



California Retired Teachers Association

Government Relations Handbook

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Introduction

To CalRTA Division Government Relations Committee Chairs and the CalRTA Government Relations Area Representatives:

You are an exceedingly important person in CalRTA's effort to protect retirement benefits. You will be speaking and acting for more than 34,000 CalRTA members and greater than 300,000 California retired teachers, so please take your responsibility very seriously.

CalRTA's mission is to protect and advocate for retired and active educators' pensions and affordable quality health care, as well as advocate for benefits earned from Social Security either by contribution or by survivorship.

This handbook will help you become informed and successful in your job. You will be directing the participation of other members of your division who will be your committee. They will look to you to give them good advice and inspire their own efforts to serve our association well.

Thank you for your commitment to the California Retired Teachers Association – CalRTA.

Acknowledgements

A sincere “Thank You” to all the people listed below who have supported and made suggestions to produce a document that will be useful to all Divisions within the California Retired Teachers Association (CalRTA) regarding Government Relations activities. Our goal is to help our retired teachers enjoy a secure retirement. With the guidance and caring input from our leaders and groups mentioned, we have produced a document that defines our Government Relations Committee’s guidelines to provide advocacy for a secure retirement.

Our Inspiring CalRTA President:

Suzie Dixon

Current Board Members:

President Elect Mark Allen

Treasurer Chuck Dennon

Secretary Lorraine Martinez

Area I Co Directors Dee

McFarland and Nancy

Roberts

Area II Director Diane McDonald

Area III Director Barbara La Placa

Area IV Co-Directors Mary Kay Henderson and Teri Gerritz

Area V CO- Directors Chris Tsuji and Terrie Berry

Area VI Co-Directors Jim Mahoney and Tony Mendes

Area VII Co-Directors Greg Barker and Sylvia Hill

Area VIII Director Antonio Duarte

Area IX Director Mary Bryant

Area X Co Directors Becky

Carroll and JoAnn Copp

Area XI Director Lee Finney

Area XII Co Directors Lyn Chan

and Carol Kuiper

CalRTA Legislative Advocate:

Jennifer Baker

CalRTA State Chair, Government Relations:

Kathy Kinley

CalRTA GRC Handbook Sub-Committee:

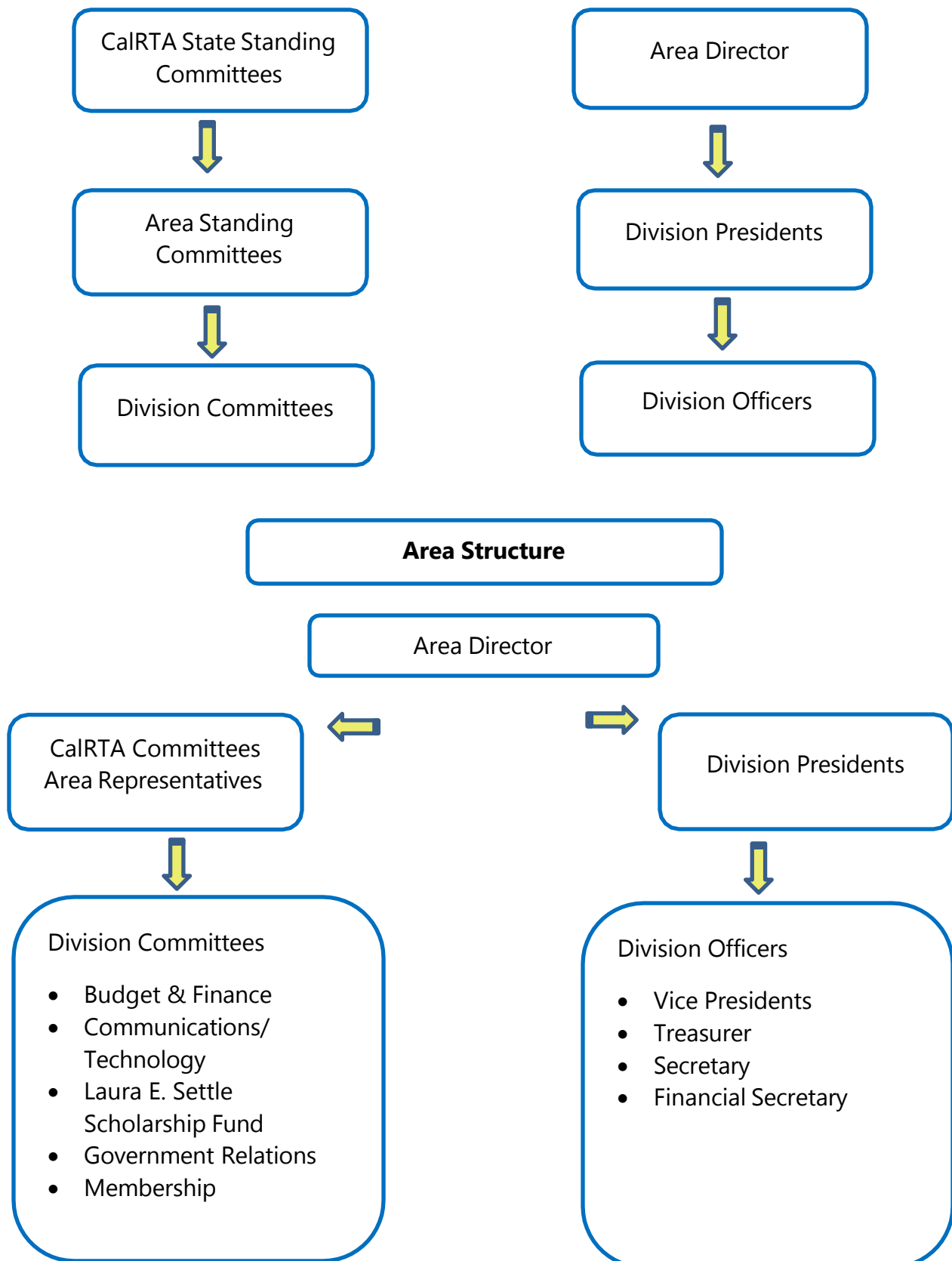
Suzie Dixon, Nancy Roberts, Jo Ann Copp, and Kathy Kinley

