Glossary of Volunteer Opportunities to Support Health Care for All Oregon (Listed in alphabetical order)



Anything, I am on-board! Call me when you need me.

You are totally on-board with the idea of having a publicly funded universal health care system in Oregon. You are generally available and are willing to do a variety of things to make this a reality. No job is too big or too small. You just want to help by doing whatever is necessary to keep this movement alive and strong.

Circulate Statements of Support (formerly called Petitions)

HCAO has a simple form that is a statement of support. This tool is used to collect information from individuals who agree that a comprehensive, equitable, publicly funded, high quality, universal healthcare system serving EVERYONE in Oregon is desirable for the state of Oregon. Though this form is often used at healthcare related events to gather demographic information from interested individuals, it can also be used by volunteers who would like to knock on doors or gather names at non-healthcare related events such as farmer's markets, churches, civic or other events.

Complete Questionnaires (formerly called Surveys)

The questionnaire is a tool that allows for face-to-face, one-on-one conversations about our common experiences, especially those of the interviewee, with our failed health care non-system and encourages those interviewed to join the effort to achieve our goal of establishing an active grassroots movement of 1.1 million potential voters in support of a comprehensive, equitable, publicly funded, high quality, universal healthcare system serving EVERYONE in Oregon. In this process, we expect to experience stronger personal commitment and participation in our movement.

Contact Legislator

You can go to http://hcao.org/legislative-tools/ to find contact info for both your state and federal legislators. You can contact them at any time to let them know that you strongly support the concept of a publicly funded, universal healthcare system, or regarding specific initiatives that may be taking place.

Data Entry

In order to keep the statewide database as up-to-date as possible and to grow our membership statewide there are various data entry opportunities for those who have a computer, computer skills, and are willing to do this kind of work. And we also can use help with data entry in the HCAO office.

At the local group level:

Each local group should have some means of keeping data on people with whom they make contact, either through their group activities or through outreach efforts. This generally means maintaining a spreadsheet with contact information for each person. The information is periodically sent to HCAO to be added to the statewide database. It is HCAO's expectation and desire that local groups will secure and maintain <u>accurate</u> information and that they will communicate changes to HCAO monthly. In turn, HCAO will provide data updates to local groups on a monthly basis.

At the HCAO office:

Various types of information are collected at statewide events, meetings, and other venues that need to be added to the database. This data is usually captured on Excel spreadsheets. We have a couple of computers for volunteers at the HCAO office and there may be opportunities to help with data entry at home.

HCAO Database:

For those with advanced computer skills and an eye for detail, there may be opportunities for you to do data entry. This will require specific training. Please contact Rosalie Pedroza at redped@earthlink.net or 503-743-4591 if this is an area that interests you.

Please send Attachment A - Data Entry Protocols to anyone who is interested in helping with data entry.

Host a House Party

Invite a group of friends or neighbors to a house party at your home or a community center to inform them about the campaign for Health Care for All-Oregon. HCAO will provide you with a mentor who will make it really easy. House party activities could include a healthcare related trivia game, showing The Healthcare Movie or having one of our excellent speakers talk with your guests.

The purpose of a House Party is to Educate, Mobilize and Raise Funds. House parties help further the movement in a variety of ways, as follows:

- First, we know that we need at least 1.1 million committed and informed people who will vote for a federally funded universal healthcare system when it comes up for a statewide vote. A house party is a great way to give people a lot of good information to help them understand and support this cause.
- It can also have the effect of a snowball rolling downhill if each house party results in at least one other person agreeing to host one of his or her own.

And, of course, fund raising is part of the process. There is no way we can succeed without enough money to fuel the movement.

Join a Committee

At the local group level:

Join a local committee, affiliate member of HCAO or chapter group in your neighborhood, city or region. It is through our committees that we build the movement. Each of these local organizations has committees to carry out their work. Another important role is to become a liaison for your local group to a state committee. Liaisons help tie the state organization to the local organization. Liaisons participate in their committee's monthly meetings and report back to the local group. They are responsible for speaking for their local group at the state committee meeting and carrying out the objectives of the committee in the local area.

