Welcome to SASA!

Getting started is simple

Just follow this short guide and you’ll be on your way!

This is your SASA! Activist Kit.

To begin, start with START! It’s the red folder here!

Put the other folders away focus only on the red START folder for the remainder of the phase.
Open the red START folder, Take out the Introduction booklet and read it first.

Then, go to the Knowledge Builder... read this next!

Finally, turn to the START Phase overview and read pages 1-3 (you will read the rest later).

The Introduction gives an overview of the ideas that make SASA! unique. It will both inform and inspire you!

Use this to ground yourself in important information and statistics about violence against women and HIV and how they are connected.

This will give you a firm understanding of the objectives and outcomes of the first phase of SASA! (START).
2. Prepare Your Team

2a. Build a SASA! team!

Identify which staff will be responsible for planning, organizing, facilitating and monitoring SASA!

2b. Photocopy the Introduction and Knowledge Builder and give one copy of each to all members of the SASA! team.

Ask them to read each one and discuss them together in a meeting(s).

2c. Train the Team!

Use the PREP and the Deepening Knowledge modules, found in the red START folder, to conduct a 5-day training for your SASA! team (or two 3-day sessions).

To cover everything in these modules, schedule additional sessions with your SASA! team over the first 3-6 months.

Commit yourselves to the journey together!
2d. Review the SASA! Strategies and START Phase Activities

Open your red START folder to the four SASA! strategies

The top page of each is the Strategy Overview.

This explains why we use each strategy and what makes each one unique. Read each one, share them with staff to read, and discuss them as a team.

2e. Next, take out the SASA! map.

The SASA! map will help you to everything you need in SASA! For now, focus only on the START phase.

In each column, you will find colored boxes that match the colors of each strategy in the Kit. Within each colored box, you will find a list of the activities for that strategy and phase.

2f. As a team, review each strategy box in the START column, discuss the different activities and materials in each.

Pull them out of the red START folder (only) as you discuss them.

2g. Now turn to the white Tips Booklet in the red START folder. The Tips Booklet explains each of the materials/activities and gives helpful hints on how to facilitate and plan for them. It also introduces the SASA! monitoring and assessment tools.

Before staff conduct any activity in the START phase, encourage them to read about it in the Tips Booklet.
Now it’s time to turn ideas into **reality**!

### General
- ☐ Build relationships with local authorities and get necessary permissions
- ☐ Translate SASA materials for the START phase
- ☐ Hold weekly check-ins with staff

### Local Activism
- ☐ Identify Community Activists (CAs)
- ☐ Do Community Asset Mapping
- ☐ Hold twice monthly meetings with CAs

### Media and Advocacy
- ☐ Use the SASA brochure to begin building relationships with individuals and groups identified in the Community Asset Mapping
- ☐ Present PowerPoint to government officials and other professionals
- ☐ Practice how you will introduce SASA to different stakeholders

### Communication Materials
- ☐ Conduct practice sessions with staff and CAs on how to use the START Power Poster
- ☐ Begin using the START Power Poster in the community

### Training
- ☐ Train CAs using the PREP and Deepening Knowledge Modules (1-2 day sessions over multiple weeks at a venue in the community)
- ☐ Conduct short training sessions for staff
- ☐ Choose which institutions or groups you will work with beyond CAs

### Monitoring and Assessment
**NOTE!** All monitoring and baseline/assessment tools were revised. Raising Voices to email new versions
- ☐ Review the Monitoring Guide and Assessment Guide in the START Phase Overview booklet (Appendix B and C)
- ☐ Review the Monitoring and Assessment sections in the white Tips Booklet (pages 34-49)
- ☐ Conduct a rapid assessment survey (baseline), using the guidance from these booklets.
- ☐ Review the Community Activity Report Form
- ☐ Introduce staff and CAs to the Community Activity Report Forms

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**3a.** First, assign the **roles and responsibilities** of your team:
It can be effective to designate responsibilities to staff members by strategy (e.g. 1 staff member leads on 1-2 strategies), by geographic area, position, or other means.

**3b.** Next, photocopy the **START phase overview** and share it with the SASA team. Review the objectives and outcomes of the START phase.

**3c.** As a team, **review this checklist** of key activities for the START phase and tick those that will work best in your context.
3d. Create a START Phase workplan!

With your team, make a timeline for the next six months and plot out when you will complete the activities for the START phase that you’ve ticked off on the checklist. Here is a sample timeline for the SASA/START phase:

<table>
<thead>
<tr>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare Yourself</td>
<td>Translate materials for START phase</td>
<td>Review Monitoring and Assessment Guides</td>
<td>Practice using START Power Poster with staff and CAs</td>
<td>CAs use START Power Poster/Staff use Community Activity Report Form in the community</td>
<td>Go to the community as much as possible to support CAs</td>
</tr>
<tr>
<td>Prepare Your Team</td>
<td>Do Community Asset Mapping</td>
<td>Conduct rapid assessment survey</td>
<td>Review Community Activity Report Form with staff and CAs</td>
<td>Practice using START Power Poster with staff and CAs</td>
<td>Choose institutions/groups to work with</td>
</tr>
<tr>
<td>Prepare Your Plans</td>
<td>Identify CAs</td>
<td>Train CAs</td>
<td>Review Monitoring and Assessment Guides</td>
<td>Practice using START Power Poster with staff and CAs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Start using SASA brochure and PowerPoint</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Remember, through out the START Phase...

- Build positive relationships with activists and stakeholders
- Hold twice monthly meetings with CAs
- Conduct short training and practice sessions for staff
- Hold weekly check-ins with staff
- Remember, you can always get assistance by reaching out to sasa@raisingvoices.org.

3e. Next, photocopy the SASA/Phase Plan template in the white Tips Booklet (pg. 32). Give 1 copy to each member of the SASA team.

3f. Fill in the workplan only for the START Phase based on your checklist of activities and timeline.