

When you're done with your comments & edits, write 'done' in this routing slip next to your name.

# ROUTING SLIP

| Who                    | Write "done", when done | Action Sheet                                                                                                                     | Complete by                         |
|------------------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| Madeleine, Mark, Steve | done                    | Speaker for National Call is confirmed six weeks in advance.                                                                     | 2 weeks before prior National call  |
| Steve                  | done                    | Writes speaker bio and gives to Ricky, Todd, Brett, & Karina                                                                     | 1 week before National call         |
| Brett/Ricky            | done                    | Posts bio and photo on public web site and community                                                                             | Two weeks before next National Call |
| All                    | done                    | pause for a week                                                                                                                 |                                     |
| Madeleine              | done                    | Send 2 "ideas for actions" and 1 practice exercise to Mark, Danny, (sometimes Tony) and Steve for comments                       |                                     |
| Mark                   | done                    | Added comments in the "ideas for actions" and practice exercise doc                                                              |                                     |
| Danny                  | NA                      |                                                                                                                                  |                                     |
| Tony                   |                         |                                                                                                                                  |                                     |
| Madeleine, Todd        | done                    | Finalize ideas into actions and practice exercises in the doc                                                                    | 12/16                               |
| Sandy                  | done                    | Check links and proofread complete                                                                                               | 12/23                               |
| Todd                   | done                    | Send to Karina/Tami for Spanish translation                                                                                      | 12/23                               |
| Todd                   | done                    | Send latest/final draft to Mark, Elli                                                                                            | 1/2                                 |
| Todd                   |                         | 1. Checked links and maybe added links, adds powerpoint<br>2. Remove this "routing slip" table<br>3. Send Action Sheet to Kesten | 1/2                                 |
| Kesten                 |                         | Sent the call notes with Action Sheet to all GLs.                                                                                | 1/7                                 |
| Mark                   |                         | Talk about the actions on the Saturday call                                                                                      | 1/11                                |

# FOR GROUP LEADERS

## How to use this January Action Sheet

Remove this page before distributing

### Preparing for your January meeting: Suggested things for Group Leaders to do ahead of time

You can build participation in your meetings by personally asking specific people to take charge of small pieces of the meeting. When your volunteers see other people leading, they'll stop expecting you to do everything for them! Here are things you could hand off so that you don't do all the talking in the meeting:

- In advance of your gathering, arrange for your liaison(s) or other volunteers who are active in lobbying to lead the action below on our In-district Lobby Drive. If you have a big chapter or your chapter covers several congressional offices, you might want to designate a small group of volunteers to plan each of your in-district lobby meetings.
- Invite an active volunteer to download the [2020 Chapter Action Guide](#) and fill in the portions where your chapter is active. Also ask this volunteer to lead a discussion of 2020 goals at your gathering and work with you to start filling in the remaining sections.
- Arrange for one of your volunteers who is active on social media to handle the Social Media Bonus Action. Also ask this person to help other volunteers to follow CCL on Twitter, Facebook or Instagram.
- Ask two volunteers to be ready to demonstrate the communication exercise and give the directions. Practicing this communication exercise will help volunteers be ready to engage community leaders.

### Sample Monthly Meeting Agenda (suggested time for this agenda is 45-75 minutes)

This proposed agenda incorporates the monthly action items. It also includes a celebration of recent successes and time to orchestrate other chapter activities.

- Practice Communication Exercise - 5-10 minutes
- Celebrate successes from last month - 5-10 minutes
- *Our actions this month both involve planning, which can take time to do well. You may want to set up separate meetings with subgroups to complete them. During your full chapter gathering, plan for:*
  - Monthly Action #1 - 10-15 minutes for the In-district Lobby Drive planning action below.
  - Monthly Action #2 - 20-30 minutes for the 2020 chapter planning action below.
- Quick update on ongoing activities/committees/levers - 5-10 minutes
- End with each person stating what actions they will do in the next month, either round-robin style or with a small group or partner - 5-10 minutes.



# Citizens' Climate Lobby Citizens' Climate Education



## ACTION SHEET, JANUARY 2020

Monthly Meeting, Saturday, January 11, 2020  
10:00 a.m. Pacific / 1:00 p.m. Eastern

### Two Ways to Join

- To connect by video conference, go to <http://cclusa.org/meeting>  
**Note:** To improve audio/video quality, close all applications and other browser windows  
**Note:** Read this [Zoom doc](#) to see how to turn on closed captions and adjust the font size
- To connect by phone: If you have unlimited calling, please call 1-646-558-8656; otherwise you can call toll-free at 1-877-369-0926. Enter 2017-2017-17 as the meeting ID.

