



School and Worksite Endorsement Meeting Checklist

MATERIALS NEEDED:

- 10 Minute Meeting Script
- Reach App or Sign-in Sheet
- ESP Bill of Rights Poster

PREPARE

Invite co-workers in person, by email, and over the PA system on the day of
Invite members, non-members, and teachers
Review your script

MEETING DAY

Have your script ready
Greet your attendees and move to the meeting purpose
Ask everyone to sign the ESP Bill of Rights poster!
We're creating a map of all the schools and worksites that have endorsed the
ESP Bill of Rights
Take a photo of your attendees and post it to social media #espbillofrights

Record attendees

- Send by email/text OR use the Reach App (details below)
- Text a photo of your list of attendees or sign-in sheet to 240/405-9650 or email your list to smckillop@mseanea.org
Include your name and school or worksite so your worksite gets on the map

How to use the REACH App

- To download the app, scan the QR code below or search "Reach Progressive Organizing" in your App Store
- To create an account, enter your cell phone number, name, and email to receive a 7-digit code
- Enter the code (if you can't receive texts, you can choose to receive a call)
- Enter the ESP Bill of Rights Campaign key: **GW4Z6J**
- Type in the first and last names of your co-workers and hit the blue magnifying glass
- Click on the results. If they don't show up, enter their name
- Mark them as Yes and hit save

