DIGITAL EQUITY
CO-CREATION
ACTIVITY CARDS

Analyze

FAMILY FRENZY

Tech & Community Edition

Two teams compete to guess popular answers to survey-style questions. The more popular the answer, the more points earned!

FAMILY FRENZY

Activity Overview

**Players
1-10**

**Time
20 min**

Materials Needed

- Printed questions and top answers (can be from a survey, Wild 8's, or other activities)
- Whiteboard, chalkboard, or large paper for tracking answers and points
- Bell or buzzer (optional)
- Scoreboard sheet
- Host (to ask questions and keep score)
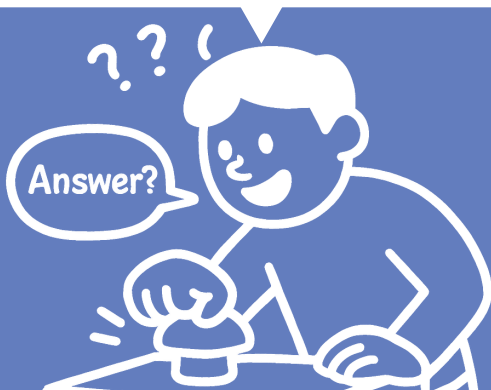
FAMILY FRENZY

How to Play

- Divide players into two teams.
- Choose a topic.
- A host reads a question related to the chosen topic.
- One player from each team steps forward for a "face-off."
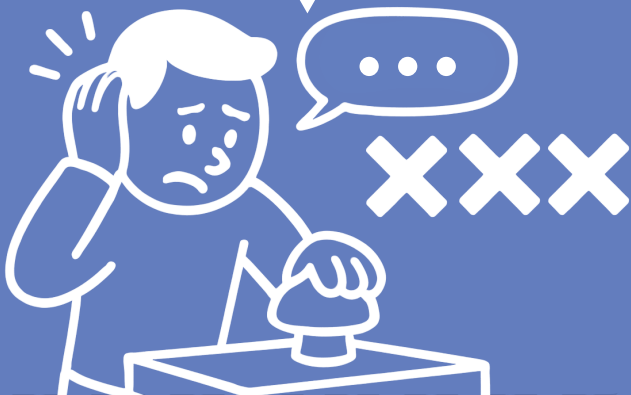
FAMILY FRENZY

How to Play

- The first to answer (or ring in) gets a chance to guess the top answer.
- If correct, their team can choose to play or pass.
- The team that plays tries to guess all the top answers (usually top 4–6) without getting 3 wrong.

FAMILY FRENZY

How to Play

- If they get 3 wrong answers (strikes), the other team has one chance to steal by guessing one of the remaining correct answers.
- If they succeed, they get the points; if not, the original team keeps the points.

FAMILY FRENZY

Facilitator Tips

- Keep the game light and fun, but use opportunities to talk about topics important to your community.
- Mix in easier questions with ones that promote learning or community reflection.

Welcome!

Collect

WILD

8'S Tech & Libraries Edition

Participants get EIGHT MINUTES to sketch or jot down EIGHT FUN IDEAS on a chosen topic, then share and discuss together!

WILD 8'S

Activity Overview

Players 1-10

Time 20 min

Materials Needed

- Paper or whiteboard (divided into 8 sections)
- Pens, pencils, or markers
- 8-minute timer
- Prompt (clearly written or displayed)
- Optional: Background music (wordless, Lo-fi, etc), discussion notes

WILD 8'S

Step 1

Invite people to divide a paper or whiteboard into eight equal parts (or use sticky notes).

WILD 8'S

Step 2

Read a prompt aloud and answer any quick questions. Then, start the 8-minute timer. It's okay if people finish early or run out of time. Make sure to stick to the full 8 minutes.

WILD 8'S

Step 3

Time to share and discuss! Wrap up once ideas slow down or time's up. Summarize key insights so everyone can reflect and build on them later.

WILD 8'S

Sample Prompt

"Let's take 8 minutes and sketch out 8 ideas we have about what events can help us win the 2030 BEST PLACE TO FIND INFORMATION award. The goal is to try to come up with as many ideas as you can during that time. You can write words, draw, whatever works best for you."