Committees for HCAO:

There are committees that include Fundraising, Education, Data, Communications, Organizational Development (Coalition Building & Maintaining), Legislative, and Mobilization.

Caucuses:

There are currently 6 constituency caucuses: Faith, Labor, Business, Communities of Color, Healthcare Providers, and Youth. Contact Ross Lampert for more information: (503) 206-6709 or organize@hcao.org.

Please refer anyone interested in more information about HCAO committees to hcao.org.

Office Help

HCAO:

If you are in the Portland area, the HCAO office is located downtown, very close to the MAX line, at 619 SW 11th Ave. #121, Portland, OR. 97205. The phone number is 503-206-6709. Please call Ross to find out what type of help they need and see if you can schedule a time to help out.

Local Chapters:

Local chapters might not have an 'office' per se, but they may very well need help with filing, phoning (different from outreach calling), data entry, copying and mailing materials, bookkeeping and the like.

If you don't know if your area has a local chapter, please contact HCAO at 503-206-6709 for more information. If there isn't a local chapter in your area, HCAO can use their database to find other interested people in your area to help you set up a meeting to start a local chapter.

Phoning

There are many types of phoning opportunities: fundraising, getting turnout to events, calling to determine if someone is interested in volunteering, making follow-up or reminder calls, to mention a few. It is a wonderful opportunity to reach out to and/or connect with other folks who are interested in being involved in some way with HCAO.

Photo Petitions

Started in February 2012, the HCAO Photo Petition Campaign is a part of the effort to bring universal coverage to Oregon. Through their faces and signatures, the participants make known their support for this needed change in healthcare in Oregon and the nation. Through this effort our elected officials can see the depth and breadth of our personal commitment to Health Care for All Oregon.

Please go to http://hcao.org/hcao-photo-petitions to learn more and to download the materials you will need to get started. You will also see some of the photo petitions that are currently on-line.

Plan Events

Help us plan events such as forums, rallies, marches, and media events. These are a great way to help generate excitement and raise the profile of HCAO.

Potential Donor

Everyone should be encouraged to visit HCAO.org to either make one-time donations or to become a monthly donor. Or, if someone prefers to send a check, it should be made out to HCAO and sent to:

HCAO, 619 SW 11th Ave. #121, Portland, OR. 97205.

There are two ways to donate:

- 1. To HCAO, which is a 501(c)4 nonprofit organization; and please note: these donations are **NOT** tax-deductible, so can be used for any of HCAO's many needs.
- 2. Designate to HCAO-EF for **Tax-deductible** donations. These donations go to the 501(c)3 HCAO Education Fund.

Proposal for a Statewide Media Team

Looking ahead to the challenges we will meet in getting our health care for all message before the voters in the next few years, we will need teams statewide for Letters to the Editor, Op-Eds, and press releases in the local media—traditional media such as newspapers, television, radio and on-line news sources, as well as Social Media—Facebook and Twitter. Traditional media is much more likely to publish material submitted by local people with a local twist.

The HCAO website, Facebook and Twitter are also in need of local correspondents. Some of the more established organizations and chapters are already doing their own media, and we need to step up this effort and work together across the state. So we will need communications liaisons in each group and region, working with their local media. We can supply training, if needed, and share ideas and information, and make sure we are submitting information to the media on a regular basis. Please contact HCAO Communications Chairperson with questions and names of volunteers for our HCAO media team. Let's get organized now. The big push to counteract the inevitable tide of misinformation lies ahead.

Recruit Organization(s)

If you belong to, or have connections to, an organization that you believe might agree to become a coalition member of HCAO, (such as unions, business alliances, community groups, neighborhood associations, faith-based groups, etc.), let us know so that someone from HCAO can work with you to bring them on board.

Recruit Others

There are many ways to recruit others.

- Talk to them and tell them your story, then let them know that there is a statewide organization that is working to make publicly funded, universal healthcare a reality.
- Share some of HCAO's excellent literature with them. http://hcao.org/facts-research-index/ and http://hcao.org/fliers-and-handouts/
- Invite them to a local event.
- Encourage them to come to a local chapter meeting and/or to considering joining HCAO.

