

## Welcome from your State Team! We are here to support you!

Being a District Captain is **THE most vital role in COS** – you are our voice to your District. Never underestimate your value! We frequently get busy and forget to thank you but know that none of this would happen without you!

**Volunteering for Convention of States Project is a commitment to your country, and to the people in your district, that one cannot take lightly!** When we agree to the role, we commit to performing the role! It may mean some sacrifices, it may mean doing a few things that may not be your favorite thing to do but when you look at the results, the effort becomes small for the payoff!

Remember, your State Team is here to help you succeed, we can work around almost anything so if you are having problems, please let us know. We are here to support you in all you do.

**Let us help you be the District Captain that you want to be and Convention of States – Florida needs!!**

### The Tools:

1. **[COS University](#)**
  - 4 Introductory courses (Introduction to Convention of States [COS 100], Responding to Opposition [COS 200], Introduction to Volunteering [VOL 100], & Constitutional Literacy [GOV 100]) – complete before DC assignment (if not, then asap)
  - District Captain Course (DC 100) - complete within 2 weeks of DC Assignment
  - Complete the following courses within the first 30 days after assignment
    - Block walking (VOL 200)
    - COS Legal Training (LG 100)
2. **Zulip Account (*ESSENTIAL: Sign in with your COSAction Email address*)**  
(contact your SIA {or RD / SD / SGC} for any issues/missing invites)
  - First, get familiar with how-to use Zulip (here are a couple guides)
    - [Getting Started in Zulip](#)
    - [Using Zulip](#)
  - Then, download Zulip for both desktop and mobile and add the following Zulip Organizations to both
    - COS DC – coming soon
    - COS Florida – <https://flor.zulip.conventionofstates.com>
    - COS Passed States – <https://passed.zulip.conventionofstates.com>
3. **[Citizen Builder](#)**
  - Take Monday night training within 60 days of DC Assignment (4 -1-hour classes & link is found in the [Leaders Roundup](#) [bookmark this page]). Your remaining training is on-the-job training and your RC or State Team spot any holes as you progress or if you request training because you feel you need it.
4. Download the [COSAction App](#) for mobile
5. Learn and know [your House Representative and Senator](#) and their positions

6. Learn and know [your District Map](#)
7. **SMART Goals** – use them to your advantage
  - Specific
  - Measurable
  - Achievable
  - Results Oriented
  - Time Bound

## **Activities Required to Perform as a District Captain:**

1. **Using the Leader Management Tool, Onboard TP Leaders** and have them **develop a list** of your district for: ( if you need help with lists, contact your State Grassroots Coordinator or sign up for the CB classes, they are included here)
  - All Petition Signers
  - All Volunteer Interest
2. **Using Email Blasts, Send an email blast** to introduce yourself to your District – this should be done within the first week or two of assignment. Your State Grassroots Coordinator can help you with this.
  - A **survey** of interests attached for them to be return to you may help you build your teams quicker
    - Example:
      - What is the best way to contact you? \_\_ email, \_\_ text, \_\_ phone
      - Do you like to make calls?
      - Can you help with Monthly Meetings?
      - Do you like to write?
      - Do you wish to do more? Less? \_\_\_\_\_
      - Do you wish to remain a volunteer?
  - **Set the expectations** in the email
    - Monthly Meetings
    - Bi-Weekly Calls
    - Need participation
    - Only as good as the team
    - Many jobs that need their support
3. **Using the District Dashboard, Call your Volunteer Interest People FIRST** – find out what they like to do (Follow-up Tool, TelePatriot, DC Team)
4. **Set up a Call Tree** for your district (1 person calls these twenty people, someone else calls another twenty, etc. **PS** – Make them TelePatriot Volunteers and the job will be a breeze!
5. Find someone who likes to plan events and make them your **event coordinator** – **Remember, there is a State EC who can help them get started.**

6. **Clearly communicate your expectations** of your Volunteers – don't dictate... elicit help, making duties requested clear (*you WILL need help*) Remember, we are all volunteers and have other demands.
7. **Follow-up Tool (FUT)** – you will have no need to access this tool. The followup team will welcome all new signups throughout the state, **watch your District Dashboard** (filter by dates {double-click *Create At*} so you can pick up your new people) and use the FL-FL from DC (blank) to send them a personal email or give them a call. Studies show **people will move on if they don't hear from you within 2-3 days of first contact**. Be sure to read the notes in the record (if any) so you can mention any previous communications they received and be sure they are tuned into emails.
8. **Your Leadership Management Tool (LMT)** —Make a habit of checking your LMT every 1-2 days, review Open, In Process, and Onboarding and be sure to make first contact within 48 hours of an Open application and every 24-48 hours after that to follow up on progress. All applicants should complete AT LEAST 2 COSUniversity courses (COS 100 & COS 200) and preferably all 4 courses (and VOL 100 & GOV 100) BEFORE being assigned.

**If you need help, reach out – your Regional Captain, State Grassroots Coordinator,  
and your State Director are all here to help you be successful!  
No one is too busy to help save our nation!**

## Monthly Meetings

**Meetings are one of your primary tools to get to know and build a relationship with your team!**

Plan a calendar with your district — what events in your area do they like to do?

Every Chamber of Commerce has a list of Activities in their area. See them and get them.

Take the activities to a meeting. Let the people who like to recruit decide what they would like to work on. You will recruit through word of mouth, one of the primary ways you can reach out to many people is through activities such as listed by your Chamber of Commerce.

If you want to set up a booth, check what the requirements are for the booth when you book the activity. We have experienced people who can help you plan your event. Be sure to allow several weeks time to pull it all together. REACH OUT (RC, SGC, SD)!

**PS** – If you create a calendar of events for your district, it makes them very easy to track, assign tags, and make sure you are ready when they arrive.

**PPS** – Post District Events on the [Florida Calendar of Events](#) (your EC coordinator will learn how to do it)

Remember, we all do this because we want our country back the way it should be, do not be afraid to let others know that this is important and why!! What you do affects us all and we are here to help make it happen.

One thing you must always remember – Many hands make light work! Do not lose sight of this in everything you do!!

Classes you should strive to complete within your first year of your assignment:

1. Servant Leadership – it is our culture
2. Biblical Citizenship – it is the principles our country was built on
3. Constitution Alive – A more in depth look at the Constitution started in Biblical Citizenship

These courses will be available to you at no charge. Biblical Citizenship and Constitution Alive are highly recommended for your families as well. We must try to teach our children the history of our country in a truthful and meaningful way so that our country never reaches this point again!

This may seem a little daunting when you first look at it, but we don't expect you to be on it all from day one. Print a copy of this document and set it somewhere you can review it each day. Then take it a bite at a time, jobs broken down into small parts make easy work. If you feel frustrated at first and want to throw in the towel, take a moment to remember why you joined, and give yourself a couple of weeks with these activities to see if your feelings change. **Don't get overwhelmed**, step away and take a breath and return with a fresh mind, when needed. Our goal is for you to have every tool you need to succeed! Schedules and demands are different for everyone, we will help you find the best fit for you.

There are many additional tools that you will have to help you with all these activities. Refer to them and use them. If you need something, ask, it may already exist! We have a dedicated Florida Webpage with all kinds of useful links, documents, and other tools that will help you perform your job! Find it and use it!

**After review, [please click here](#) to confirm you understand and will follow the policy.**