WILD 8'S

Facilitator Tips

- Take time to make sure everyone understands the prompt fully before starting the timer.
- Play some instrumental or lo-fi music so that folks are not bored sitting in silence.
- Provide key notes or takeaways for all participants to continue their learning and reflections afterward.
- Use the answers from this activity as a foundation for future activities and conversations

WILD 8'S
Example Setup

THE CODE BOOK

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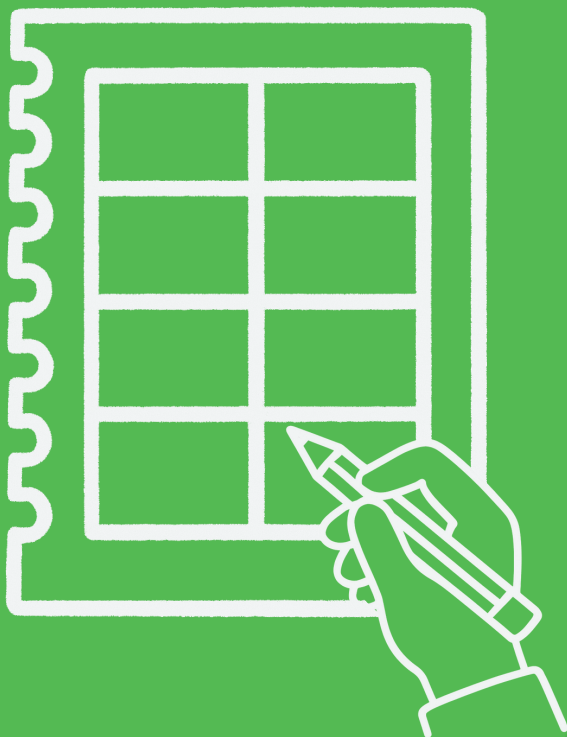
Create a *Codebook* by creating a chart for each survey question!

THE CODEBOOK

Activity Overview

Players 1-8

Time 120 min

Materials Needed

- Paper
- Marks, pencils, or pens
- Relevant Templates
- Codebook Planning
- Codebook Design Templates
- Codebook Analysis Templates
- Optional: Background music (e.g., jazz, Lo-fi), discussion notes, Art All Ages Templates

THE CODEBOOK

Step 1

Review the Data Plan (See Codebook Planning Template)

THE CODEBOOK

Step 2

See a Codebook

Make a chart for each data question (See Codebook Design Template). Write down:

- The question number (e.g., Q1, Q2)
- A short version of each question (e.g., "Internet access?")
- Answer options (e.g., Yes, No, Unsure)
- Leave space for notes with each answer.

THE CODEBOOK

Step 3

Test Data Collection and Analysis

(See Codebook Analysis Template). Collect mock data from data team members. Jot down meaningful quotes or ideas.

THE CODEBOOK

Tips and Tricks

- Begin with your planned questions—but feel free to add or split topics up as new ideas occur to you or the team.
  - If people keep giving you a mix of both positive and negative experiences, you may decide to track positive ideas separately from negative ones.
- Assigning each person a distinct color or row helps make analysis easier.

CATEGORIES ACTIVITY

Think of unique words that start with a specific letter — all related to tech, digital safety, and libraries!

CATEGORIES

Activity Overview

👥 **Players**
2-8

🕐 **Time**
20 min

Materials Needed

- **Deck of letter cards (or use a digital random letter generator)**
- **Deck of category cards (see below for tech & community themes)**
- **Paper and something to write with (1 per player)**
- **Timer (set for 2–3 minutes)**

CATEGORIES

Step 1

Every player gets paper and something to write with.

CATEGORIES

Step 2

Flip one letter card and one category card (e.g., "B" and the card "Apps You Use Every Day").

CATEGORIES

Step 3

Start a 2-minute timer.

CATEGORIES

Step 4

- Players write as many words as they can that start with the chosen letter and match the category.
  - Example: "B" + "Apps You Use Every Day" = "Bank app" or "Bluetooth settings."

CATEGORIES

Step 5

When time's up, take turns reading answers aloud.

