

Lobbying Actions

1. Send folks to DC to lobby
2. CCL Congressional Liaisons serve as primary contact with your Congress members and their offices. Please contact liaisons prior to scheduling lobby meetings. Your liaisons are:

Member of Congress	Senator or District	CCL Liaison	Liaison email	Liaison phone

3. Run a [Monthly Calling Campaign](https://community.citizensclimate.org/resources/item/19/390) in conjunction with your chapter's Grassroots Committee <https://community.citizensclimate.org/resources/item/19/390>
4. Process [Constituent Letters](https://community.citizensclimate.org/resources/item/19/379) secured by your chapter's Grassroot Committee <https://community.citizensclimate.org/resources/item/19/379>
5. For the team meeting with your members of Congress, prepare the following items:
 - a. [Endorsement Reports](https://community.citizensclimate.org/resources/item/19/262) <https://community.citizensclimate.org/resources/item/19/262>
 - b. Packet of media coverage - letters to the editor, op-eds, editorial articles, and any other coverage of your chapter.

You can get started with any or all of these by visiting Community: [Working with Congress](https://community.citizensclimate.org/topics/working-with-congress/) <https://community.citizensclimate.org/topics/working-with-congress/>

Lobby Committee Worksheet

Who is on the committee?

(name/email/phone)

Who will:

- Lead the committee meetings?
- Take notes and email committee members?
- Coordinate with the chapter leader(s) to build monthly chapter meeting agenda?
- Coordinate with the CCL Congressional Liaisons?

When/where/how will the committee meet regularly?

Which congressional districts will our chapter cover?

What will the committee adopt for its goals?

- One month
- Three months
Example: Work with the grasstops committee to identify one or a few local elected officials, business leaders, etc. to include in a lobby meeting.
- 12 months

Media Actions

1. Coordinate your chapter's effort to submit letters to the editor.
2. Submit CCL editorial packets to your local newspaper(s) & follow up with newspaper
3. Submit press releases & follow up with newspaper
4. Offer and submit Op-Eds from committee/chapter
5. Meet with Editorial Board
6. Secure Editorial Board endorsement/editorial
7. Develop [Social Media](#) goals
<https://community.citizensclimate.org/topics/using-social-media>
8. Recruit volunteers to assist with social media

You can get started with any or all of these by visiting Community. [Media for CCL: Resources and Roles](#) <https://community.citizensclimate.org/resources/item/19/372>

Media Committee Worksheet

Who is on the committee?

(name/email/phone)

Who will:

- Lead the committee meetings?
- Take notes, file field reports, and email committee members?
- Coordinate with the chapter leader(s) to build monthly chapter meeting agenda?
- Coordinate with other chapters serving the same media?
- Receive CCL press releases and media packets?
(please notify Flannery Winchester flannery@citizensclimate.org)

When/where/how will the committee meet regularly?

Which newspapers will our chapter cover?

What will the committee adopt for its goals?

- One month
- Three months
- 12 months

Grassroots Actions

1. At every CCL monthly meeting, get people to fill out CCL Constituent Letter Forms in support of the Energy Innovation and Carbon Dividend Act
2. Give Constituent Letters to the lobby team going to DC
3. Table at local events to get lots of constituent letter forms;
4. Work with Group Development Committee to facilitate the onboarding of potential new volunteers
5. Schedule Presentations (may be someone other than the person giving the presentation)
6. Give Presentations (may be someone other than the person scheduling the presentation)
7. Attend presentations to network while other CCL volunteer gives presentations
8. Host House Parties to raise money to send your lobby team to DC
9. Host film showings to reach new potential volunteers
10. Get people to fill out constituent letter forms at every CCL meeting, at film showings, at house parties, at marches and protests, etc.
11. Coordinate with your chapter's Lobbying Committee to start and run a Monthly Call [Congress campaign](https://community.citizensclimate.org/resources/item/19/390)

You can get started with any or all of these by visiting Community. [Grassroots Outreach Basics](https://community.citizensclimate.org/resources/item/19/63)

Grassroots Committee Worksheet

Who is on the committee?

(name/email/phone)

Who will:

- Lead the committee meetings?
- Take notes, file field reports, and email committee members?
- Coordinate with the chapter leader(s) to build monthly chapter meeting agenda?
- Give presentations?
- Schedule presentations?

When/where/how will the committee meet regularly?

What will the committee adopt for its goals?

- One month
- Three months
- 12 months

Grasstops Actions

1. Research potential endorsers
2. Build relationships with local leaders (government, business, non profit, education, religious, agricultural, etc.)
3. Secure their electronic endorsements via www.energyinnovationact.org
4. Include them in lobby meetings (work with lobby team and liaison)
5. Get their promise to talk to your Member of Congress “on the golf course” about supporting the Energy Innovation and Carbon Dividend Act
6. Track your activities in [The Grasstops Tracker](https://community.citizensclimate.org/tools/grasstops-engagement-tracker)
<https://community.citizensclimate.org/tools/grasstops-engagement-tracker>

You can get started with any or all of these by visiting Community: [Focusing Your Grasstops Outreach to Influence your Member](https://community.citizensclimate.org/resources/item/19/273)

<https://community.citizensclimate.org/resources/item/19/273>

Grasstops Committee Worksheet

Who is on the committee?

(name/email/phone)

Who will:

- Lead the committee meetings?
- Take notes, file field reports, and email committee members?
- Coordinate with the chapter leader(s) to build monthly chapter meeting agenda?
- Join the [Grasstops Action Team](https://community.citizensclimate.org/groups/home/1771)?
<https://community.citizensclimate.org/groups/home/1771>

When/where/how will the committee meet regularly?

Who is going to update [Grasstops Tracker](https://community.citizensclimate.org/tools/grasstops-engagement-tracker) on CCL Community (and let the committee know if there is anyone in CCL already working on the “influencer” in the tracker)? <https://community.citizensclimate.org/tools/grasstops-engagement-tracker>

Who will tell the lobby committee about key endorsements?

What will the committee adopt for its goals?

- One month
- Three months
- 12 months

Group Development Actions

1. Work with other committees to create a signup sheet for monthly actions
2. Pass around the signup sheet during the monthly meeting (don't wait until the end! Start passing it around at the beginning!)
3. Call to remind people of monthly meeting.
4. Follow up with names from tabling/constituent comment forms.
5. Create a system for meeting or speaking with new volunteers one-on-one and for placing them in committees with specific actions to take
6. Host a new member orientation at monthly meetings
7. Welcome people at the door - name tags
8. Host monthly meeting - food, set up, clean up
9. Host potlucks or other ways to enjoy each other in fellowship
10. Review the roster to consider if volunteers (not currently active in chapter) live closer to another CCL chapter? (*and then reassign their chapter designation*)
11. Find someone in the chapter to help with technology (like setting up the zoom call).

You can get started with any or all of these by visiting Community: [Getting New Volunteers Engaged](#)

<https://community.citizensclimate.org/resources/item/19/298>

Group Development Committee Worksheet

Who is on the committee?

(name/email/phone)

Who will:

- Lead the committee meetings?
- Take notes, file field reports, and email committee members?
- Coordinate with the chapter leader(s) to build monthly chapter meeting agenda?

When/where/how will the committee meet regularly?

What will the committee adopt for its goals?

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