

May 31, 2022

Lois M. Kirkpatrick  
Liaison  
Commission For Women  
Fairfax County

Dear Mrs. Kirkpatrick,

It is my pleasure to present the Fairfax County Commission For Women (CFW) with this proposal for equity centered facilitation. This letter details the proposed: (1) statement of need, (2) outcomes, (3) methods, and (4) costs.

### 1. Statement of Need

The Commission For Women is seeking to strengthen their standards for engagement and operationalization of values into their practices and norms. In partnership with CFW, Raven Freeborn (facilitator) will provide 5.25 hours of facilitation for the Commission For Women to strengthen their equity centered culture and increase competence and skill in shaping and utilizing a values-driven approach.

### 2. Outcomes & Objectives

Throughout the course of this partnership, we will fulfill the following outcomes:

Outcome A. CFW will be better able to collectively utilize strategic methodology that incorporates values-based behavior and principles in group dynamics and practices.

Outcome B. CFW will be able to foster equity-centered relationships with group members.

Outcome C. CFW will be better able to codify equity centered culture within their strategic approach and member relationships.

### 3. Methods

In person facilitation services will be provided on either Saturday, August 20<sup>th</sup> or Saturday, August 27<sup>th</sup> from 9:15 AM to 2:30 PM. Time will be allotted to allow for appropriate breaks. CFW will select a date and communicate with facilitator for planning and preparation.

Date / Time	Key Tasks
9:15 AM – 10:05 AM	Group to complete grouping and orientation to the facilitation goals along with a check-in activity, designing of group agreements, and connection activity.
10:05 AM – 10:15 AM	10 MINUTE BREAK
10:15 AM – 11:05 AM	Group to compile principles and values list during small group and individual reflections on CFW history, successes, and future opportunities
11:05 AM – 11:15 AM	10 MINUTE BREAK

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<b>11:15 AM – 12:05 PM</b>	Group will participate in decompression activity using naming and labeling to identify limiting or harmful behaviors and ideologies influencing their group dynamics and potential opportunities.
<b>12:05 PM – 12: 40 PM</b>	<b>35 MINUTE LUNCH BREAK</b>
<b>12:40 PM – 1:30 PM</b>	Group will create methodology for strategic priorities using cultural and nature-based symbology to design commitment statements using principles, values, behaviors, and ideologies.
<b>1:30 PM – 1:40 PM</b>	<b>10 MINUTE BREAK</b>
<b>1:40 PM – 2:20 PM</b>	Group will pair methodology with forecasting of their group impact to foster greater understanding and appreciation of CFW members.
<b>2:20 PM – 2:30 PM</b>	<b>CLOSING</b>

#### 4. Costs

A flat-rate fee of \$275.00/hour will be applied to the content design and facilitation of this project. A total of 13.25 hours has been assessed for preparation (8 hours) and training facilitation (5.25 hours). The final cost for this project totals at \$3,643.75.

Thank you for your consideration of my services. I welcome your feedback and inquiry into the details of this proposal and look forward to future opportunities to be supportive of Fairfax County Commission For Women

Sincerely,



Raven E. Freeborn LCSW, CNP  
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