

METAvivor GroundSwell Toolkit

Last Updated: Feb 19, 2025

Re-usable Tools (aka Survival Kit!) - we have crowdsourced some (optional) re-usable tools that have helped past teams plan and execute the meetings in an organized & impactful manner.

Feel free to save a copy, leverage, & adapt as needed.

Help? Reach out to advocacy@metavivor.org.

1. For **overall organization, planning, and tracking** (to divide and conquer) - here is a sample [tracker spreadsheet](#) that can be adapted for your state. There is a 2nd tab with further resources.
2. For **meeting requests** - here are some [templates](#) covering 3 approaches - web form, email, and phone call.
3. For **meeting prep and conducting the meeting** - here's a [cheat sheet agenda doc](#) with sample meeting content and suggested timings to ensure an impactful conversation in just 20 minutes (typical length of meetings). Note: content is from 2024, so do update as needed using the 2025 prep pack content.