If you have problems connecting, please contact Zoom's 24/7 support at 888-799-9666.



### John Wood, Jr. - Better Angels

Searching for ways to bridge the partisan divide in America, we hear this month from John Wood, Jr. at Better Angels, a national citizens' movement "to reduce political polarization in the United States by bringing liberals and conservatives together to understand each other beyond stereotypes." Wood is a national leader for Better Angels, a former nominee for Congress, former Vice-Chairman of the Republican Party of Los Angeles County, and author of the upcoming book, "Transcending Politics: Perspectives for a Divided Nation."

### Actions

1. [Plan your In-district Lobby Drive](#)
2. [It's a new year. Go get 'em in 2020](#)
3. [Remembering our Founder, Marshall Saunders](#)
4. [Bonus Social Media Action: Post your "Go get 'em in 2020" action photo on social media](#)
5. [Communication exercise: Start a conversation with a conservative community leader](#)

If your Action Sheet is printed and you'd like to be able to click the links, you can download this Action Sheet at [cclusa.org/actionsheet](http://cclusa.org/actionsheet). There's a Spanish version of the Action Sheet there too!

# Plan your In-district Lobby Drive

## LOBBY ACTION

During our yearly In-district Lobby Drive, CCL volunteers meet with members of Congress, or their aides, in their district offices. We encourage you to hold these meetings in February or March so that the meetings are done before we start scheduling for our June 9th Lobby Day in D.C. Your chance of getting a face-to-face meeting is especially good during House and Senate recesses, February 17-21, March 16-20, and, if need be, April 6-17. At your chapter meeting, get started by discussing the steps below.

### Set the appointment

- Usually the liaison requests the appointment, but another volunteer could do it if the liaison is not able to. If there is more than one chapter working in the district or state, then coordinate to determine just one appointment setter. You might use your regional/state GL call the week of Jan. 20 to figure this out.
- Before you request a face-to-face meeting, consider how long it has been since your last face-to-face and the value of meeting with staff. If you can include a prominent community leader in the meeting, that is another good reason to ask for a face-to-face. Liaisons will get more guidance from Amy Bennett.
- If there is more than one district office, decide where and when you are most likely to get a face-to-face.
- Check with your liaison to see if your Republican MOC or energy aide is included in our new CCL Conservative Climate Lobby Day, Feb. 3-4, in Washington, D.C., and factor that into your planning.

### Plan the meeting

- Study our [primary ask leave behind](#). Then get details on making the primary ask and a selection of supporting asks in this [Making primary and supporting asks](#) document. Your meeting agenda will likely include other goals and supporting asks based on your meeting history. Be sure to ask for a follow-up meeting on Tuesday, June 9th, in D.C.
- You may want to include on your lobby team:
  - Volunteers from several CCL chapters in the district or state
  - New volunteers who will feel empowered by the experience
  - Trusted community leaders (be sure to review the agenda and rehearse with them in advance)

### Important considerations

- Bring bill-specific constituent letters or copies of published media to the meeting.
- Your lobby team should all have completed [lobby training](#) and have met together to assign roles and rehearse the meeting well in advance. The note taker should submit notes at [cclusa.org/minutes](https://cclusa.org/minutes).
- If at all possible, hold your in-district meeting before March 31st, because starting in mid-April your liaison will be asking for a meeting on June 9th for the D.C. lobby day.

### Resources

- CCL Community's [In-district Lobbying Plans](#) training page
- CCL Community's [Planning Your Meeting with Congress](#) training page
- Bill specific resources are at [cclusa.org/bill](https://cclusa.org/bill)

# It's a new year. Go get 'em in 2020!

## ALL LEVERS ACTION

As you kick off your work this year, take some time to celebrate your chapter's 2019 successes and decide how you will build on those successes in 2020. H.R.763 is live in the House, and there is a bipartisan Climate Solutions Caucus in both the House and Senate. This year we need to grow our ability to mobilize and show strength in numbers, for example with calls, letters, tweets, LTEs, events, endorsements and more.

At your gathering, review your chapter's primary goals, start writing your "Go get 'em" 2020 Chapter Action Plan and decide how you will complete your plan this month.

