

Before Focus on Advocacy Week

- Schedule meetings with legislators and their legislative assistants as early as possible. Make sure to determine logistical and technology details in advance. What platform will be used (Zoom, Microsoft Teams, other)? Who will set up the meeting and provide the link (PTA or legislator)?
- Let your council or region advocacy chair know of any meetings you schedule.
- Recruit PTA volunteers to attend your meetings. Make sure to get their contact information.
- Determine which PTA priority you want to share with legislators. What is important to your local PTA or council? Who on your team has relevant stories to share during the meeting?
- Plan a training before the event. Gather your attendees (phone call or virtual meeting) to brief them on important information and expectations, review the WSPTA talking points, and determine your plan for the legislator meeting. Assign a tech person to host the meeting and share any documents or videos and determine who will be speaking for your group and who will take notes. Do a test run sharing documents/videos to ensure everything runs smoothly during your meeting with legislators.
- Confirm with attendees multiple times – remind PTA volunteers of the meeting date and time and the meeting link.
- Promote Focus on Advocacy Week to your members to increase participation. Encourage members to sign up to receive action alerts through the [WSPTA Action Network](#).

During Focus on Advocacy Week

- Meetings** – Hold your scheduled meetings with legislators.
- Action alerts** – Encourage your members to participate in the daily calls to action. Members who are signed up to receive action alerts will receive easily customizable messages that the action alert system will automatically send to their legislators.
- Social media** – Share your advocacy work on your personal and PTA social media accounts throughout the week using the hashtag **#WSPTAOneVoice**.

After Focus on Advocacy Week

- Thank your members for their participation.
- Thank your legislators and staff for meeting with you and provide any requested follow up information.
- Share a summary of Focus on Advocacy Week and your legislator meetings with your members.
- Provide pathways for your members to continue taking action by encouraging them to sign up for WSPTA action alerts and participate in your local PTA or council advocacy efforts.
- Complete the [WSPTA Legislator Meeting Summary form](#) after your meetings.