CalRTA Staff:

Angelique Hill, CEO

Debbie Pate-Newberry, Director of Communications

CalRTA Communications Structure



CalRTA Government Relations Committee Responsibilities

The CalRTA Government Relations Committee (GRC) consists of a Chair, appointed by the CalRTA President, and one Area Representative from each of the twelve CalRTA Areas, selected by that Area Director and the CalRTA President.

All Committees operate in an advisory capacity, without authority to act or bind the association other than as authorized by these bylaws or the Board. All committee actions shall be subject to approved by the Board (Section 70 By Laws).

The Government Relations Committee's responsibilities are:

1. Activate the CalRTA Legislative Program to advocate for CalRTA Advocacy Platform positions, such as: pension protection, affordable health care, and repeal of the Windfall Elimination Provision (WEP) and Government Pension Offset (GPO).
2. Review proposed legislation that preserves, protects or increases the retirement benefits of retired teachers. When threats to these benefits occur, they shall be resisted.
3. Participate in Advocacy Days in Sacramento and Washington, D.C. or appoint an alternate to represent your Area.
4. Make recommended positions to the CalRTA Board on legislative proposals and ballot measures, state and national, which would affect interests of retired educators.
5. Work cooperatively as a committee to assure coordinated progress of the Legislative Program.
6. Work cooperatively with individuals and groups outside of CalRTA, which can assist in developing and promoting the Legislative Program.
7. Update the Government Relations Handbook, when necessary.

CalRTA Government Relations Committee Chair Responsibilities

The CalRTA Government Relations Committee Chair plans and presides over the activities of the GRC in accordance with the duties of the committee listed in the CalRTA Standing Rules, and at the direction of the CalRTA Board of Directors.

The duties include:

