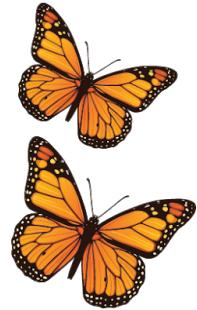




# California Community Colleges Support Undocumented Students



## *Congressional Lobby Visit Checklist*

**Request the meeting.** The House of Representatives is scheduled to recess, and members should be in their districts, between October 14 and 18. To find your representative, go to [www.house.gov](http://www.house.gov) and enter your college's zip code in the upper right corner. Be sure to review the map of your representative's district as it may not cover your entire college. Consider contacting other representatives who may represent your college. Request a meeting with your representative or their higher education staffer. Once the meeting is finalized send the meeting information to the Action Week Partners at [ActionWeek@foundationccc.org](mailto:ActionWeek@foundationccc.org).

**Assemble meeting participants.** Your meeting participants should include representatives from college leadership, faculty/staff, students, and community partners. The ideal number of participants is fewer than six.

**Host a pre-meeting or conference call.** Meeting participants should discuss the focus of the meeting, coordinate talking points, and get to know one another.

**Develop a “leave behind” document.** A personalized “Federal Advocacy” support letter or locally approved resolution can provide local information/data about undocumented students and DACA recipients at your college and in the member’s community, as well as summarize your request for action.

**Support day-of activities.** On the day of the event, help coordinate and direct the visit by coordinating your delegation’s presentation and taking notes during the meeting.

**Report back to Undocumented Student Week of Action organizers.** Please use the Undocumented Student Action Week Meeting Report to let our coalition know the outcome of your meeting. The Action Week partners will use this information to conduct additional outreach.

**Follow-up and thank your representative.** After the meeting, be sure to send a thank-you note to your representative for their time and, if appropriate, for their support for undocumented students.

**If you have questions or need additional assistance, please do not hesitate to contact:**

Laura Metune, Vice Chancellor of Governmental Relations, California Community Colleges Chancellor's Office (916) 323-5951 or [lmetune@ccccco.edu](mailto:lmetune@ccccco.edu)

Ryan McElhinney, Legislative Advocate, Community College League of California (916) 245- 5039 or [ryan@ccleague.org](mailto:ryan@ccleague.org)