Laws passed by California's Legislators impact faculty and the students we serve. These policies should reflect the expertise and experience of educators like you. This is why advocacy is critical.

Use the tools below to become an effective state-level advocate.

**Before the Meeting**
- Find and Research Your Rep
- Send Meeting Request
- Review FACCC Talking Points
- Review 2021 FACCCCT Sheet

**During the Meeting**
- Remember the Dos and Don'ts
- Leave CoFO Budget Letter
- Leave AB 1326 Fact Sheet

**After the Meeting**
- Send a Thank You Note
- Don’t Forget to Follow Up

Questions or comments about the meetings? Contact us at info@facc.org
Step Guide to Scheduling Meetings with California State Legislators

1. Ask Others To Join You
   - Invite other faculty, classified, students, and administrators to come with you to your meeting.
   - Discuss your key talking points, strategy and assign speaking roles.

2. Gather Information
   - Collect information to prepare for and reference during your meeting.
   - Gather information to leave with the representative in a folder.
   - Research your representative, and know what issues and values are important to him/her/Them.
   - Try to find points where your requests and their values intersect and leverage these in your discussion.

3. Meet with Your Representative
   - Start by thanking him/her/them for the time to discuss issues important to you.
   - If meeting as a group, have each member introduce themselves and a brief description of their roles in the community.
   - Discuss the issues that are important to you, include important facts, legislation that needs their support, and any requests you have for him/her/them.

4. Follow Up!
   - Remember to send a thank-you letter or email.
   - Follow up with any additional information you promised to send, or with electronic copies of any documents you shared.
   - Maintain contact and keep in touch with the Representative’s Office.

5. Tell Us How It Went!
   - Email info@faccc.org and share a summary of your meeting. We want to track our collective efforts.
   - Attach any documents you shared with your representative, or CC us on the Thank You Email.
   - Share any photos you took of your group or your meeting with us.

Call or Email Your Representative’s Office
- Identify yourself as a constituent.
- Let the scheduler know you want to schedule a meeting.
- Mention your role as a community college faculty member.
- Agree on a date and time for a virtual meeting.