### Create a 2020 Chapter Action Plan

Use this [2020 Chapter Action Guide](https://cclusa.org/chapter-action-guide) ([cclusa.org/chapter-action-guide](https://cclusa.org/chapter-action-guide)) in your planning. It includes priorities for all five levers of political will, ideas for actions, and is in a worksheet format.

Set ambitious priority objectives at a scale appropriate for your chapter. You may find it helpful to hold a special meeting of your chapter or a chapter subgroup just for planning if you find you don't have enough time in your regular monthly meeting to complete your Chapter Action Plan.

### Resources

Watch this [2020 Chapter Action Planning CCU live on January 16](#), or, after January 16, [watch the recording](#).

## Remembering our Founder, Marshall Saunders

Some of you may be wondering how best to honor the memory of Marshall, and wanting information about the memorial service.

- Continue sharing on the [Remembering Marshall Saunders memorial page on CCL Community](#).
- Cards for the family can be sent to the CCL office (1330 Orange Ave Suite 309 Coronado, CA 92118)
- The memorial will be Jan 25th at 1 p.m. PT in Coronado, CA, at St. Paul's United Methodist Church, 700 D Ave. A reception will follow. You are welcome to attend. The family also plans to live-stream and record the memorial so people can be there without the financial or carbon cost of attending in person. Video live-stream and recording links will be posted on [Marshall's memorial page CCL Community](#).
- If your chapter wishes to make a poster honoring Marshall, you can send it to the CCL office by January 23rd and it will be displayed at the reception on the 25th.
- Your chapter is welcome to do anything else that seems good to you, such as planting a tree or gathering together to view the live-stream of the memorial service. Please post pictures on the [Memorial Forum](#) on Community for the family to enjoy!
- In the obituary the family has requested that in lieu of flowers donations be made to either CCL/CCE or the Scripps MD Anderson Cancer Center in San Diego, CA.

We all know that the very best thing we can do to honor Marshall is to continue the work he started, and CCL staff stands ready to do just exactly that with you in 2020 and beyond.

## Post a “Go get ‘em in 2020” action photo on social media

### BONUS SOCIAL MEDIA ACTION

- (1) Have someone snap an action photo of your team hard at work on your “Go get ‘em in 2020” Chapter Action Plan and post the photo to social media. Your post might read something like, “Our local CCL chapter is making plans for our 2020 climate work. Want to help us lobby Congress for major climate legislation? Let me know, and I’ll help you get involved!” Be sure to include the hashtag **#GrassrootsClimate** so that we can measure our impact.
- (2) Invite your chapter’s new and returning volunteers to follow CCL [on Facebook](#), [on Twitter](#), or [on Instagram](#). **Need help?** Join [CCL's Social Media Action Team](#) and ask your questions!

## Start a conversation with a conservative community leader

### COMMUNICATION EXERCISE

Conservative community leaders can be good allies in persuading your members of Congress to support the Energy Innovation Act. Beginning a conversation with open questions is a good way to find out how concerned they are about climate change and whether they might help to advocate for the bill.

#### Exercise

You’ve scheduled a first phone call with Linda, the conservative CEO of a large local manufacturer. Linda has been in the news recently for highlighting the city council’s unusually high business permit costs. Pair up with another volunteer and take turns reading aloud the parts in the communication exercise below and then afterwards discuss what went well and what you’d do differently next time.

**You:** Linda, I appreciate that you’re talking about your business permit concerns with the city council.

**Linda:** Thanks, it doesn’t make sense to me that the city refuses to lower permit costs when three of our local businesses have already relocated to other towns.

**You:** It sounds like as a CEO you have experience with government inaction. I’ve also been thinking about gov’t inaction lately, mostly in the area of climate change. How concerned are you about the climate?

**Linda:** I am a bit concerned about how climate change will impact my business. And my son has been studying climate change in his science class, and the future projections are really worrisome. But the problem is so big it’s hard to know where to start. We all use oil to heat our homes in the winter.

**You:** It’s true we need to both solve climate change and not increase our home heating costs. Have you seen any of the climate change solutions proposed by conservatives in Congress? I’ve done a lot of reading about these solutions because I think whatever we do must have bipartisan support to be durable.

**Linda:** I’d like it if the Democrats would work together with us Republicans and agree on some initial steps.

**You:** I agree. I do some volunteer work with an organization that is urging Congress to do that. I’d be happy to tell you about it when you have time. We advocate a market-based climate solution that is supported by both Republicans and Democrats because it’s good for the economy and good for people.

**Linda:** Sure. I’d like to hear the main points.