CATEGORIES

Step 6

If two or more players have the same word, no one scores for that word.

| word A | word A | word A |

↑ ↑ ↑

NO ONE
scores

CATEGORIES

Step 7

Unique words earn 1 point each. Highest score wins!

Unique Word

↑

1 POINT!

CATEGORIES

Tips and Tricks

- **For younger players, allow a little more time or give hints.**
- **For groups of mixed ages, try pairing kids with adults!**
- **Use this game to spark conversations — ask, "Has anyone ever used or seen that word before?" at the end of each round.**

CATEGORIES

Sample Prompt

- Let's take 2 minutes and come up with as many words as we can that start with a specific letter and fit the category — all related to tech, digital safety, or libraries.

- The goal is to think fast and be creative. You can write anything that fits, as long as it starts with the chosen letter. It's okay if others write the same word — just try your best to come up with something unique!

Plan

PLAN JAM

Participants get TWO HOURS to share, research, and explore IDEAS on a chosen assessment topic, then share and discuss!

PLAN JAM

Activity Overview

👥 **Players**
5-20

🕐 **Time**
120 min

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- 30-minute timer
- Prompt (clearly written or displayed)
- "How Might We" answers listed, prioritized
- Optional: Wordless background music, notes

PLAN JAM

Step 1

Invite people to review the materials beforehand. Kick off the meeting with brief intros.

PLAN JAM

Step 2

Read a prompt aloud and answer any quick questions. Then, start a 20-minute timer. It's okay if people finish early or run out of time. After time is up, take a 5-minute break.

PLAN JAM

Step 3

Share and discuss (25 mins). Wrap up once ideas slow down or time's up. Summarize key insights so everyone can reflect and build on them later.

PLAN JAM

Step 4

Reflect and connect (10 mins). In small groups (2-3 people), think and jot down (optional) key digital skills, experiences, notes, features, or ideas.

PLAN JAM

Step 5

Do a big group share (30 mins). Each small group creates a prioritized list of its top ideas and presents to the big group. Share takeaways.

PLAN JAM

Step 6

Note and vote (20 mins)! Rank the top research questions for each assessment priority. Vote on the top ideas. Thank all participants. After, send notes.

PLAN JAM

Sample Prompt

"Let's have a Plan Jam. We'll revisit the top 'How Might We' questions we discussed before, and we'll spend some time looking at what we feel might be good solutions to these challenges we posed.

Then, we'll take a short break and share what we found.

The goal is to try to come up with a short list of appealing solutions so that we won't have to start from scratch."

PLAN JAM

Sample Prompt

"Let's have a Plan Jam. We'll revisit the top 'How Might We' questions we discussed before, and we'll spend some time looking at what we feel might be good surveys, interview guides, or other data tools to explore the barriers our community faces online.

Then, we'll take a short break and share what we found.

The goal is to vote on a short list of research tools we can later tweak to work for us."

PLAN JAM

Sample Prompt

- Take time to make sure everyone understands the assessment goals fully before starting any timer.
- Start with "How Might We" before doing a plan jam.
- Use the Plan Jam Template to keep ideas organized.
- Provide key notes or takeaways for all participants to continue their learning and reflections afterwards.
- Use the answers from this activity as a foundation for future activities and conversations.

WILD 8'S

Participants get EIGHT MINUTES to come up with up to EIGHT IDEAS on a chosen assessment topic, then share and discuss!

WILD 8'S

Activity Overview

Players 1-10

Time 20 min

Materials Needed

- Paper or whiteboard (divided into 8 sections)
- Pens, pencils, or markers
- 8-minute timer
- Prompt (clearly written or displayed)
- Optional: Background music (wordless, Lo-fi, etc), discussion notes

WILD 8'S

Step 1

Invite people to divide a paper or whiteboard into eight equal parts (or use sticky notes).

WILD 8'S

Step 2

Read a prompt aloud and answer any quick questions. Then, start the 8-minute timer. It's okay if people finish early or run out of time. Make sure to stick to the full 8 minutes.

WILD 8'S

Step 3

Time to share and discuss! Wrap up once ideas slow down or time's up. Summarize key insights so everyone can reflect and build on them later.

