



A Union of Professionals

Activists for Congressional Education (ACE) Program

ACE MEETING CHECKLIST

Scheduling meeting:

- Review congressional targeted list.
- Reach out to your AFT political regional desk if you have any questions.
- Identify a few dates for ACE meeting while the representatives and senators are in their district.
- Contact congressional district office to schedule meeting.

After meeting and date are confirmed:

- Select a date and time for a member prep meeting.
- Begin recruiting members for meeting.
- Download ACE Toolkit on www.leadernet.aft.org/politics/ace and profile of the member of Congress.
- Make reminder calls to members the day before the prep meeting.

Member prep meeting:

- Start with member introductions.
- Share goals of ACE meeting.
- Have members share thoughts on issues to be discussed.
- Share fact sheets and message resources from www.leadernet.aft.org/politics/ace.
- Discuss the role each member will have and if there are any changes the group wants to make.
Encourage members to share their personal stories during the ACE meeting.
- Make a pitch to sign up for COPE at the prep meeting.
- Review and confirm ACE meeting logistics.

ACE meeting:

- Call members the day before the ACE meeting to remind them to attend.
- Bring extra copies of key materials—including materials to leave behind.
- Find a location where participants can gather 15-30 minutes before meeting.
- Do a quick review of the goal, the agenda and the role each person will play.
- Go to the ACE meeting.
- Take notes.
- Request photos and permission to post via social media.

After the ACE meeting:

- Conduct a short debrief with members and outline any next steps.
- Invite members to participate in the next action or activity.
- Ask participants to share their reflections on the meeting with their local and other members, and on social media.
- Complete ACE Meeting Tracker at www.leadernet.aft.org/webform/ace-tracking-2017.
- Track members' participation in the LAN.
- Send a thank-you letter to the senator or representative and/or staff.