their everyday lives.

*\*Please note: Only one banner is included for your school. To purchase additional banners, please visit the [RC Store](#).*

# Rachel's Challenge

## Friends of Rachel (FOR) Club Support Materials

- *Included with Rachel's Story, Rachel's Challenge, & Rachel's Legacy Presentations Only*

Rachel's Challenge appreciates how busy educators are, and we hope these materials will make it easier to get your school's FOR Club started. Included in the FOR support materials:

- **FOR Club Resources - [RC Club Hub](#)**  
This link will provide you with tools, templates, and resources to successfully launch and sustain your Friends of Rachel Club.
- **FOR Club Banner**  
Similar to the Rachel's Challenge banner for the entire school, the FOR Club banner can be signed by members of the FOR Club as a sign of their further commitment to the club and taking specific actions to create a more positive school environment.
- **FOR Club Coaching**  
Access to an RC FOR Club Coach, who will assist you in sustaining the momentum from the impact of Rachel's story and the full event day on your school community.

# Rachel's Challenge

## Technical Requirements

Please provide the following to ensure effective audio, video, and lighting components on your program day.

### ***Presentation Venue***

An auditorium is ideal and preferred for all presentations (except FOR Training, however the training can still take place in the auditorium). Otherwise a gymnasium will work for all programs.

### ***Technical Assistant***

Please have a Technical Assistant ready to meet the RC Certified Presenter one hour before the program start time to help setup for the event, including audio, video, and lighting.

### ***Sound System***

A sound system with at least two inputs capable of microphone and computer audio, loud enough to fill an auditorium or gym. Presenter's laptop can be connected via a second XLR/ microphone cable.

### ***Microphone (+ XLR Cable if necessary)***

Please have one microphone, wireless or wired preferred. A lapel mic is OK if it's the only option. If using a wired mic, please also provide an XLR cable to connect to the sound system. Wireless only for Link Up! Elementary presentation.

### ***Backup LCD Projector***

Please provide a backup LCD projector. The RC Certified Presenter will bring their own to use, so this will only serve as backup if needed. **Please note:** *The projector should be able to connect via VGA or HDMI to the presenter's laptop, which is at the front of the room with the presenter.*

### ***Screen***

A minimum 10 x 10 ft. screen is necessary for the program. Larger = better.

# Rachel's Challenge

## RC Live Pre-Event Checklist

Please review the following items as important tasks towards a successful RC Live Event.

- ADD [rachelschallenge.org](http://rachelschallenge.org)** to your email Safe Senders List.
- [DOWNLOAD the RC Toolkit](#)** to help introduce RC to your school.
- Watch and share preview videos** with your staff.
  - [The Story That Changes Everything](#)
  - [Rachel's Challenge Story, Reach, and Impact](#)
  - [Rachel's Challenge and How it Improves Mental Health](#)

### **REPLY to the Program Preparation Email**

Around 4-6 weeks prior to your event you will receive a Program Preparation Email from the Event Manager. Please respond to this email and provide and/or confirm all details for your event, including allowing 30 minute transition times between programs.

## **Student Events ONLY:**

### **DISCUSS Pre-Event Discussion Questions**

Set aside a few minutes prior to the event to discuss the Pre-Event Discussion Questions with your students to encourage dialogue about

### **[FOR TRAINING]**

### **SELECT / SIGN-UP Students and Adults**

Pre-select or have students and adults sign-up for the FOR Training. 100 students maximum. 10:1 student to adult ratio. We recommend a cross-section of the student body.

## RC Live Post-Event Checklist

### **DISCUSS Post-Event Discussion Questions**

Set aside a few minutes after the event to discuss the Post-Event Discussion Questions with your students to encourage dialogue about their reactions to the presentation, as well as ways they can foster hope and connection to build an even more positive school culture.

# Rachel's Challenge

## Link Up - Elementary

### Pre-Event Discussion

Dear Educator,

Your school may find it beneficial to have classroom discussions before your Rachel's Challenge program.

In the days prior to your assemblies, it is recommended to have discussions regarding the following issues:

1. What are some examples of bullying? Where do you see it taking place? What is the difference between bullying and "being mean"? Teacher: Compose a definition of bullying with students.
2. Have you ever felt bullied or harassed? What happened, did you report it, and how did it make you feel? Did it stop?
3. What would you do if you witnessed an incident of bullying, either in person or on social media? Would you be a bystander or an upstander? Why?
4. What are some ways that you can help new students or students that are different than you feel more connected?
5. What is your definition of hope? Why is it important for people to feel hope? What could happen if they don't feel hopeful? How can you help others feel hope for themselves in school, at home, for the future, etc?
6. What are one or two activities you or your school could implement that would make the biggest impact on improving the culture on campus?

# Rachel's Challenge

## Link Up - Elementary

### Post-Event Discussion

Dear Educator,

In the days after the Rachel's Challenge presentation, your school may find it beneficial to have classroom discussions.

Here are some discussion questions for your classrooms.

