

CHECKLIST FOR BRINGING STUDENTS TO ADVOCACY DAY

WHAT	IDEAS	WHO (Point Person)
Rally a team who will go to Albany	<input type="checkbox"/> Adults <input type="checkbox"/> Established groups such as <input type="checkbox"/> Reading clubs or Teen Advisory Groups or new recruits <input type="checkbox"/> Scholarships <input type="checkbox"/> Applications	
Identify adults involved (if another teacher, clear absence)	<input type="checkbox"/> Retired teachers <input type="checkbox"/> SS teachers <input type="checkbox"/> Parent/Volunteer <input type="checkbox"/> Other school or public librarians	
Prepare the team	<input type="checkbox"/> Purpose of the event <input type="checkbox"/> Logistics of the day <input type="checkbox"/> What to bring/not <input type="checkbox"/> What to wear/not <input type="checkbox"/> How to act/not <input type="checkbox"/> Security info <input type="checkbox"/> Travel details <input type="checkbox"/> Guest speaker from Public Library System or NYLA <input type="checkbox"/> Talking points	
Paperwork/Permission for the team	<input type="checkbox"/> Permission slips <input type="checkbox"/> Parent OK for transportation drop off/pick up <input type="checkbox"/> School attendance/absence <input type="checkbox"/> ID	
Arrange Transportation (to/from Albany and to/from the school or Library site or agreed location)	<input type="checkbox"/> School bus? <input type="checkbox"/> Regional Public Library System bus <input type="checkbox"/> Bus in partnership with other group <input type="checkbox"/> Parent Transportation	
Decide what to wear	<input type="checkbox"/> Professional <input type="checkbox"/> Matching school gear <input type="checkbox"/> Matching shirts <input type="checkbox"/> Casual <input type="checkbox"/> Comfortable shoes	
Communicate with parents & school admin	<input type="checkbox"/> REMIND? <input type="checkbox"/> Group text? <input type="checkbox"/> Website/social media <input type="checkbox"/> Google classroom <input type="checkbox"/> Permission slips	

	<input type="checkbox"/> Info meeting?	
Get students familiar with itinerary	<input type="checkbox"/> Google classroom? <input type="checkbox"/> Meeting? <input type="checkbox"/> Website/letters? <input type="checkbox"/> Webinar? <input type="checkbox"/> Written schedule?	
Coordinate with NYLA	<input type="checkbox"/> Let them know you are coming <input type="checkbox"/> Schedule info <input type="checkbox"/> SWAG info <input type="checkbox"/> Get info about Leg Priorities <input type="checkbox"/> RALLY/signs	
Itinerary for the day	<input type="checkbox"/> Meeting times, RALLY <input type="checkbox"/> Based on travel what can do after meetings/rally <input type="checkbox"/> Tour of Capital, State Office Tower, Merry-go-round, MALL, lunch, walk	
Public Relations	<input type="checkbox"/> Press release <input type="checkbox"/> Library Newsletter <input type="checkbox"/> Thank you notes <input type="checkbox"/> Social Media <input type="checkbox"/> Presentation <input type="checkbox"/> Photos <input type="checkbox"/> Certificates	

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Sample Advocacy Day Student Trip Fact Sheet (Public Library)

Library Advocacy Day in Albany: Just the Facts

Wednesday, February 27, 2019

Each year, library advocates from across New York State converge on Albany to voice their support for funding and policies that benefit libraries. Their efforts have resulted in over \$11M in additional library aid since 2011. This is a great opportunity to see government in action, and have your voice heard about what the public library means to you! In past years NYLA (New York Library Association) has provided an opportunity for tours of the state capitol. If that is offered again, and we can make it work with bus timing, that will happen. We may also be able to ask Senator Robach to arrange a tour for us.

1. Cost and Transportation: The Monroe County Library System (MCLS) provides bus transportation to and from Albany on Feb. 27th at no charge. Snacks on the bus ride are provided. Teens will be expected to cover lunch – estimate \$20 if purchased in Albany (or bring a lunch). The bus typically leaves the Rochester area at approximately 6 am – usually in a central location like Henrietta. Teens are responsible for obtaining transportation to and from the bus pick up location.
2. Agenda (tentative): If all goes as planned, the bus will arrive in Albany around 10 am. Usually the buses drop library advocacy day attendees off one of the entrances to the Empire State Plaza and you walk to the Legislative Office Building (LOB). MCLS will have set up meetings with state legislators, in our case Senator Joe Robach and Assemblyman Peter Lawrence (or a member of their staff if they are called into session) and we will know those appointment times and locations in advance. These are sometimes before and sometimes after the big library rally in the "Well" of the Legislative Office Building that takes place at Noon. We plan on wearing matching tee shirts and making a sign for the rally! I would also like teens to write up brief statements on what the library has meant to them – they may get a chance to tell their story to our legislators (time permitting). The Rally in the Well is where we really make an impact. Last year there were nearly 1,000 people there waving signs and expressing support for NYLA. NYLA invites influential legislators to speak (Speaker of the Assembly, Majority Leader of the Senate, etc.).
3. It will be a long day. Permission slips are in the works. Parents are responsible for notifying the school about the student's absence. Wear comfortable shoes!
4. The bus will return to the pick-up location on the same day. Time to be announced.
5. Both Teen Advisory Board advisors, _____ and _____, will be with your teen on the bus and at the events. Library Director _____ will also be attending the events.
6. Questions? Please reach out to _____ for more information at _____ or by e-mail at _____.

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