1. Make arrangements for the Government Relations Committee meetings, virtual and in-person, usually with the Legislative Advocate, plan the agenda for meetings, preside at the meetings of the GRC, conduct training of GRC Area Representatives, process GRC members' expense vouchers, and monitor GRC budget, and strive to keep expenses within it.
2. Use only information from the CalRTA Legislative Advocate and the CalRTA Director of Communications on issues on issues and legislation.
3. Work with CalRTA Legislative Advocate and CalRTA technical specialists to design and improve the Legislative Program information on the website and to update the information as needed.
4. Regularly relay legislative-related issues and new information to CalRTA members; write or delegate to be written, articles for CalRTA publications, such as: Contact magazine, Connections and Division newsletters.
5. Work with other CalRTA program committees (Membership, Communications and Technology) on projects as needed.
6. Assist with sub-committees such as: Platform Survey, Handbook Updates, and WEP/GPO sub-committees.
7. Participate in Advocacy Days in Sacramento and Washington, D. C. with GRC Area Representatives and CalRTA members.
8. Participate in CalRTA GRC meetings at the annual Delegate Assembly, Fall Leadership Meeting and, as requested, at CalRTA Board of Directors meetings.
9. Report to the CalRTA Executive Committee on legislative issues, ballot issues, and GRC advocacy activities.
10. Assist Divisions in their activities and training as needed.
11. Perform such other appropriate duties as requested by the Board of Directors and/or the CalRTA President.
12. Work with other retired educator groups and share information with groups such as AARP, CTA-R, CTA, ACSA-R, CFT, DKG, FACC, CPTA, UTLA-R, NRTA and other organizations to advance CalRTA's Legislative Platform.



Government Relations Committee Area Representative

Responsibilities of the Area Representatives include:

1. Participate in scheduled meetings of the Government Relations Committee.
2. After GRC Legislative meetings, inform the Area Director of the Committee's recommended positions and background information on legislation.
3. After GRC meetings, provide each Division with a summary with a request that it be presented to Division leadership and members.
4. Share and participate in legislative training/webinars presented by the CalRTA Legislative Advocate and/or GRC Chair.
5. Schedule virtual/in-person meetings with Divisions on current Advocacy Activities, legislative positions and the CalRTA Platform.
6. Review and follow the Government Relations Handbook, Board Policies and Standing Rules.
7. Complete End of the Year Area (EOY) reports, and provide feedback from Divisions to the GRC.
8. Provide leadership for their Divisions' Government Relations Chairs to help strengthen Division Government Relations programs by consulting regularly with the Area Director, Division Presidents and Division's Government Relations Chairs with information from the GRC, Legislative Advocate and/or the CalRTA Board.
9. Participate in Advocacy Days in Sacramento and Washington, D.C., or appoint an alternate to represent your Area during Advocacy Days. Coordinate and inform Divisions about Advocacy Day schedules, teams, talking points and meeting techniques.
10. Assist with program improvements, including information about using virtual advocacy, virtual meetings or conference calls. Encourage Divisions to work together within their Area to share ideas, speakers, workshops.
11. Communicate with organizations and agencies outside of CalRTA to promote and publicize legislative advocacy, goals, purposes and priorities of CalRTA, write letters to editors, establish professional relations with public school teachers and administrators, and share information to advance CalRTA's Legislative Platform.
12. Perform duties as listed in CalRTA Standing Rules, and such other appropriate duties as required by the Government Relations Committee Chair and/or the Area Director.
13. GRC Area Representatives communicate first to GRC Chair, who then contacts Legislative Advocate
14. cc. GRC Chair on communications sent to Area Directors, Division GRC's.

CalRTA Legislative Advocate Responsibilities

For both California and federal legislation including bills, possible amendments and regulatory policies, the Legislative Advocate will:

1. Work with the Government Relations Committee Chair and members to develop the CalRTA Advocacy Platform and Action Plan and present to the CalRTA Board of Directors for their approval.
2. Analyze legislation and present the analysis and recommendations for positions to the GRC.
3. Advocate (letters, emails, testimony, meetings, etc.) for positions on legislation and policies approved by the Board of Directors.
4. Conduct the same activities for California initiatives and ballot propositions.
5. Build and work with coalitions, such as, CTA, CTA-R, ACSA, AARP, ACSA- R, CFT, DKG, UTLA-R and other organizations to advance CalRTA's Government Relations priorities.
6. Work with California State Teachers Retirement System (CalSTRS) staff and Teachers' Retirement Board (TRB) on legislative issues and CalSTRS policies.
7. Work with legislators, legislative staff and administration staff, including the Department of Finance, as well as members of Congress, their staff and Congressional committee staff.

Communications

1. Provide Legislative Updates.
2. Attend State CalRTA meetings, as appropriate.
3. Write articles for CalRTA publications
4. Develop advocacy materials.
5. Attend Area and Division meetings, if possible.
6. Respond to member information requests.

General

1. Provide CalRTA Leadership with strategic and tactical advice regarding political action.
2. Advise the CalRTA Political Action Committee.

