Deliverable – Guidelines & Norms
Bushkill Bunch pod

Overview
　　From URGE: "Education is essential but action is also imperative for achieving the objectives of URGE. Therefore, each URGE topic is paired with deliverables for individual pods to draft and share. This deliverable is a set of agreed upon guidelines and group norms for our pod. Before we begin our work as a pod, it is critical to lay a strong foundation as a group so that all members of the pod can participate and learn. As a group, we will continually discuss what we need to ensure a safe, inclusive environment to discuss difficult and potentially controversial issues."

1. Group Norms
    1. Come prepared (do readings/watch interviews/have notes)
    2. Share the mic (leave space for each pod member to participate if they wish)
    3. Ask questions (of ourselves, of others, of what we are reading/learning, be brave!)
    4. Use "I" language (you are the expert of your own experience)
    5. If you miss a discussion meeting, read through the deliverable and reach out to someone else who misses too, for a one-on-one (we are privileged to be able to learn this by choice)
    6. Remain aware of pod members knowledge/experiences with these topics and foster an accepting space for growth
    7. Assume good intentions! We are here to learn! We are not experts!
    8. We will revisit and alter these group norms as necessary throughout URGE
    9. What is said here stays here, what is learned here leaves here.
2. Decision Making: Our pod is committed to making decisions together on a case-by-case basis. If members of the pod are in disagreement we will discuss the decision in question and conduct a group vote to proceed with the majority stance
    1. We will vote on URGE deliverables for our "ideal institution" policies, and then each customize later for our own institutions (explained further below)
3. Pod Member Roles and Responsibilities: Pod leaders (Anna and Molly) are the main points of contact between URGE and the pod. Pod leaders will submit files to the URGE website (e.g., sign up form, updates to pod membership, and deliverables).

URGE suggestions:
4. "Schedule meetings (use when2meet, doodle, etc to make this easier!)"

1. Meetings will typically be held via Zoom on Sundays at 4pm EST

5. "Take attendance (important for accountability)"

   1. Attendance will be taken at each meeting

6. "Take notes as needed, especially in discussions of deliverables"

   1. A google doc of the deliverable will be sent out before each meeting for shared/collaborative note-taking

7. "Upload deliverables to the URGE website" (M & A will do)

8. "Schedule meetings with organization/institution leadership" (Week 8, & will update as we plan!)

   1. Our pod includes people from various institutions in many fields of geoscience. Pod members are expected to reach out to leadership at their respective institutions to schedule meetings to discuss the applicability of URGE topics, policy shifts. Dates of meetings of different pod members with leadership at their respective institutions will likely differ, but will likely take place around week 8 as well. We will update this document as meetings are scheduled.

   2. Multiple members of this pod are alumni of the same undergraduate institution. We will be using part of our time together as a pod to work together to create policy suggestions to send to said institution, and we will be scheduling meetings with leadership in that department to discuss these ideas for areas of improvement. We currently plan on having the first meeting during week 8 of the URGE curriculum. This will be updated as plans become concrete as well.

9. "Read supplemental articles / materials for deliverables as needed (for example, the asset mapping deliverable will be accompanied by a short paper about the purpose of creating community asset maps and how to generate your own.)"

10. "Draft deliverables and share with pod for review/edits/discussion at the pod meetings"

    1. Each deliverable will first be outlined in a google doc by the discussion leaders that week. They will send this google doc out to the pod members before each discussion meeting. At each meeting, all members can take notes on various sections of the deliverable that they think are relevant. The last portion of each discussion meeting will be focused on the deliverable, and all members will be able to edit the deliverable collaboratively as we discuss the document. Pod leaders will finalize and review the document, and if any changes are made, will make sure all members approve of them, before submitting it to the URGE website.