



19th annual CA Afterschool & Summer Challenge

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** the event as well as an opportunity to advocate for afterschool and school-age programs.

Team Leader Prep Meeting

A mandatory **Team Leader Orientation (virtual) and mandatory Team Leader Training (in-person) will be held to prepare Team Leaders.** Two orientation dates are available, to increase accessibility. Returning TLs can choose to attend the first hour of the orientation only, because of their experience with the process. Orientation and training dates are listed below. In addition, Team Leaders will meet with their teams in the last hour of the Challenge Kick-Off and Prep Day on March 9. You will be provided with all the materials for your legislative visits during Team Leader Training. This is also a great opportunity to network with experienced Team Leaders and to get all your questions and/or concerns answered.

Lunch will be provided as a thank you for your leadership!

New Team Leaders – Training Dates:

- 1) Team Leader Orientation | Virtual
February 28 + March 2 + March 7 (9-10am each day)
OR
March 1, 9:00am-12:00pm
- 2) Team Leader Training | In-Person (Sacramento)
March 13, 12:00-4:00pm
- 3) Challenge Kick-Off and Prep Day | Virtual
March 9, 9:00am-12:00pm (Team meetings: 11:15am-12:00pm)

Returning Team Leaders – Training Dates:

- 1) Team Leader Orientation | Virtual
February 28 (9-10am)
OR
March 1, 9:00-10:00am
- 2) Team Leader Training | In-Person (Sacramento)
March 13, 12:00-4:00pm
- 3) Challenge Kick-Off and Prep Day | Virtual
March 9, 9:00am-12:00pm (Team meetings: 11:15am-12:00pm)

Get to Know the Materials & Talking Points

You will be provided with various materials during the training days. Please review each carefully.

- **Review the talking points in detail.** The talking points are a guide to ensure your visits are effective, to 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 leave behind folder.**
- **Attend both Team Leader trainings** to gain further knowledge on the issues and legislative visit best practices.

Preparing Your Team

Teams will have 2 opportunities to meet and prepare for legislative visits.

You will **meet your teams at the close of the Challenge Kick-Off (Virtual), March 9, 11:15am-12:00pm.** This will be a great 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 legislative visit speakers. Team Leaders will be provided guiding questions to facilitate the session.

On **Tuesday (March 14) after the rally, you will have roughly 2 hours to prepare** your team for legislative visits. This includes identifying who is going to speak and what is going to be said. It is very important to utilize this time to get everyone relaxed and prepared by practicing!

At the Capitol

The capitol building is always abuzz; you will be the calm in the storm as you help your team navigate through the buildings to get from visit to visit.

- **Keep your team together.** Encourage them to talk about their programs and to think of good anecdotes they can use to complement the talking points.
- Stuck on a question someone has asked? Refer to the **Frequently Asked Questions** sheet in your participant folder.

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.
- **Be mindful of the time** and try not to go longer than the appointment.
- Be sure to **leave the legislative folder.** If you are from the district, invite the representative or staff person to visit your program site and leave a business card. Don't forget to get a business card from the office before you leave.
- 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.
- Remind the team to visit the SaveAfterschool.com website for campaign updates and to download the Advocacy Toolkit to take action back at home.