Division Government Relations Chair Responsibilities

1. With the aid of the Division President, establish a committee of three or more members.
2. Partner with other Divisions to share ideas, workshops and educate Division members on the legislative process, goals, and policies of CalRTA.
3. Use only information through the CalRTA Legislative Advocate concerning legislative advocacy. Present up-to-date information on legislation at Division meetings, and publish an article on current legislation in Division newsletters. Local current advocacy activities should be written by the Division committee and shared with Division members.
4. Establish and maintain personal contact with California state and congressional legislators, directly, if feasible, or with the aides in regional offices. Express appreciation to legislators for their efforts on behalf of CalRTA members.
5. Maintain personal contact with active school teachers and administrators, as well as community leaders, particularly at times of needed support or opposition to a bill or ballot measure.
6. Organize and maintain a division membership file according to California Assembly, Senate, and Congressional districts. This can be updated from the Membership & Operations Manager at the CalRTA office on a monthly basis.
7. Inform members when contacts should be made to legislators, by developing a method for communicating with members when advocacy is requested by CalRTA.
8. No Division can take a position on legislative or public entity. Coordinate with Division board to compile member advocacy concerns and suggestions, then forward to GRC through the Area Government Relations Representative. Standing Rules Section 100: Conflict of Interest Policy Duty of Loyalty – A. Members of the Board of Directors, Committee Chairs and Committee Members, other leadership positions and employees (herein after referred to as “Leaders”) of the California Retired Teachers Association and its divisions recognize that they have a legal duty of loyalty to CalRTA and must exercise their respective powers and duties in the interests of CalRTA. Further, no member shall use his or her position with CalRTA for personal financial or political purposes.
9. Attend Area workshops to become informed of legislative updates. Appoint an alternate if unable to attend.
10. In preparation for Advocacy Days, Division GRC Chairs will appoint leads to visit their legislators. If the Division Legislative/GR Chairs cannot attend, it is still the responsibility of the Division Chair to provide a substitute in their absence. Note divisions are encouraged to budget and fundraise Advocacy Days.

Division Advocacy Activities

1. Get schedule of California Legislature's meeting dates, recesses and holidays.
Utilize: www.calrta.org/find-your-legislator.
2. Invite local legislators and their staff to CalRTA meetings in non-election years.
3. Schedule meetings with local legislators and their staff to establish a relationship and share legislative concerns that may affect our members. (See: Contacting Your Legislator).
4. Encourage Division members to participate in CalRTA Advocacy Days (odd-numbered years for Advocacy Day in Washington, D.C. and even-numbered years for Advocacy Day in Sacramento).
5. Divisions are encouraged to budget and fundraise for Division members to participate in Advocacy Days.
6. Have Division members send frequent written communication (emails, postcards) of commendation for favorable action or concerns to the legislators (See: Writing Your Legislator)
7. Encourage Division members to regularly advocate using the CalRTA Virtual Advocacy Tools found on the CalRTA website, www.calrta.org.
8. Form a Division Action Team that meets on a regular basis to contact their local legislators via an office visit, phone call, email or writing postcards.
9. Regularly communicate with active teachers through in-person meetings, electronic communication; provide printed materials to explain CalRTA and the advocacy CalRTA provides for them.
10. Encourage Division members to sign up to receive CalRTA emails, Legislative Alerts and current information from CalRTA Leadership and demonstrate use of Legislative Alerts.

