Hosting a Letter Writing / Call Party

Purpose: During priority campaigns and key legislative moments, we need to increase our number of letters and phone calls to our elected leaders regarding a specific issue or set of issues. Hosting letter writing/call parties creates an opportunity for larger numbers of participants to engage in the advocacy action simultaneously. Parties can be either public or private events and can be adapted to a variety of settings.

Best Practices on Campus:

- **Host an event:** Host a ONE letter writing or call party dinner, event, or meet-up, complete with a guest speaker or presentation.
- **Incorporate into existing event:** Already hosting a ONE event on campus? Partnering with another student organization? Phone calls and letters can be easily incorporated. Whether you're organizing an educational concert, a movie screening, a slam-poetry event, a panel discussion, or a hunger banquet, make sure to ask participants to take action by making a phone call or writing a letter to their Member of Congress.
- **Set up at a local coffee shop:** Grab some friends, ONE gear, paper, and pens and set up your letter writing/call party at a local coffee shop. Invite people attend through your student organization networks, email list-serves, and social media. Try asking other customers to participate as well.
- **Table on campus**: Set up a table in a high-traffic area on campus. Try the student union, a local farmer's market, the campus quad, outside a dining hall, or in a main classroom building. Use eye-catching installations or posters with startling facts to attract students to your table. Once you've got them, have phone call and letter scripts ready for them to take action.
- **Speak in classes**: Work with your professors and take a few minutes during class to talk about ONE, the issue or campaign, and how students can help. Project a letter or phone call script on the board or pass around sample scripts and have students take advocacy action on the spot.

Steps to Hosting a Letter Writing/Call Party:

Pre-Event Tasks

1. Collect details of event: Event, Host Date/Time, Location, Theme, Speaker (optional), Issue, congressional district
2. Assign committees to cover event logistics (i.e. Content and Advocacy, Venue, Advertising and Marketing, etc)
3. Building event attendance
    a) Volunteers: Guest speaker (optional), photographer, blogger, LTE or Op-ed author, letter delivery team
    b) Email ONE members on campus, other student organizations, professors and faculty, friends and family, religious institutions, sports teams, etc. asking them to attend and help you spread the word
    c) Create a Facebook event and invite all your friends
    d) Post the event on free local event/entertainment sites
    e) Create flyer for the event and post in high traffic areas (libraries, coffee shops, dorms, student union, classroom doors)
    f) Invite local leaders and "friends of ONE" – partners, faith, business, veteran, women, bloggers, etc..

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4. Request ONE materials through the ONE Campus team. Each volunteer should have a ONE t-shirt.
5. Request an event agenda, letter details, congressional contacts, talking points from the ONE Campus team.
6. Supplies: Paper, pens, cell phones, large envelope for delivery

Event Tasks – Agenda

1. Register all attendees – name, phone, email, zip code, class year
2. Welcome newer members
3. Quick summary/presentation of ONE
4. Highlight the purpose and importance/impact of your event
5. Speaker (optional)
6. Allow for brief discussion and questions
7. Give an overview of how to write a letter / make a phone call
8. Collect the letters
9. Report letter/calls for tracking and points: http://campus.one.org/report-points
10. Thank attendees for coming and ask them to get involved with your ONE Campus chapter

Post-Event Tasks

1. Hand deliver letters to respective elected official
2. Report number of letters/calls: http://campus.one.org/report-points
3. Submit your blog, photos and video to the ONE Campus team within 24 hours
4. Follow-Up to New Members with a thank you call and invite them to next event
5. Debrief with your ONE Campus team for outcomes and opportunities