WILD 8'S

Activity Overview

Players 1-10

Time 20 min

Materials Needed

- Paper or whiteboard (divided into 8 sections)
- Pens, pencils, or markers
- 8-minute timer
- Prompt (clearly written or displayed)
- Optional: Background music (wordless, Lo-fi, etc), discussion notes

WILD 8'S

Sample Prompt

"Let's take 8 minutes and sketch out up to 8 ideas we have about the MOST IMPORTANT things to learn about related to people's digital skills and experiences.

The goal is to try to come up with as many ideas as you can during that time. You can write words, draw, or whatever works best for you. It's okay if you don't come up with 8 ideas; just try your best and be creative."

WILD 8'S

Facilitator Tips

- Take time to make sure everyone understands the prompt fully before starting the timer.
- Play some instrumental or lo-fi music so that folks are not bored sitting in silence.
- Provide key notes or takeaways for all participants to continue their learning and reflections afterwards.
- Use the answers from this activity as a foundation for future activities and conversations

WILD 8'S

Example Gameplay
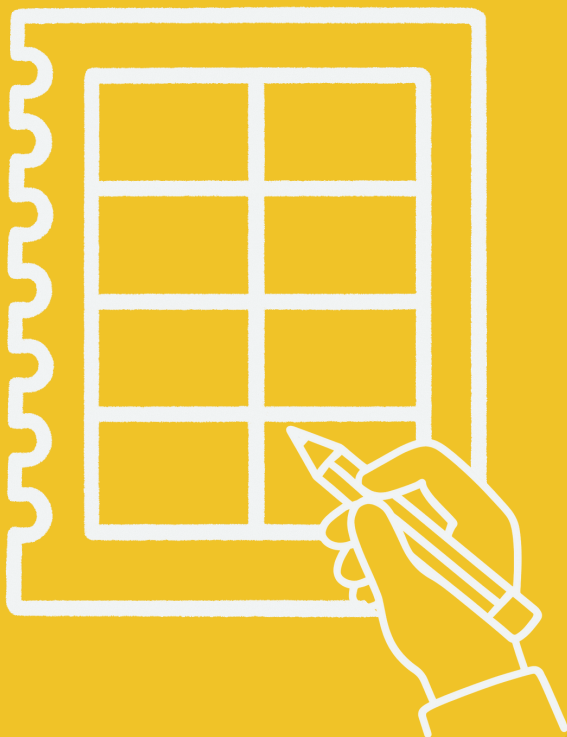
WILD 8'S
Example Setup

Connect

SUPERPOWER MEETING

How to Connect Superpowers

Participants think about individual strengths, come up with memorable phrases for each strength, and discuss them together!

SUPERPOWER MEETING

Activity Overview

Players
1-40

Time
45 min

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 15 mins)
- Templates for Connect cycle
  - Superpowers Icebreaker
  - Superpowers Cards

SUPERPOWER MEETING

Activity Overview

Players
1-40

Time
45 min

Optional Materials

- Background music (instrumental, Lo-fi, etc.)
- Previous discussion notes
- Large posters or large paper
- Lists of identified strengths
- Stakeholder Mapping Templates

SUPERPOWER MEETING

Step 1

Prepare to Connect

Ahead of time, invite meeting participants to review all the relevant templates before the meeting. Ask and answer any clarifying questions. Determine how much time you want to spend on each section.

SUPERPOWER MEETING

Step 2

Start Brainstorming Strengths

Set a timer for the agreed-upon time (start with 10 minutes if you don't have a set time). Then, brainstorm individual and team strengths.
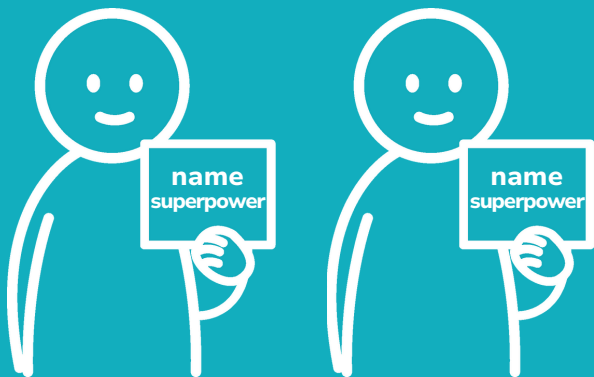
SUPERPOWER MEETING

Step 3

Label Participants' Superpowers

Allow people to sign their names next to all their superpowers, then explore the room.

