York School District

**SPEAKING PROGRAM**

3:00 – 3:40 PM

3:00 - 3:10: Program director welcomes attendees

* Thank everyone for attending, review objective of site visit (e.g. see our program in action, connect with students)
* Acknowledge key attendees
* Share big picture data and impact of program
	+ Mission statement of program
	+ When program was started
	+ Information on when you run programs
	+ Demographic information on students and families served
	+ Key initiatives you coordinate with school district and broader community
	+ Community partners you work with
	+ Any accomplishments of the program and how success or impact is defined

3:10 - 3:12: Older youth introduces public official

* Short introduction of public official (no more than 3 sentences)
	+ Name and title
	+ Areas they serve
	+ Policy issues they oversee or are most interested in

3:13 - 3:18: Public official speaks

Make sure to provide public official with these key materials about 1 week before the site visit so they can familiarize themselves with your program, accomplishments, and needs:

* 1 page overview of your program. [[Sample overview](http://www.saveafterschool.com/s/Sample-Program-Overview.docx); [ASES funding by Assembly District](http://www.saveafterschool.com/s/16-17-Assembly-CA-District-ASES-data_w-increase.pdf); [ASES funding by Senate District](http://www.saveafterschool.com/s/16-17-Senate-CA-District-ASES-data_w-increase.pdf); [21st CCLC funding data](http://partnerforchildren.org/wp-content/uploads/2013/06/Congressional-District-Document.pdf)]
* News articles about program achievements and issues you want to discuss
* Information about your ask(s) [[Information on after school sustainability](http://www.saveafterschool.com/s/After-School-Sustainability_Updated-91417-1.pdf)]
* Contact information for your program

3:18 – 3:20: Older youth presents certificate or award to public official

* Thank public official for their past support and hope for more opportunities to work together in the future.
* Take a few photos of the public official with the youth.

3:20 – 3:26: Other speakers

* Have 1-2 other speakers lined up ahead of time and let them know exactly how much time they will have to speak.
* You can ask a family member to speak about the impact the program has on their child and/or their family.
* You can ask a member of the district or school leadership to share the impact the program has on students during the school day and throughout the year.
* You can ask a program partners to share benefits of the partnership.

3:26 – 3:30: Program director makes the ask

* Explain a challenge (e.g. state funding) your program is having in a way that is easy to understand and to make your position on the issue clear.  Personalize message – Find specific real life examples to illustrate your points.
* Be specific with what you want the elected official to do about your challenge or how they can show support for your program.

3:30 – 3:40: Site coordinator closes program

* Introduce self, background and role in program.
* Review what attendees will be seeing during the visit
	+ Name of element
	+ Objective of element
	+ Site specific demographic information, partnerships, and staff
	+ Highlight anecdote of site
* Direct attendees to their packets for additional info.
* Describe agenda and process of observation
	+ Divided into small groups
	+ Identify group guides
	+ Welcome attendees to walk around, ask questions of staff and students, look at student and room materials
* Thank everyone for attending.