



## SAVE 21<sup>st</sup> Century February - March, 2015

This packet contains materials for planning a meeting on 21<sup>st</sup> Century Community Learning Centers with members of Congress during February and March. *It is critical that your member of the House or Representatives hear from you now because they are considering eliminating the 21<sup>st</sup> Century program.*

If you are looking for more materials or would like help planning a meeting, please reach out to Nora Niedzielski-Eichner at [neichner@nysan.org](mailto:neichner@nysan.org) or Alli Lidie at [alidie@nysan.org](mailto:alidie@nysan.org).

### Meeting Steps

1. Call your [Representative's district office](#) and ask to schedule a meeting on whatever day (preferably in February) that is best for you. Feel free to use the "Template Meeting Request Email" in "Item A" below if they ask you to email in a request.
2. It may take several days or more to schedule, and they may propose alternate dates. Because these meetings are time sensitive, call back to follow up if you have not heard back in four days. Meeting with staff is fine if that is who is available. Let them know who is attending the meeting.
3. If possible, have people from multiple programs attend the meeting. If a principal or other school leader and/or a parent can join you, that would be very helpful. Ideally 3-6 people would attend.
4. Review the information about what to take to the meeting under "Item B" and take at least two copies of all materials to the meeting.
5. Review the "Information about your 21<sup>st</sup> Century Program to Provide" under "Item C" and be prepared to answer questions about what would happen if 21<sup>st</sup> Century funding was eliminated.
6. Decide who is going to talk about what at the meeting and be prepared to each speak BRIEFLY about your topic.
7. Attend the meeting with your Representative and/or their staff.
8. Ask the "Important Questions" under "Item D".
9. Get a business card from all the staff members in the meeting.
10. Complete the post meeting survey at <https://www.surveymonkey.com/s/NYSAN21CallVisitDay> so that we know and can follow up on the results of the meeting. *This is crucial to maximize the impact of your time.*
11. Send a thank you note. Email is fine, although handwritten (or handwritten with children's illustrations) can have even more of an impact.



12. Add the email addresses of the staffers to your newsletter list – and thank the Representative in the next newsletter for meeting with you.
13. Extend an invitation for your next large event (Spring Talent show, End of the year performance, Lego Robotics competition, etc.) or a site visit as the first step in building a long-term relationship with your Representative and their staff.

#### Item A - Template Meeting Request Email

Subject: Meeting Request for February X

Hello-

My afterschool/summer program serves X children in [Name of Representative's] district. Like other members of the New York State Afterschool Network and [Name of Regional Network if you are a member], our educators work hard to provide high-quality, engaging learning and enrichment activities for our students. We hope to schedule a brief meeting with the Representative on February X to discuss the importance of 21<sup>st</sup> Century Community Learning Centers funding in the reauthorization of the Elementary and Secondary Education Act. Is there any availability in his/her schedule to meet in the district office? Please let me know if I may provide you with any additional information. My contact information appears below. Thank you for your time and your consideration of this request and we look forward to meeting.

Sincerely,

[Your name  
Organization  
Address  
Phone number  
Email]

#### Item B – Leave Behind Materials

See NYSAN's webpage materials you can print out and take: <http://www.nysan.org/program-providers/advocacy/advocacy-101/advocacy-materials/>

Bring materials about your program – flyer, most recent newsletter, invitation to a student showcase, student-made materials or photographs that exemplify the high-quality, engaging activities you offer, etc.

#### Item C – Important Information about your 21<sup>st</sup> Century Program to Provide

*Provide information on 1 to 4. Be prepared to provide information on 5 to 11 as relevant or Representative/staff expresses interest. **Do not talk for more than 3 minutes without letting the Representative/staff talk.***

1. How many students do you serve?
2. What activities do you offer that supplement/exceed what the school day can offer?
3. What evidence do you have (evaluator's report; data on grades, attendance, suspensions, test scores, etc.; parent and/or teacher surveys) that your program is (or was) having an impact on your students, your school(s), your families, and your community?



4. What does having, or not having, this program mean to your students, your school(s), your families, and your community?
5. How do you support learning (including Common Core standards)?
6. How do you support physical health and wellness?
7. How do you support school and community engagement?
8. How do you support development of social/emotional skills?
9. How do you support college engagement and readiness?
10. How do you support career engagement and readiness?
11. What kind of enrichment activities do you provide and how do they support students' academic and personal growth?

#### Item D – Important Questions

*The following questions are meant to be posed to your Representative or his/her staff member.*

1. Do you support keeping the 21<sup>st</sup> Century Community Learning Centers program as a separate funding stream in the reauthorization of the Elementary and Secondary Education Act?
2. If yes, will you talk to your colleagues about the importance of keeping 21<sup>st</sup> Century as a separate funding stream?
3. If yes, who in your office should we ask the national Afterschool Alliance and our statewide Afterschool Network to follow up with?