SUPERPOWER MEETING

Step 4

Share and Compare

**Wrap up discussions once everyone feels they are done or once the timer is finished.**

SUPERPOWER MEETING

Tips and Tricks

- Make sure everyone understands the prompts fully before starting the timer.
- Large posters can be used for each superpower so that people can sign their names next to each superpower that they have.
- If there is a large group, try pair and share, instead of a big group discussion.
- Use superpowers as a foundation for future conversations (e.g., MOUs, icebreakers, or co-creation games.
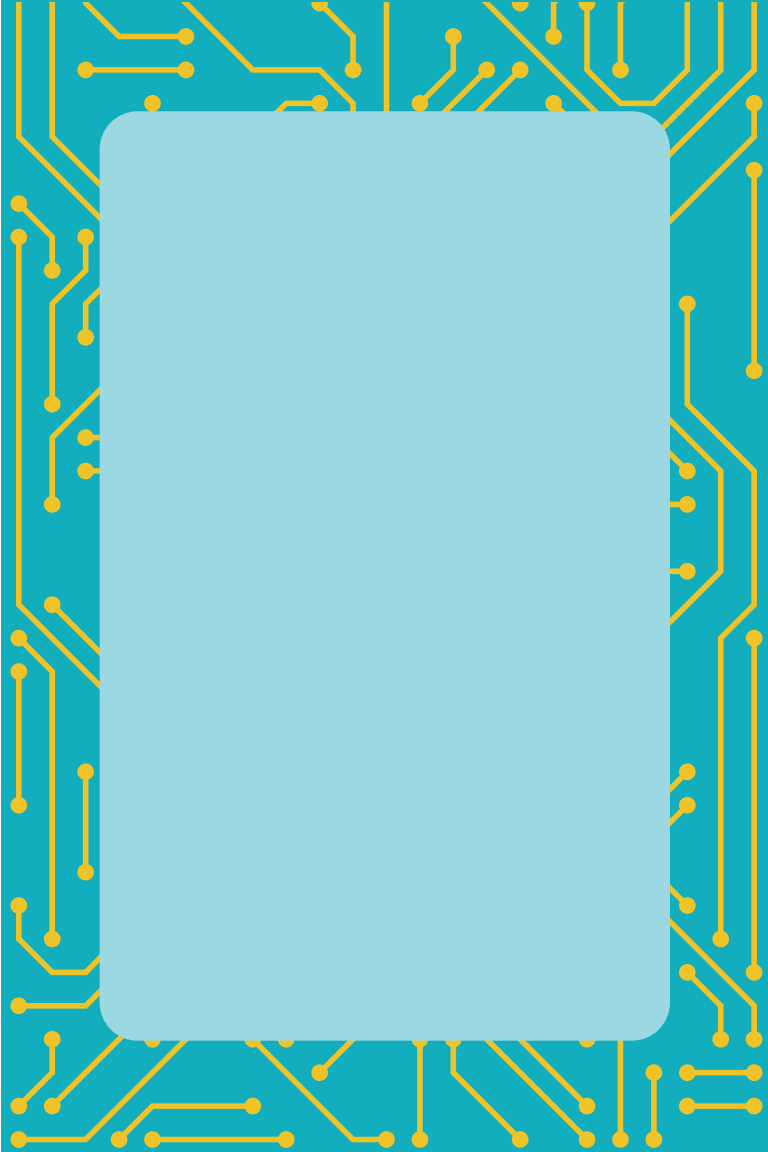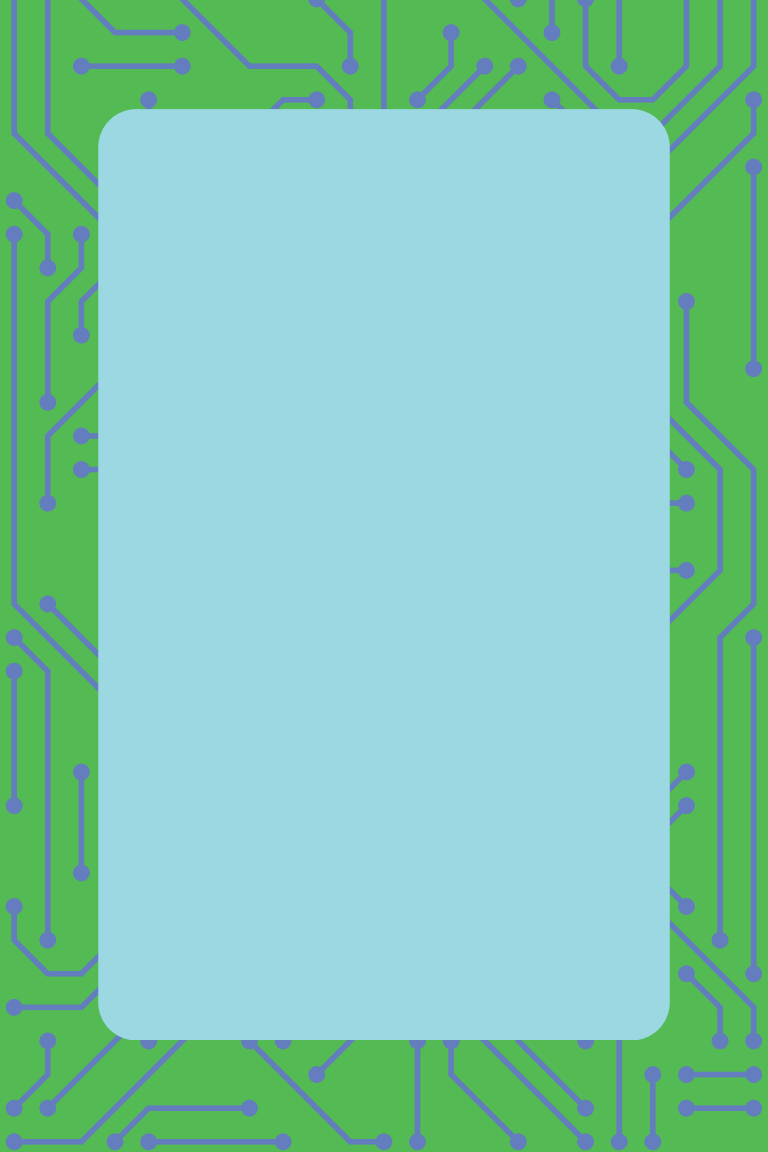
OUTREACH