CalRTA Government Relations Legislative Policies

1. CalRTA is a non-partisan group that works to support retirement security for our members.
2. As a statewide organization, CalRTA *does not* endorse any political candidate. However, Divisions may endorse and hold events for candidates running for a non-partisan position, which is limited to: local school board positions, local community college trustees and local county superintendent of schools.
3. CalRTA Areas and Divisions must not invite partisan candidates or their staff members to CalRTA meetings or events in a calendar year when they could be or are running for office.
4. As individuals, CalRTA members are encouraged to volunteer for candidates who support our issues. However, identify yourself as a retired teacher, *not* as representative of CalRTA.
5. *No Division can take a position on legislative or public entity.* Coordinate with Division board to compile member advocacy concerns and suggestions, then forward to GRC through the Area Government Relations Representative. Handbook pg. 14, Section 100: Standing Rules state in Article VI: Conflict of Interest Policy Duty of Loyalty – A. Members of the Board of Directors, Committee Chairs and Committee Members, other leadership positions and employees (herein after referred to as “Leaders”) of the California Retired Teachers Association and its divisions recognize that they have a legal duty of loyalty to CalRTA and must exercise their respective powers and duties in the interests of CalRTA. Further, no member shall use his or her position with CalRTA for personal financial or political purposes.
6. If Division members wish to take a position on an issue, unless specifically exempt from the policy, which has not been adopted by the Board, they may do so personally on personal letterhead and note they are a retired educator. *They should not include CalRTA logos or letterhead in their personal communication, nor should they use the CalRTA database.*
7. The voting procedure is as follows: if the committee vote is not unanimous, where there is objection or abstention a roll-call vote is called for and recorded.
8. Communication with CalRTA members is a primary function of our advocacy. To achieve this goal, CalRTA requests permission to use their private email addresses with the expressed condition that email addresses will not be shared and will only be used for CalRTA purposes. If a CalRTA member would like to communicate with other CalRTA members for personal purposes, they must get the expressed permission from that individual to use their email address for non-CalRTA related personal communication.

Citizen and Legislative Initiatives/Propositions

Citizen's Initiative

A Citizen's Initiative is a process whereby the citizens can place a proposal on the general election ballot. Once an initiative is found to have sufficient registered voter signatures to qualify for the general election ballot, it is referred to as "Eligible." When the deadline to submit measures for the ballot is reached, the initiative is referred to as "Qualified" and will be placed on the ballot and given a proposition number. Citizen initiatives can only be placed on the general election (November) ballot.

