California Community Colleges  
DACA Advocacy Week

Congressional Lobby Visit Checklist

1. **Request the meeting.** The House of Representatives is scheduled to recess, and members should be in their districts, between October 16 and 20. To find your representative, go to [www.house.gov](http://www.house.gov) and enter your college zip code in the upper right corner. Be sure to consider the map of your Representative’s district as it may not cover all of your centers, and think about contacting other Members as well who may be touched by your college.

2. **Assemble meeting participants.** The delegation should include representatives from college leadership, faculty/staff, students, and community partners. The ideal number of participants is fewer than six.

3. **Host a pre-meeting or conference call.** Participants should discuss the focus of the meetings, coordinate the presentation, and to get to know one another.

4. **Develop a “leave behind” document.** A personalized DACA support letter or locally approved resolution can provide local information/data about undocumented and DACA recipients at your college and in the member’s community, as well as summarize your request for action.

5. **Support day-of activities.** On the day of the event, help coordinate and direct the visit by coordinating your delegation’s presentation and taking notes during the meeting.

6. **Report back to DACA Advocacy Week organizers.** Please use the DACA Advocacy Meeting Report to let our coalition know the outcome of your meeting. The Chancellor’s Office, in coordination with the Community College League of California, the Faculty Association of California Community Colleges, and Student Senate of the California Community Colleges, will use this information to conduct additional outreach.

7. **Follow-up and thank your representative.** After the meeting be sure to send a thank you note to your representative for their time and, if appropriate, for their support of DACA.

If you have questions or need additional assistance, please do not hesitate to contact:

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