How to Approach Outreach

Partners share ideas for how to reach participants and how to positive relationships with partners.

Activity Overview

Players
1-10

Time
60 min

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 30 seconds)
- Optional: Background music (instrumental, Lo-fi, etc.), previous discussion notes, large posters or large paper

OUTREACH

Activity Overview

👥 **Players**
1-10

🕐 **Time**
60 min

Optional Materials (Cont'd)

- **Lists of identified strengths and additional templates**
  - **Stakeholder Mapping**
  - **Superpowers Icebreaker**
  - **Project Plan**
  - **MOU Templates**

OUTREACH

Step 1

Discuss Motivations

Before the meeting, share any templates you'll use and invite participants to review. Ask people to come ready to talk about:

- Why do we want to reach out?
- What goals do we have - raising awareness, inviting participation, or building trust?

Step 2

Imagine Your Ideal Participants

Guide a conversation about who you want to reach. Name specific groups, experiences, communities, or individual people. What do they care about? Where do they gather?

Step 3

Gather Tools Participants Value

Document what each partner is committing to do to help reach people, how they'll show up, and what support looks like. List the ways you might connect (e.g., flyers, social media, door knocking, community events, trusted messengers).

Step 4

Sketch the Timeline

Read the agreement aloud or summarize each section together. Decide what should happen first, next, and later. Use a calendar or big paper to map it out. Note who's responsible for each part.

