



18th Annual CA Afterschool & Summer Challenge: VIRTUAL EDITION

TEAM LEADER RESPONSIBILITIES

Team Leaders are an integral component to the success of CalSAC's California Afterschool & Summer Challenge! As a Team Leader, your team will consist of afterschool and school-age care professionals, parents, and youth with varying levels of advocacy experience. This is a skill building opportunity for many who attend as well as an important advocacy event for afterschool and school-age programs.

The following is your guide to being an effective Team Leader. Please review the information below carefully, as Team Leader responsibilities have changed. Your role is to prepare your team for their legislative visits. As a Team Leader, you are preparing and inspiring the members of your team to be actively involved in their visits.

Two Team Leader Prep Meetings

Two **mandatory** Team Leader Meetings will be held:

- **Friday, February 18th: 10am-12:30pm**
Overview of Challenge 2022: Scheduling and tracking legislative visits, small team logistics
- **Tuesday, March 8th: 10am-12:30pm**
Leading a Team: How to train your small groups, talking points, leading legislative visits

You will be provided with all the materials needed for scheduling legislative visits, and other materials needed to successfully lead your team through visits. These sessions are also a terrific opportunity for you to meet and network with other Team Leaders and to get all your questions and/or concerns answered.

Your Visit Team

You can build your own team or have your team assigned to you.

If you would like to **build your own team**, please form a team of 3-10 people. The team can include students, families, and staff. Note that if you have a larger team, not every person will be able to have a speaking role in each legislative visit. Your team members need to register for the event and indicate that they are on a team with you as their team leader. You will need to build your team by February 25th.

If you would like your team **assigned to you**, we will assign you team members once registration has closed.

Get to Know the Materials & Talking Points

You will be provided documents ahead of the training days. Please review before each training.

- Review the talking points in detail. The talking points are a guide to ensure your visits are effective, convey the important benefits of afterschool and school-age care, and unite participants across the state with a strong and consistent message.

- Familiarize yourself with the documents in your virtual folder
- Attend both trainings to gain further knowledge on the issues and legislative visit best practices.

Scheduling Legislative Visits

This year, team leaders will be responsible for scheduling their teams' legislative visits. You will be provided an email template, contact information, and other support as you schedule your legislative visits.

Preparing Your Team

Teams will have two opportunities to meet and prepare for legislative visits this year.

After the rally on Tuesday morning (3/15), you will have 1.5 hours to meet with your teams in the afternoon (1-2:30pm). This will be the opportunity for the group to get to know one another including reasons for participating, successes and challenges faced at programs, and advocacy experience. These stories can help identify potential speakers and talking points for the legislative visits. You will also be using this time to prepare your team for Wednesday's legislative visits. Team Leaders will be provided guiding questions to facilitate the session.

On Wednesday, we strongly recommend that you schedule 1-2 hours of additional preparation with your team, at a time that does not conflict with your legislative visits. You can use this time to review, and practice talking points and ensure that everyone knows their role for each visit. It will be important to utilize this time to get everyone relaxed and prepared by practicing!

During Legislative Visits

Like any good facilitator, you are trying to set up your team to shine. You've prepared them through role plays and now you're ready to advocate together!

- Keep the conversation flowing by cueing your team members when needed. Be sure your team leads the visit and is able to share their talking points.
- If a team member goes off topic, bring the conversation back to the talking points. The more time you role play in advance with your team, the less likely this will happen.
- Ensure that your team makes their "ask" before the meeting is complete.
- Be mindful of the time and try to not go longer than the appointment.
- Be sure to ask for the staff members' emails and send the virtual legislative folder after your visit.
- If a question is asked that you do not have the answer to, write that question down and we'll get back to the legislator or staff member. It is okay to not have an answer to every question.

After Legislative Visits

By now your team is full of adrenaline and feeling great about the day. As a Team Leader, you will help provide closure to the event and reinforce that there is work to be done in-district.

- Debrief with your team after every visit, if possible. Discuss what went well and what to change in the next visit.
- Complete the Legislative Visit Debrief form for each visit during the team debrief. These forms must be sent to the Challenge planning team by the end of day, Wednesday, March 16th.
- Have everyone complete the evaluation form before they sign off for the day.
- Remind the team to visit the SaveAfterschool.com website for campaign updates.
- Send a thank you email to the staff members and legislators (with the virtual leave behind folder) and consider inviting them to a virtual site visit as a follow up.