

Be A Budget Advocate!

Preparing A 2 Minute Public Comment

Do not be shy about calling your Supervisors or going to a Board Meeting! Remember that you have unique insights into what is happening in your community.

Checklist: Preparing for a Public Meeting*

At The Meeting:

- ✓ Look up your agenda item (what agenda number is it?)
- ✓ Request time on the agenda/fill out a Speaker Slip
- ✓ Tell a compelling story of the impact of the policy decision (“Story of Self”)
- ✓ Stick to your talking points
- ✓ Make a specific ask
- ✓ Be respectful
- ✓ Offer to follow up with additional information if necessary

Before The Meeting:

- ✓ Look at the policies and procedures (how long will you have to speak?)
- ✓ Gather information or data
- ✓ Prepare a compelling “Story of Self”
- ✓ Practice your 2 minute Public Comment
- ✓ Connect with other advocates
- ✓ Think about the big picture and anticipate objections
- ✓ Recruit others to attend
- ✓ Decide what you want to achieve
- ✓ If possible, agree on what to say
- ✓ Lay out the plan for the meeting
- ✓ Send an email or make a phone call before the meeting

Effective Speaking

- Make it easy for people to hear you by standing and speaking clearly and distinctly.
- Look at the board members, and make eye contact with them.
- Keep It short and focused

* This check list was adapted from “Parents’ Guide to School Board Advocacy in Washington” prepared by American Civil Liberties Union of Washington Foundation.

Lined area for writing or notes.

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