Step 5

Reflect and Refine

Make changes as needed before finalizing. Check in with the group and see if you need to adjust your plan together. Keep it flexible for real-life changes.

MAKING AN MOU

How to Make an MOU

Partners talk through their shared goals, clarify who does what, and write it down so everyone's on the same page!

MAKING AN MOU

Activity Overview

Players 2-7

Three 60-minute Sessions

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 30 seconds)
- Templates for Connect cycle
  - MOU Templates

MAKING AN MOU

Activity Overview

👥 **Players 2-7** 🕐 **Three 60-minute Sessions**

Optional Materials

- **Background music (instrumental, Lo-fi, etc.)**
- **Previous discussion notes**
- **Large posters or large paper,**
- **Lists of identified strengths**
- **Additional templates**
  - **Stakeholder Mapping**
  - **Superpowers Icebreaker**

MAKING AN MOU

Step 1

Prepare to Get Grounded Together

Before the meeting, share the MOU templates you'll use and invite participants to read through them. Ask everyone to reflect on their values, goals, and what a good partnership looks like. Decide how much time you'll need for each section.

MAKING AN MOU

Step 2

Talk Through What Matters

Use the MOU template to guide a conversation about shared purpose, roles, communication styles, and how decisions will be made. Encourage participants to speak from their own experiences and name what's important to them.

MAKING AN MOU

Step 3

Capture Commitments Clearly

Document what each partner is committing to, how they'll show up, and what support looks like. Be clear but flexible. This is a living agreement that can evolve.

MAKING AN MOU

Step 4

Review and Reflect

Read the agreement aloud or summarize each section together. Ask: Does this feel fair? Do we see ourselves in this? Make changes as needed before finalizing.

MAKING AN MOU

Tips and Tricks

- **Expect it to take many meetings and time between meetings to finalize the MOU**
- **Appoint a note-taker or facilitator to gently guide the conversation and capture what's said in real-time**

ICEBREAKERS
How to Make an MOU

Icebreakers help people feel more comfortable, spark conversation, and build shared energy before jumping into the work.

ICEBREAKERS

Activity Overview

Players 2-30

2 to 15 minutes

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 2 minutes)

ICEBREAKERS

Activity Overview

Players 2-30

2 to 15 minutes

Optional Materials

- Background music (instrumental, Lo-fi, etc.)
- Previous discussion notes
- Large posters or large paper
- Lists of identified strengths
- Icebreaker Prompts
- Wall Templates

ICEBREAKERS

Step 1

Choose the Icebreaker

Decide which activity you want to use to open your session. You can rotate who chooses the icebreaker each time, or let the group vote.

Activity 1

Activity 2

Activity 3

Activity 4

ICEBREAKERS

Step 2

Start Breaking the Ice

Briefly walk through how the icebreaker works so everyone knows what to expect. Set a timer (2–15 minutes, depending on the group and activity), then start!

ICEBREAKERS

Step 3

Quick Reflection (Optional)

You might ask what stood out or what people learned about each other.

ICEBREAKERS

Tips and Tricks

- Make sure everyone understands the prompts fully before starting the timer.
- If there is a large group, try pair and share, instead of a big group discussion.
- Use icebreakers as a foundation for future conversations (e.g., MOUs, superpowers, or co-creation games.)

Act

FISH BOWL

Separate participants into TWO groups (an inner circle and an outer circle) to discuss and reflect on next steps.

FISHBOWL

Activity Overview

Players
10-100

Time
60 - 180 minutes

Materials Needed

- Large paper
- Paper and something to write with (1 per person in the outside group)
- Timer (set for 15 - 30 minute increments)
- Optional: Virtual conferencing software (e.g., Zoom, Meet, Teams), Action Plan Template
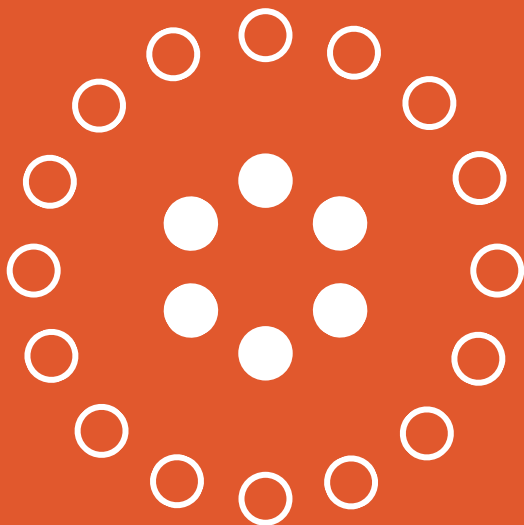
FISHBOWL

Step 1

On large paper, sketch an empty action plan. You may print, recreate or use the Action Plan Template for this step.