1. Which part of the program personally impacted you most?
2. Review the 5 Challenges:
  - o Use Kind Words and Do Kind Things
  - o Accept and Include Others
  - o Choose Positive Influences
  - o Set Goals
  - o Keep a Journal
3. Out of the five challenges, which one speaks to you or resonates with you the most?
4. What action can you take in your school to continue Rachel's chain reaction?
5. Write down one goal for this school year relating to the 5 Challenges, hope and connection.

**DON'T FORGET!**

- Sign the "I Accept Rachel's Challenge" banner.
- To accept the challenge online, go to our website [www.rachelschallenge.org](http://www.rachelschallenge.org) and complete the I Accept the Challenge form. Then continue the chain reaction and share the link with your friends and family on social media so they can accept the challenge!
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# Rachel's Challenge

## Rachel's Story

(Middle School Only)

### Pre-Event Discussion

Dear Educator,

Your school may find it beneficial to have classroom discussions before your Rachel's Challenge program.

In the days prior to your assemblies, it is recommended to have discussions regarding the following issues:

1. What are some examples of bullying? Where do you see it taking place? What is the difference between bullying and "being mean"? Teacher: Compose a definition of bullying with students.
2. Have you ever felt bullied or harassed? What happened, did you report it, and how did it make you feel? Did it stop?
3. What would you do if you witnessed an incident of bullying, either in person or on social media? Would you be a bystander or an upstander? Why?
4. What does it mean to be "connected" to others? What does it feel like to be "connected"?
5. What are some ways that you can help new students or students that are different than you feel more connected?
6. What is your definition of hope? Why is it important for people to feel hope? What could happen if they don't feel hopeful? How can you help others feel hope for themselves in school, at home, for the future, etc?
7. What are one or two activities you or your school could implement that would make the biggest impact on improving the culture on campus?

# Rachel's Challenge

## Rachel's Story

(Middle School Only)

### Post-Event Discussion

1. Which part of the program personally impacted you most?
2. Review the 5 Challenges:
  - Dream Big and Believe in Yourself
  - Be Kind to Others
  - Practice Positive Gossip
  - Show Appreciation to Those You Love
  - Be the Answer
3. Out of the five challenges, which one speaks to you or resonates with you the most?
4. Discuss what you can do in your school to show appreciation to those you love.
5. Write down one goal for this school year relating to the 5 Challenges, hope and connection.

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# Rachel's Challenge

## Rachel's Challenge

### Pre-Event Discussion

Dear Educator,

Your school may find it beneficial to have classroom discussions before your Rachel's Challenge program.

In the days prior to your assemblies, it is recommended to have discussions regarding the following issues:

1. What are some examples of bullying? Where do you see it taking place? What is the difference between bullying and "being mean"? Teacher: Compose a definition of bullying with students.
2. Have you ever felt bullied or harassed? What happened, did you report it, and how did it make you feel? Did it stop?
3. What would you do if you witnessed an incident of bullying, either in person or on social media? Would you be a bystander or an upstander? Why?
4. What does it mean to be "connected" to others? What does it feel like to be "connected"?
5. What are some ways that you can help new students or students that are different than you feel more connected?
6. What is your definition of hope? Why is it important for people to feel hope? What could happen if they don't feel hopeful? How can you help others feel hope for themselves in school, at home, for the future, etc?
7. What are one or two activities you or your school could implement that would make the biggest impact on improving the culture on campus

# Rachel's Challenge

## Rachel's Challenge

### Post-Event Discussion

Dear Educator,

In the days after the Rachel's Challenge presentation, your school may find it beneficial to have classroom discussions. Here are some discussion questions for your classrooms.

1. Which part of the program personally impacted you most?
2. Review the 5 Challenges:
  - o Look for the Best in Others
  - o Dream Big
  - o Choose Positive Influences
  - o Speak with Kindness
  - o Start Your Own Chain Reaction
3. Out of the five challenges, which one speaks to you or resonates with you the most?
4. What action can you take in your school to continue Rachel's chain reaction?
5. Write down one goal for this school year relating to the 5 Challenges, hope and connection.

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# Rachel's Challenge

## Rachel's Legacy

### Pre-Event Discussion

Dear Educator,

If your students have previously viewed a Rachel's Challenge program, here are some optional discussion prompts.

1. Review the Challenges from the last Rachel's Challenge event you attended.

#### Rachel's Story

- Dream Big and Believe in Yourself
- Be Kind to Others
- Practice Positive Gossip
- Show Appreciation to Those You Love
- Be the Answer

#### Rachel's Challenge

- Look for the Best in Others
- Dream Big
- Choose Positive Influences
- Speak with Kindness
- Start Your Own Chain Reaction

2. How have you applied the Challenges you learned or the goals you made since the last Rachel's Challenge event?
3. What reaction did you get when you approached the people you loved to tell them how much you loved them? Have any of those relationships changed since then? How so?
4. Do you have a FOR Club at your school? If so, how has it improved your school culture and climate? If not, what are some other ways your school has tried to improve your school culture and climate?
5. What have been the obstacles to making authentic positive change in the culture of your school or community?