Recruit Others, continued

- Invite friends over to watch *The Healthcare Movie* or other pertinent media, and facilitate a discussion afterward.
- HCAO has an excellent and comprehensive list of books and articles that support this cause. Choose a book from HCAO's reading list for your Book Club to read and discuss, or loan a good book that supports the cause to a friend or family member. http://hcao.org/publications-articles/
- Talk to others about the idea that healthcare is a human right. Go to http://hcao.org/human-right-to-health/ to check out some really good information that can help you articulate this idea.
- Consider hosting a **house party**. (See details about house parties elsewhere in this glossary.)
- Go door-to-door in your neighborhood and ask people to complete the Questionnaire or, if they are not willing, to sign our statement of support (See details elsewhere in this glossary.)

Share Your Healthcare Story

If you have a compelling healthcare related story that you are willing to share, please let us know. Then, when speakers are needed at various events or at legislative hearings, your name will be added to the pool of <u>potential</u> speakers. Someone would call you to discuss your story and if you are selected to be a speaker, coaching from HCAO leaders will be offered. Your story could also be shared in writing or by videotape.

Social Media

Join the Social Media team to help with Facebook, Twitter, YouTube, or other social media platforms. Help us spread the word on line and get more people engaged and involved

Speaker/Presenter

Training is available for speakers to talk with groups about HCAO and everything we stand for. Become a speaker and help talk about our movement and recruit others to join. Speakers are needed for House Parties, rallies, and for moderating discussions and answering questions at events, such as showings of *The Healthcare Movie*. More information about the Speakers Bureau is available on HCAOEF.org.

Sponsor Fundraiser

Help to coordinate an event to raise money for HCAO. This is a critical task that can be really fun and a great creative outlet. Some past events have been the Inner City Blues Festival which is held in Portland each year in April, fundraiser concerts, like the one held in Phoenix, Oregon, and events with supportive local elected officials.

Also, teams of people are gathering donations at various public events such as: street fairs and farmers markets. But, if you are creative and have a lot of energy and enthusiasm, come up with your own fundraiser idea. Sell raffle tickets for some type of prize, work with a group to hold an auction, host a progressive dinner type of house party, etc.

Tabling

Going to events put on by others to inform people of HCAO. These are great places to pass out information, circulate statements of support, complete Questionnaires and engage in conversations with people about HCAO.

Trainer

Learn how to train others on how to talk about HCAO, how to take action to achieve HCAO, how to get media attention, how to talk with the media, how to raise money, how to organize, how to lead a group, etc.

OTHER INFORMATION

HCAO Caucuses

HCAO Committees

Attachment A: HCAO Data Entry Protocols

HCAO Caucuses

HCAO has formed or is forming interest groups in six areas to help support the HCAO mission and goals. If you are interested in working with a group of people with a common background or interest, please contact Ross Lampert, 503-206-6709 or email him at organize@hcao.org. The HCAO caucuses currently organized follow:

Faith; Labor; Business; Healthcare Providers; Youth

HCAO Committees

The **finance** committee is critical and fun too! Since no organization can function and grow without money, we put on all kinds of great events, like the Inner City Blues Fest, to raise money to keep our efforts moving forward. We also seek grants and donations from organizations, individual supporters, and folks who attend smaller events such as house parties.

The **education** committee conducts New Supporter Orientations and offers various kinds of trainings. A key area is recruiting and training speakers to spread the message. The committee also does research and creates and updates educational materials.

The **communication** committee raises awareness of our campaign and provides information about our purpose. Team members use written, visual, audio and social media to spread our message.

The **organizational development** committee is responsible for building and maintaining our coalition. Team members recruit more organizations and develop relationships with them. They seek to get organizations to donate funds, and educate and mobilize their members. This committee also maintains communication and cooperation among all coalition members through constituent caucuses: Faith, Labor, Business, Communities of Color, Healthcare Providers, and Youth.

