

# going global with youth

## CONGRESSIONAL VISIT WORKSHOP

### Step One: Make a Game Plan

- Learn about your legislators by checking out their websites (Google them or go to [house.gov](http://house.gov) or [senate.gov](http://senate.gov)) and researching their positions and voting records on past issues (especially ones that pertain to your issue).
- Plan on calling to schedule your meeting 4 to 6 weeks in advance; pick several dates and times that would work.
- Be aware that you may be meeting with a staff member and not the representative or senator him/herself. This is still a very important meeting, because the staff member provides the legislator with information about the issue.

### Step Two: Make Your Request

- Call to schedule your meeting; have several options ready for meeting dates and times.
- Emphasize the fact that you are a constituent, and if your issue has local or state applications, make sure to emphasize that as well.
- Be ready to provide contact information and basic information about why you'd like to meet: briefly explain what you would like to discuss and provide as many logistical details as possible.
- Try to request a meeting when there are no "hot button" issues that may make your legislator's office busier than normal.

### Step Three: Be Persistent and Follow Through

- If you have tried to call and received no response, try using a variety of different methods of communication to reach out to your member (call, e-mail, web forms, etc.) because some offices may respond to one type of communication better than another.
- Once scheduled, a couple of days before your meeting, call or e-mail the office to confirm the meeting you scheduled

### Step Four: Follow Up

- Make sure to send a thank-you letter to your legislator, and provide any additional information that he/she may have requested or may help him/her to better understand the issue and your position.
- Continue to engage with your legislator by attending town halls, inviting your legislator to relevant local events and maintaining communication.

### Step 3: Proposal and Budget

Obtain approval from school or parish administrators; summarize why you want to host the event, what it will entail, and choose multiple potential dates for administrators to choose from. Discuss the possibility of school or parish funding for the event. If you cannot secure external funding, begin working on a fundraising plan to reach the budgeted goal.

### Step 4: Goal Setting

If the end goal of the event is to raise awareness around a social justice issue and advocate for a solution, how will you tell if you've succeeded? Whether it's how much money you raise, how many people from a certain audience you attract, or some other factor, determine one quantitative way to measure the success of your advocacy event.

Goals:
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### Step 5: Event Planning

Date	
Location (make sure the space is big enough to accommodate your target audience and meet fire code requirements!)	
Supply List	
Roles for Volunteers	
Speaker Coordinator (if applicable)	

### Step 6: Advertising and Promoting Your Event

How will you advertise your event? Some ideas to consider:

- ❖ Make a flyer or video
- ❖ Contact diocesan or local newspaper
- ❖ Invite family and friends
- ❖ Write homeroom announcements
- ❖ Send invites through school e-mail or bulletin
- ❖ Engage local community leaders
- ❖ Work with clubs or organizations at your school

List three ways you plan to advertise your event.

1.

2.

3.

### **Step 7: Host and Document Your Event!**

- ❖ Take pictures during your event, and consider asking people what they like about the event to get some quotes.
- ❖ Post a thank you with pictures to any school bulletin or Facebook page.
- ❖ Send pictures, as well as a brief summary of the event, to [GlobalHighSchool@crs.org](mailto:GlobalHighSchool@crs.org).

## **WHAT'S NEXT?**

By taking just a couple more steps, your event can be recognized as a school-wide event through the CRS Global High School program! Check out <http://ghs.crs.org> and <http://ghs.crs.org/events>.

1. Obtain administration's approval and support; consider inviting a representative from administration to join your planning team.
2. Create a realistic budget. Explore whether administration will consider contributing to the budget; otherwise, explore creative ways of fundraising.
3. Make sure your event's focus includes global solidarity/global social justice issues.
4. Incorporate resources (prayer services, lesson plans, research, videos, advocacy, Action Alerts) available on the CRS website.
5. Finally, your event should include opportunities to learn, pray, act, and give.