



California Community Colleges Undocumented Student Action Week



OCTOBER 19-23, 2020



Zoom Advocacy Meeting Checklist

REQUEST THE MEETING.

- Federal.*** The House of Representatives is scheduled to recess, and members should be in their districts, between October 19 and 23. To find your representative, go to www.house.gov and enter your zip code in the upper right corner. Click on the icons below their name to visit their website or contact their office directly
- State.*** To find your state representative, visit www.findyourrep.legislature.ca.gov and enter your zip code in the form provided. Be sure to clarify that the meeting you are requesting is with the member's district office staff rather than their capitol office staff.
- Be sure to review the map of your residential representative's district as it may not cover your entire college. Consider contacting other representatives who may represent your college if your residential and college representatives are different. 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

- 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 PRACTICE ZOOM CALL.** Due to COVID-19, all meetings are being held via Zoom. To help ensure your meeting runs smoothly, be sure to assign roles to meeting participants such as facilitator, speakers, notetaker, and technical support. Practice in what order meeting participants will speak to avoid awkward pauses of silence and how to operate zoom functions such as the screen-sharing, audio, and camera features. Meeting participants should discuss the focus of the meeting, coordinate talking points, and get to know one another. *NOTE: The action week partners have developed talking*

points to assist you in your advocacy meetings.

- ❑ **DEVELOP A “LEAVE-BEHIND” DOCUMENT.** A personalized federal or state advocacy support letter or locally approved resolution can provide local information/data about undocumented students and DACA recipients pertinent to your college and the member’s district. Be sure to clearly summarize your request in your “leave-behind document. *NOTE: The action week partners have developed a 2020 fact sheet that you can use as your “leave behind” document.*

- ❑ **REPORT BACK TO UNDOCUMENTED STUDENT ACTION WEEK ORGANIZERS.** Email the action week partners at ActionWeek@foundationccc.org 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:

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