# Rachel's Challenge

## Rachel's Legacy

### Post-Event Discussion

Dear Educator,

In the days after the Rachel's Legacy presentation, your school may find it beneficial to have classroom discussions.

Here are some discussion questions for your classrooms.

1. What part of the program personally impacted you most?
2. Review the 5 Challenges:
  - Leave a Legacy of Kindness
  - Show Compassion
  - Practice Pre-Acceptance
  - Learn from Your Mistakes
  - Forgive Yourself and Others
3. Out of the five challenges, which one speaks to you or resonates with you the most?
4. What actions can you take in your school to leave a legacy?
5. Write down one goal for this year relating to the 5 Challenges, hope, and connection.

**DON'T FORGET!**

- Sign the "My Legacy Starts Today" banner.
- To accept the challenge online, go to our website [www.rachelschallenge.org](http://www.rachelschallenge.org) and complete the I Accept the Challenge form. Then continue the chain reaction and share the link with your friends and family on social media so they can accept the challenge!
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# Rachel's Challenge

## RC Live FAQ:

1. *Can we host the event in a different location other than an auditorium or gymnasium?*
  - a. Yes. Auditoriums and gyms are typically the best venues to accommodate for the students and tech requirements, but any space that can fulfill these requirements will work.
2. *Do your programs have closed captioning for any hearing impaired students and staff?*
  - a. Yes, all programs have closed captioning on the videos.
3. *How long is the program?*
  - a. Elementary Link Up! = 40 minutes
  - b. Rachel's Story, Rachel's Challenge, Rachel's Legacy, and Keynote = 60 minutes
  - c. FOR Training = 90 minutes
  - d. Elementary Educator Training = 3 hours
4. *Can we shorten the program?*
  - a. No.
5. *Does the Elementary Link Up! presentation discuss the Columbine tragedy?*
  - a. No. The Elementary Link Up! presentation does not mention the Columbine tragedy at all and focuses on the positive impact of Rachel's life and writings.
6. *Does the Rachel's Story presentation discuss the Columbine tragedy?*
  - a. Yes. It is presented in an age-appropriate manner through the perspective of some of Rachel's family members, including her younger brother, Mike, who was in middle school at the time of the tragedy.
7. *Our school is Kindergarten - 6th grade. Which programs would you recommend?*
  - a. The Elementary Link Up! is most appropriate for K-5th grade. In elementary schools that also include 6th grade, we recommend one Elementary Link Up! Presentation for K-4th grade and one Rachel's Story presentation for 5th - 6th grades.
8. *Can we preview any of the programs? Specifically the content around the Columbine tragedy?*
  - a. Unfortunately it is not possible to preview any of the videos in our live programs. The opening videos of each presentation (besides Elementary) do include scenes from local TV news footage of the Columbine tragedy, and each is presented at a level appropriate to each age group.

# Rachel's Challenge

9. *Can we remove the opening video about Columbine and only show the rest of the presentation?*
  - a. No. Rachel's story cannot be told without discussing the tragedy of her death. However, the majority of the program focuses on the positive impact of Rachel's life on the people around her.
10. *Do you have any programs in Spanish or Spanish subtitles?*
  - a. Rachel's Story, Rachel's Challenge, Rachel's Legacy, Community Event, and Keynote all have Spanish subtitles.
11. *Which students should be in the FOR Training?*
  - a. We recommend a good cross-section of the student body. A good option is to allow students to sign-up to participate in the training either before the event day or after seeing the presentation. The latter option gives students who are moved by Rachel's story and want to continue Rachel's chain reaction of kindness and compassion. If pre-selecting students, we encourage including traditional student leaders as well as non-traditional students. Everyone can benefit.
12. *Is 30 minutes necessary in-between programs?*
  - a. 30 minutes is preferred to allow enough time for students to transfer in and out of the venue, as well as give the presenter a short break. If necessary the time can be shortened, but a minimum of 15 minutes is required.
13. *How do you recommend scheduling an event day?*
  - a. One or two presentations in the morning, followed by the FOR Training after lunches (middle school & high school only). The FOR Training and any students who participate should have seen one of the presentations prior to attending the training.
14. *Can I get the contact information for our presenter?*
  - a. Out of respect for our presenters we do not give out their personal contact information. The presenter will contact you at least two days prior to your event day.
15. *How should the presenter be introduced?*
  - a. We prefer to focus on Rachel's story and not the presenter. Therefore a simple introduction such as, "Please welcome \_\_\_\_\_ from Rachel's Challenge," is great!
16. *Can we request a certain presenter?*
  - a. Yes, however there is a fee to book a specific presenter. Please inquire with a rep. Otherwise we will do our best to fulfill your request depending on availability.
17. *Can we record the program?*
  - a. No. Rachel's Challenge programs are protected by copyright.