

Tasks for Weeks 7 & 8

Andrea	Laura
<ul style="list-style-type: none"> - Make "Calling Rep's video" - Share Canva designs with Sydney - Find talking points - Make anonymous feedback survey - Make task list for new members 	<ul style="list-style-type: none"> - Make "Calling Rep's video" - Waiting on response from BSU - New members <ul style="list-style-type: none"> - Write & send out intro email - Add them to the group chat - Announce "assignments"

Matthew	Cameron
<ol style="list-style-type: none"> 1. Look for & contact organizations in Greensboro for workshop opportunities <ul style="list-style-type: none"> - Either they give our members a workshop or we give their members a workshop 2. Contact high schools/high school clubs about presenting our student group, the organization, and information on sustainability in government 	<ol style="list-style-type: none"> 1. Email the UNCG organizations you've got contact info for <ul style="list-style-type: none"> - Either they give our members a workshop or we give their members a workshop 2. (TBD) Colloquium - Sarah Ragan

Sydney	Debbie	Muskan
<ol style="list-style-type: none"> 1. Prepare 3-9 Canva designs 2. Create a recycling video <ul style="list-style-type: none"> - Organize volunteers to help 	<ol style="list-style-type: none"> 1. Make a Google Form for members/others who call our Rep's 2. Make attendance sheet <ul style="list-style-type: none"> - Add names from Poster Making Event 3. Make inventory of items 	<ol style="list-style-type: none"> 1. Copy & paste Jonathan's emails by week into a document 2. Find talking point links/organize them

Matthew

Look for & contact organizations in Greensboro for workshop opportunities

- Either they give our members a workshop or we give their members a workshop

Organization examples: Tiny House Coalition of Greensboro, Sunrise Greensboro, Greensboro Rising

Email them. Example below:

“Hello Tiny House Coalition,

My name is Matthew and I am the Vice President of External Affairs of the UNCG Student Group called Defend Our Future.

We are a nation-wide organization that empowers youth to participate in the discussion on sustainability in government. Our main focus is urging Congress to make policy decisions that will help protect the environment. To get more information, visit defendourfuture.org or follow our instagram.

One way that we do this is host workshops for “How to Call Your Representatives,” or “How to Recycle in Greensboro.”

Does your organization make efforts to be sustainable? If so, would you be interested in hosting a workshop on how you do this for our members?

Please let us know and thank you,
Matthew”

Contact high schools/high school clubs about presenting our student group, the organization, and information on sustainability in government

High school examples: Weaver Academy (email the counselors or administrators); or look for clubs that focus on sustainability.

Google: high school, sustainability / environmental, club / group

Email them a similar email as above!

Cameron

Email the UNCG organizations you've got contact info for
- Either they give our members a workshop or we give their members a workshop

Email each. Example below:

"Hello College Democrats at UNCG,

My name is Cameron and I am the Vice President of Internal Affairs of the UNCG Student Group called Defend Our Future.

We are a nation-wide organization that empowers youth to participate in the discussion on sustainability in government. Our main focus is urging Congress to make policy decisions that will help protect the environment. To get more information, visit defendourfuture.org or follow our instagram.

One way that we do this is host workshops for "How to Call Your Representatives," or "How to Recycle in Greensboro."

**Would you be interested in attending one of these workshops?
Or, would you like to speak to our members about your involvement in sustainability?**

Please let us know and thank you,
Cameron"

(TBD) Colloquium - Sarah Ragan

Review the following email:

<https://drive.google.com/file/d/1CQ7Rz3hkBoALtABvleZwEyy31eyn0Zwc/view?usp=sharing>

Would you be interested in giving the short presentation? Let me and Laura know.

Sydney

Prepare 3-9 Canva designs

You remember how I was trying to set up the Instagram. Look at this document:

https://drive.google.com/file/d/1ccSfyZPXwttRsOPpm6SL5_xxJ4AYg96L/view?usp=sharing

This is basically a visual of what we went over in our individual meeting.

I just want you to prepare **nine** instagram posts. When I say prepare, I just mean the layout, not the actual content. So, the background, the designs, the text (you can leave it as "Add Text Here" and the photo "frames."

Just be creative, I wanna see what you come up with!

Create a recycling video
- Organize volunteers to help

When we add the new members to the Defend - All Members GroupMe, ask for volunteers to create a How-To-Recycle video.

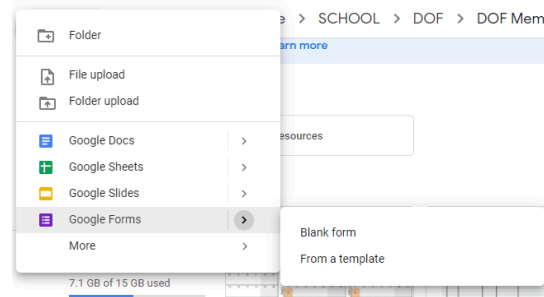
You guys will:

1. Write a script ([Example here](#))
 - a. Make sure to include general information about the main things you can recycle
 - b. Talk about how you can NO LONGER recycle glass
 - c. The GSO Collects App & how it works
2. Assign different people to talk about different parts. Each person will be recording themselves (since we're not allowed to meet up together)
3. Each person records their parts, upload them to a folder in the Google Drive and then let me know when you have (I will have my brother edit them)

Debbie

Make a Google Form for members/others who call our Rep's

While in the DOF Members folder, make a new Google Form.



Make questions for:

- Name
- Phone number
- Email
- (optional) Address
- When did you make your call?
- Who did you call? (Make list of options and an "other")
- What did you say/ask? Did you get the staffer's name?
- Did you use any of our talking points?
- How long did you chat for?

Make attendance sheet

- Add names from Poster Making Event

Ask me (Andrea) for the names!

Make inventory of items

Ask me (Andrea) for the items we have!

** If you're not sure how to make an inventory/attendance sheet, or have any other questions, schedule an individual meeting with me!

Muskan

Copy & paste Jonathan's emails by week into a document

I will be forwarding a bunch of emails to you.

1. Make a Folder specifically for Jonathan's Email's.
2. Make Documents in that folder for EACH WEEK that Jonathan has sent us a bulk amount of emails.
3. Then, create a table or some other method to organize by the day and title of the email the content of the emails.
4. Then just copy & paste everything in the email into the document.

The purpose of this is to have this information all in one place, so we can Control+F highlights and "key words" to eventually post about on the Instagram or otherwise use it for talking points.

Find talking point links/organize them

Use Jonathan's emails, or Google.

1. Make documents for each Rep/Senator (there is already one for Ted Budd, see [this folder](#)) AND for departments/agencies, like "EPA" or "Department of Defense", etc."
2. In Jonathan's emails, look for keywords like "North Carolina," "South Carolina," or "Virginia," or the names of our Rep's/Senators.
3. Type a summary of the content of the information. Put that summary in the appropriate documents.

The purpose of this is to again, have all the information for each category in one place, so when we go to create content, host workshops, etc., we can look at all the info quickly!