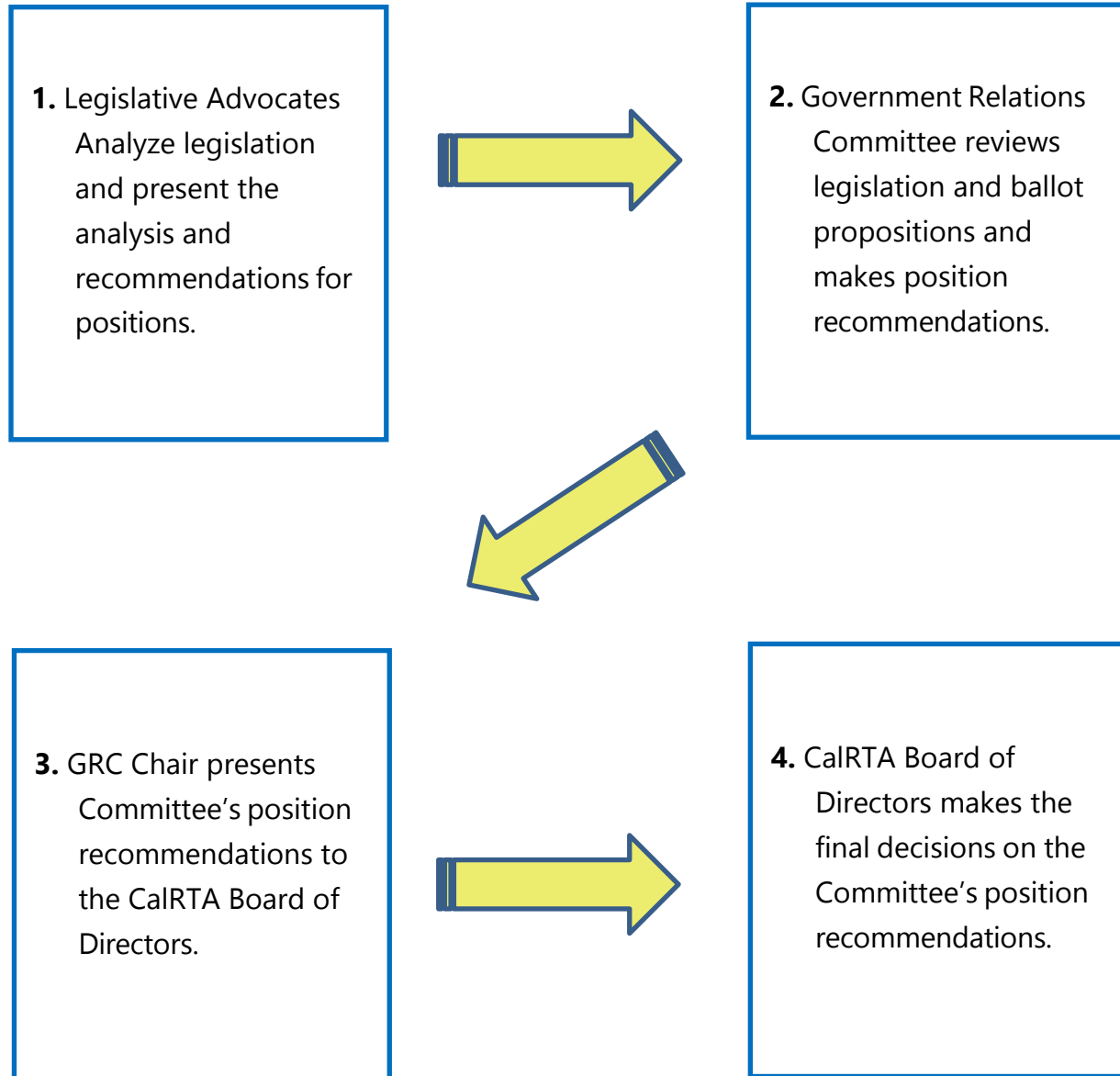
Legislative Initiative

A Legislative Initiative is treated the same way as a bill, but requires a two-thirds approval of both the Assembly and State Senate, as well as the Governor's approval. State bonds are an example of Legislative initiatives. Legislative Initiatives can be placed on the primary election (usually March) or the general election (November) ballot.

Legislative Proposition

A Legislative Proposition is either an Assembly Constitutional Amendment or a Senate Constitutional Amendment. They are treated the same way as Legislative Initiatives except they do not need a Governor's approval to be placed on the ballot. Constitutional Amendments can only be placed on general election (November) ballots.

CalRTA Government Relations Legislative Review Process



CalRTA Procedure for Adoption of Positions on Ballot Initiatives and Propositions

The Government Relations Committee reviews state propositions and, based on the CalRTA Advocacy Platform and CalRTA objectives as presented in Bylaws, Article I, makes a position recommendation to the Board of Directors.

1. The GRC reviews the most significant, relevant legislation related to the Advocacy Platform. After this review, the GRC recommends positions on initiatives after they have been introduced.
2. All recommended positions on legislation (Support, Oppose, Approve, Disapprove, Neutral/Watch) are referred to the CalRTA Board for their action and adoption of a CalRTA position.
3. The Board may recommend to the CalRTA Political Action Committee (PAC) that it consider support or opposition to a proposition or initiative. However, the CalRTA PAC is an independent entity and will make its own decision on what position, if any, to adopt.
4. Based on the Board's actions, the GRC will provide information to Division Government Relations Chairs for advocacy.

Definitions of CalRTA Positions on Legislation

Sponsor	CalRTA develops legislation and has it introduced by a member of the California Legislature. Working for its passage is given major CalRTA emphasis.
Co-Sponsor	CalRTA works cooperatively with one or more other groups to develop legislation, then finds a legislator to introduce the legislation and then seeks passage of the legislation.
Support	CalRTA supports passage of the legislation.
Approve	CalRTA wishes the legislative bill to pass but will not work/advocate for its enactment at the expense of more important legislative priorities.
Oppose	CalRTA gives major emphasis to the defeat of the legislation.
Disapprove	CalRTA does not wish such legislation to pass but will not work for its defeat at the expense of more important, legislative priorities.
Neutral/Watch	CalRTA will take no official position at this/the time.

Definitions of CalRTA Positions on Ballot Measures

Support	CalRTA supports the proposition.
Oppose	CalRTA gives major emphasis to the defeat of the proposition.
No Action	CalRTA takes no action.

Writing Your Legislator

Legislators want to know how the voters in their districts feel about the issues. To help them understand our position, follow these guidelines when contacting elected officials through in-person or virtual meetings, written correspondence by email or postcard or by phone.

1. When you are asked to contact your representatives, do so promptly. A letter or email written after the bill has come to a vote will not help. Postcards and emails are preferred over letters, as letters take longer to process due to security procedures they must go through.
2. Write only to the legislators who represent your own district. Those from other districts may disregard your correspondence.
3. Address them correctly:
The Honorable John Doe
California State Senator or Assembly member or Governor of California)
State Capitol
Sacramento, CA 95814
4. The greeting: Dear Senator/Assembly Member Doe: (or Governor)
5. Use your own words, avoid stereotyped phrases that sound like form letters. Save the legislator's time and keep his/her interest by being concise.
6. Introduce yourself: A simple statement such as, "I am a California retired teacher in your district" is important.
7. Identify the bill you are writing about using the bill number and author's name. If it has been amended, try to refer to the specific provisions or versions you are discussing.
8. State your reasons for writing and show how the legislation will affect you personally. Tell your legislator the action you hope he or she will take.
9. Be sure to include your name, address, email address, and phone number.