The **legislative** committee helps connect activists with their legislators. It makes recommendations on legislation, reviews proposed amendments, obtains commitment and support of Oregon Legislators for legislative proposals and counts legislative supporters of Health Care for All Oregon's policy priorities. It also works with the Ballot Initiative Team to develop strategies for a ballot campaign.

The **mobilization** committee develops projects and actions that build the power of our grassroots base including statements of support, photo petitions, questionnaires, house parties, write-ins, call-ins, rallies, and marches. We identify, train, and support leaders statewide in order to successfully mobilize people.

The **data committee** maintains our list of supporters and makes sure we're all on the same page. This critical task helps us manage and record all information we collect.

For information concerning how to get involved with State Committees or Caucuses, contact Ross Lampert at (503) 206-6709 or organize@hcao.org.

HCAO Data Entry Protocols

Attachment A

If we don't have information for a particular field:

Leave blank – don't type na, none, or anything else in this field

Punctuation:

Do not use periods or commas in names or addresses. If we have two email addresses for a person, put one in each email field. Do not combine them with a comma in one field.

Title:

Applies to things like MD, RN, NP, PhD, Rev, Prof, not Mr or Mrs

Address:

No punctuation
Use # for apt or space or unit or suite number, e.g., 234 SE 6th Av #5
Use two-digit street type (St, Rd, Av, Ct, etc. Exception: Pkwy or Hwy)
Use zip+4 whenever possible

Phone:

Format xxx-xxx-xxxx

Federal Congressional District (CD):

Format ORXX (e.g. OR01, OR02, OR03, OR04, OR05)

State House or State Senate Districts (OR HD or OR SD):

Format begins with 0 (zero) if single digit district (e.g. 01, 02, etc.)

New Fields:

We are now tracking other organizations the person is involved in a field is called **Organizations**. The person's occupation and skills the person is willing to share should be typed in the field called **Occupation/Skills**.

Training:

We are also tracking requests for more education, training requested and information about training completed. Put requests for more information or the type of training requested in the field called Training Requested. Put feedback on training completed in the Training Completed field.

Check-in Calls:

We are beginning a process whereby we call all new contacts, thanking them for signing our statement of support, sign-in sheet, photo petition release form, and/or questionnaire and asking if they have skills or a health care story they want to share and inviting them to an event and/or to join a local group, state committee or caucus. Put the date of the Check-in Call in the field called Check-in Call Date. That way we will not make duplicate calls to the same person. Type other new information in the appropriate fields, for example, skills, occupation, other organizations.

Volunteer Interview Calls:

We are also calling people who have indicated that they wish to participate volunteer or get involved. Track their interests as indicated below, and put the date of the Volunteer Call in the field called Volunteer Call. That way we will not make duplicate calls to the same person. Type other new information in the appropriate fields, for example, skills, occupation, other organizations. If a person fills out an Involvement Opportunity Form, which has the same information as the Volunteer Form, put the date on the form in the field called Volunteer Call.

Notes:

Use this field if someone has checked they are interested in volunteering or there is any other information pertinent to what we would want to have. If potential volunteer, make sure you enter Volunteer in some fashion (e.g., may want to volunteer, wants to volunteer, or volunteer – just make sure the word volunteer is there). Also type "More info sent" in this field when information is sent electronically as part of the follow-up process.

Volunteer Activities we are tracking:

Type the word Yes in any of the following fields for which the individual is willing to volunteer.

Also, putting "Yes" in the Bilingual field is not helpful, we need to know what language/s they're bilingual in. If the person wants to join a committee or local group, type in which.

| Circulate Statement of Support | Potential Donor |
|---|--|
| Complete Questionnaire Interviews | Recruit Organizations for HCAO – Which? |
| Contact Legislator | Recruit Others (friends, neighbors, co-workers, etc.) |
| Data Entry | Social Media |
| Host House Party | Speaker/Presenter |
| Letter to Editor | Sponsor Fundraiser (other than house party) |
| Office Help | Share Your Healthcare Story |
| Phoning | Tabling |
| Photo Petitions | Trainer |
| Plan Events | Anything, Call Me! (Keep the use of this to a minimum) |
| Join a Committee or Local Organization – Which? | Bilingual – Which language/s? |