FISHBOWL

Step 2

Separate participants into two groups (an inner circle and an outer circle).

FISHBOWL

Step 3

- The inner circle is the "fish bowl".
  - The main discussion happens here.
  - Encourage participants to respond to multiple viewpoints.

FISHBOWL

Step 4

- In the outer circle, participants silently observe the discussion and take notes.
- These participants make insights into what makes for effective next steps.

FISHBOWL

Step 5

After timer goes off, invite the outer circle to share their insights

FISHBOWL

Step 6

Fill in the action plan, including the whole group if time allows.

Action Plan

FISHBOWL

Tips and Tricks

- If you are doing the fishbowl in-person only, place several chairs in the outer circle for participants to sit comfortably.
- Suggested max of six participants (or virtual panelists) for the inner group.
- Ensure mics and cameras are high-quality.
- May host multiple fishbowls at the same time, if there's enough space and interest.

FISHBOWL

When to Use

Fishbowls can engage participants with a range of abilities and is useful in multiple settings. Fishbowls can be used in:

- Digital skills interventions,
- Problem-solving discussions about addressing digital inequities,
- Debates about the best way to proceed
- Compare and share discussions about the impact of the research

FISHBOWL

Facilitator Tips

Facilitators may choose to stay outside the groups and keep a seat "open" for someone from the outside group to join the conversation.

- Whenever someone joins, another participant leaves the fishbowl to create a new "open" or empty seat.
- Facilitators can choose to sit in the "open" seat to signal it is time for final thoughts and reflections to be shared.

FISHBOWL

Sample Prompt

"We'll use a Fishbowl to discuss key digital equity issues and next steps. The inner circle talks using the Action Plan Template, while the outer circle observes and takes notes. One seat stays open so outer circle members can join—when someone steps in, another steps out.

We're using the Fishbowl to spark focused discussion, surface diverse perspectives, and plan meaningful actions together."

ACTION PLAN

Participants think about goals, brainstorm answers for each planning question, and discuss together!

ACTION PLAN

Activity Overview

Players
1-30

Time
60 mins

Materials Needed

- Paper or whiteboard
- Pens, pencils, or markers
- Timer (at least 5 mins)
- Templates for Act cycle
- Action Plan Template
- Action Plan Group
  - Discussion Guide

Activity Overview

Players 1-30

Time 60 mins

Materials Needed

- Optional: Background music (wordless, Lo-fi, etc.)
- Previous discussion notes
- Templates for Plan cycle
  - Project Plan
  - Project Charter
  - Data plan
  - Run of Show

ACTION PLAN

Step 1

Prepare to make an Action Plan ahead of time, invite meeting participants to review all the relevant templates before the meeting. Ask and answer any clarifying questions. Determine how much time you want to spend on each section.

ACTION PLAN

Step 2

Start the Timer

Set a timer for the time you've agreed to for each section in your plan template (start with 10 minutes if you don't have an agreed-upon time). Then, start the timer for your plan discussion.

ACTION PLAN

Step 3

Discuss

Wrap up discussions once everyone feels they are done or once the timer is finished.

ACTION PLAN

Tips and Tricks

- **Unless you're planning a multi-hour meeting or retreat, use only one Plan template per meeting.**
- **Make sure everyone understands the prompts fully before starting the timer.**
- **Notice what answers are most popular, which ones are unique, and which ones seem to meet the project goals.**

Tips and Tricks

- Create a shared list of key notes or takeaways for all participants to continue their reflections afterward.
- Use the answers from an activity as a foundation for future conversations.
- Vote on which findings to share.