CalRTA Virtual Advocacy Toolkit

The goal of virtual advocacy is to stay connected and inform elected officials of CalRTA's priorities. The need for advocating virtually has expanded immensely due to the need for social isolation. By utilizing technology, CalRTA members can connect with elected officials, and their staff, on a regular basis. Virtual advocacy utilizes technology to advocate using different channels of communication, such as text, emails, and social media (Facebook, Twitter). This also includes conducting virtual meetings through programs such as Zoom, GoToMeeting, Google Meet and Constant Contact.

1. Virtual Advocacy Materials can be found at www.calrta.org/virtual-advocacy-toolkit.
2. Tips for Advocating Virtually:
 - Distance Meeting Checklist
 - How to use Twitter
 - CalRTA Webinar on Distance Advocacy
3. Links for State and Federal Elected Representatives
4. Sample Virtual Meeting Request
5. CalRTA Talking Points:
 - Improving Retirement Security
 - K-14 Funding Adequacy Talking Points
 - Toolkit Talking Points for WEP/GPO repeal
6. Resources
 - Advocacy
 - Do's and Don'ts of Lobbying
 - CalRTA's Advocacy Platform
 - Sample Emails
 - State
 - Current Bills and CalRTA's Position
 - CalRTA Budget Letter – May Revise
 - Federal
 - Repeal WEP Handout
 - Repeal GPO Handout
 - Repeal WEP/GPO Handout
 - WEP/GPO Scenario Chart – Color
 - WEP/GPO Scenario Chart- B&W
 - WEP/GPO Myths & Facts
 - WEP/GPO FAQ's
7. Follow-Up Thank You – Template Sample

CalRTA Checklist/Protocols for Virtual Meetings with Legislators

Virtual Meeting Protocol

- Dress appropriately.
- Be aware of your surroundings – choose a quiet place.
- Be respectful during the meeting.
- Turn off or silence all electronics – cellphone, tv, etc.
- Mute your microphone when you are not speaking
- Stay seated and stay present.
- Leave the keyboard alone.
- Use the “Raise Hand” feature.
- Refrain from eating.
- Unmute when called on to speak.
- Understand that you may be removed from the meeting if there is a distraction.

Before the Video Call/Conference Call

Coordinate with other Divisions

- Determine the Lead Contact for making an appointment.
- The GRC Area Representative will provide support and information for coordination.
- Contact the legislator’s office to identify the staff for scheduling appointments.
- Once an appointment is made, notify others to coordinate times and teams for the meeting.
- Call or email scheduler to confirm appointment before the meeting date.

Know your Legislator

- Study your legislator’s website and sign up for the email newsletters.
- Is the legislator a member of a key committee (e.g., Education or Health)?
- Is the legislator a current or past co-sponsor for CalRTA positioned bills?
- How many people who are affected live in this legislator’s district?

Team Collaboration and Meeting Planning

- DO NOT MEET ALONE! Have other members participate with you, even if they are not constituents.
- Have team coordinate in advance to plan what needs to be said and who can most effectively say it.
- Review CalRTA materials prior to meeting with your legislator. The CalRTA website has a CalSTRS prepared report of the CalSTRS members within each legislator’s district.
- One person may act as an observer to analyze the legislator/staff reactions, record questions and take notes.

- Practice together prior to the meeting.
- Maintain a friendly atmosphere, providing facts and compelling real-life stories in which legislation impacts.
- Be aware that the average meeting time is 20 minutes.

During the Video Meeting/Conference Call

- Introductions: Name, Title and CalRTA overview.
- Explain purpose of the meeting.
- When explaining our issues, assume your legislator, or staff representative, knows nothing:
 - Discuss fundamentals in an easy-to-understand manner.
 - Avoid using abbreviations or jargon.
 - Relate personal stories.
- Politely keep legislator and group members on message.
- Bring up key facts:
 - Number of teachers, local, state and federal workers that live in his/her district.
 - Representative is a member of key committee where he/she could be helpful.
 - Representative is a co-sponsor who should reaffirm support of our bill/issue.
- Offer to provide legislator and their staff your fact sheets via email.
- Ask permission to take a screen shot or in-person photo.
- Ask if the legislator has any questions. If additional information is requested, offer to send.
- Your "ask": Make it clear what you would like your legislator to do.

Post-Meeting

- Send a thank-you note to the legislator and staff. Check if they have any additional questions.
- Provide legislator answers to any questions you could not answer during the meeting.

Telephoning Elected Officials

Preparation

- Determine your goal in calling. List the points you wish to make in the course of the telephone conversation.
- Know the number of the pertinent legislation, its author, date of issuance and any amended versions. Be aware of CalRTA's reasons for support or opposition.
- Understand how the bill will affect CalRTA members in the legislator's district.
- Obtain the name of the specific staff person to be contacted.

Suggestions for Conversation

- State your name, position you hold, and division of CalRTA.
- If calling about a bill, ask to speak to a legislative aide.
- If calling to make an appointment, ask for the scheduler.
- As briefly as possible, express your questions or your views on the issue.
- *Do not argue. Do not antagonize.*
- If possible, learn legislator's position on the bill.
- If it is *favorable*, express appreciation.
- If the legislator is *undecided*, ask: "What kind of information would help him/her make up his/her mind?", "How can we assist?" or "Would he/she like to meet with us to discuss it?".
- If *opposed*, say: "We hope he/she will take another look at this issue. Would he/she be willing to meet with us to discuss it?".
- Secure the name of the staff person responding to your call.
- Thank the staff person for assistance.

Follow-Up

- Send an email or postcard to the legislator acknowledging your call and assistance given.

In-Person Meetings with Your Legislator

Regularly scheduled meetings with legislators in their district offices are an important activity. Using this approach, you can become a first-hand resource on all retirement matters in the legislator's district.

As the role of the state legislature in determining the framework of our retirement concerns continues to escalate, personal communication with individual legislators becomes increasingly important. Visits with legislators provide an opportunity for both parties to exchange viewpoints on a variety of basic retirement issues. Face-to-face dialogue, moreover, allows personalization of your relationship with the legislator and the legislator's staff. *The importance of becoming acquainted with legislative staff cannot be over-emphasized.* The staff is more readily available at the local level and can be invaluable. Take advantage of opportunities to show your appreciation.

Contacting the District Office

- Regular meetings with the legislator are an effective method of advocating CalRTA's position. Setting monthly meetings, either by phone or in-person, are essential in maintaining a relationship with local legislators.
- When the legislator is not available, a meeting with the legislator's staff will suffice.
- If the meeting is going to focus on a specific legislative topic, let the legislator's office know this at the time the meeting is arranged.
- Make your appointment for a specific time period. Usually, half an hour in length is appropriate.

Preparing for the Meeting

- Select a small group of knowledgeable people to attend meetings. Meet with these people in advance of meeting with the legislator to determine the primary goal of the meeting, review the legislator's background, key interests, committee assignments, alliances and voting record.

Identify which issues or legislation need to be discussed in meeting that goal and determine who will speak to specific points. This avoids having multiple people speak on the same talking points.

Appendixes/Links

CalRTA	www.calrta.org
CalRTA Advocacy Platform	www.calrta.org/calrta-advocacy-platform-current
CalRTA Advocacy Action	www.calrta.org/advocacy-action
Find Your Legislator	www.calrta.org/find-your-legislator
Legislative Terms	www.leginfo.ca.gov/glossary.html
California Legislative Information	www.leginfo.legislature.ca.gov
California Legislature's Schedule	www.senate.ca.gov www.assembly.ca.gov
California State Teachers Retirement System (CalSTRS)	www.calstrs.com

Glossary of Terms

AARP	American Association of Retired Persons
ACSA-R	Association of California School Administrator – Retired
CalRTA	California Retired Teachers Association
CalSTRS	California State Teachers Retirement System
CFT	California Federation of Teachers
CPFA	California Part-Time Faculty Association
CTA	California Teachers’ Association
CTA-R	California Teachers’ Association – Retired
DKG	Delta Kappa Gamma
FACCC	Faculty Association California Community Colleges
LES	Laura E. Settle Scholarship Fund
PAC	Political Action Committee
UTLA-R	United Teachers Los Angeles – Retired