BUILDING STRONG COALITIONS

Putting All Minds Together

SARTAC
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Introduction

This toolkit talks about how you can start a coalition in your state.

This toolkit was created by the SARTAC Advisory Committee.
CHAPTER 1:

What is a Coalition?
Sometimes, problems can be too large and difficult for someone to work on alone. A coalition can be a good way to make a change.

A coalition is a group of people or organizations who work together on a common goal.

Goals can be simple like getting funds for an event. Goals can also be big like improving public transportation for people with disabilities.

Coalitions may be formed for a short time to achieve a specific goal, and then break up.

Coalitions can also stay together for a long time and become organizations. They can be local, statewide, or national.
Why start a coalition?

Coalitions bring groups together to work on a common goal.
Coalitions help groups share resources.
Coalitions make the community stronger.
By working together, you will be more successful.
Reasons to Form a Coalition

Deal with a serious problem
Sometimes a serious issue or problem needs to be fixed. Coalitions bring people together to use their power to fix problems.

Empower the community
People may not know the power they have. Coalitions empower people to solve problems.

Bring quality programs to the community
Coalitions help groups create good programs or services.
Coalitions can help develop programs or services that help the entire community.

Use limited resources
People and groups join coalitions to share resources. One group may not have a lot to help the community. Working in a coalition makes everyone stronger.

Gets people talking
Coalitions bring people together to talk and learn from each other. By coming together, you can come up with ways to solve problems.
Check out this video!

SARTAC members Bernard Baker, Brad Linnenkamp, and Cheri Mitchell talks about why they think coalitions are important.

https://www.youtube.com/watch?v=Nk5gxFuBVfM
CHAPTER 2:

Who Should be Part of a Coalition?
Coalitions work best when you have members from different groups and communities. A large coalition can help get the community to support your goals.

Coalitions should include stakeholders, community leaders, and policymakers. These are the most important people in your coalition.
Stakeholders

Stakeholders are people affected by the work of the coalition. They deal with the problems you are trying to change.

They can include:

- People with disabilities
- Family members
- Friends
- Service Providers
- First Responders
- Employers
- Schools

Your stakeholders are one of the most important groups in your coalition. They know the problems that affect them. They may have ideas on how to solve the problem.

Stakeholders make it easy for people to accept the work of your coalition. People will do something if they help come up with the solution.

“Nothing about us, without us!”
Community Leaders

Community leaders should be part of any coalition because they are represent the community. They live and work in the community. They may be affected by the problems facing the community.

As leaders, they have connections with different types of groups. They can help you connect with groups who want to be in the coalition. A good leader will bring people together to improve their community.
Policymakers

Policymakers are the people involved in politics. They can be legislators, city council members, or community association members. These people have the power to create or change laws.

Coalitions are a great place for them to learn about issues important to the community. As voters, they want to make sure you are happy.

The elected official does not have to be in the coalition to have their attention. Many policymakers have people that work for them known as advisors. You can ask your representatives to see if their advisor can be part of the coalition. Advisors let policymakers know what the coalition is trying to change in the community.
CHAPTER 3:

How do you Start a Community Coalition?
Identify Your Strengths and Weaknesses

So, you decided to start a coalition in your community. How do you starting one?

Coalitions work best when everyone brings something to the table. Think about what you bring to the table. What are you good at? What are you not so good at?

Your self advocacy group might be good at telling your story. You might be good at getting people together to protest.

While you may be strong in some parts, you can use help in other things. You might need help to reach out to the media or you might need help to plan big events.

Strengths and weaknesses can be about resources. They are things you may have or need. Your group may have a place to meet or access to technology. You may also need resources like transportation or money.

List your strengths and weaknesses. This is important to know when you start to ask people or groups to be part of your coalition.
Activity: What are you good at?

Work together in your group to list all the things that you are good at and all things that you are not so good at.

<table>
<thead>
<tr>
<th>We are really good at…</th>
<th>We need a little help in…</th>
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<table>
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<tr>
<th>What resources do we have?</th>
<th>What resources do we need?</th>
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Identify Possible Coalition Members

A strong coalition brings people together to solve problems. They can be people or groups affected by the problem. They can also be people or groups who have a small connection to the problem.

Things to Think about When Choosing Coalition Members

There may be more than one self advocacy group working on the same problems. Working in a coalition can strengthen both groups.

Solving a problem can mean doing more than one thing at a time. Think about what needs to be done. Who might be good at doing it?

There might be people or groups that are too important to be left out of the coalition. They might have a position of power. They can also have important connections in the community.
Check out this video!

Cheri Mitchell talks about how members of your coalition should have common goals in order to work together.

https://www.youtube.com/watch?v=qQ_2eooNS6Y
Activity: Identify Coalition Member

Work together to write down possible coalition members. List who they are and what are their strengths.

<table>
<thead>
<tr>
<th>Coalition members</th>
<th>What are their strengths?</th>
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Recruit Members to the Coalition

It is now time to invite people or groups to be part of the coalition.

There are a number of ways to contact people and groups including:

- Face-to-face meetings
- Phone calls
- E-mail
- Personal letters
- Mass mailings
- Public Service Announcements or ads in the media
- Flyers and posters

Coalition members may have ideas about other people who want to be part of the coalition. Ask if they would like to invite them to one of your meetings. People may join if they are invited by someone they know.

When you invite people to the coalition, make sure you have your plans ready for your meeting. Let them know when and where your coalition will meet. This will let them know this is something important to attend.
CHAPTER 4:

Plan and Hold a First Meeting
Agenda

Your first meeting is important. This is where members of the coalition will meet each other. The first meeting will help decide how the coalition will work together.

Most coalitions meet at least once a month to work on their goals and objectives.

Coalitions create agendas to let people know what will be done at the meeting. They are also known as meeting schedules.

Agendas help people know when and where people will be meeting. They also let people know what will be talked about.

Agendas keep meetings on track. They list everything that needs to be done at the meeting.

Remember to stick to the agenda and not talk about things that are not in the agenda.

**Parts of the agenda**

Agendas are easy to create once you know what you want to do at meeting. Every agenda includes these sections:

- Introduction
- Approval of the agenda
- Meeting minutes
- Topics
- Meeting closing
Example of an Agenda

People First of Arizona Meeting

Saturday, November 24, 2018
2 PM to 5 PM
123 W. Main St., Phoenix, AZ

Introduction

Icebreaker question: what does self advocacy mean do you?

Approve agenda

Action item: vote on approving the agenda

Approve meeting minutes

Action item: vote on approving meeting minutes

Topic 1: Discussion on what are our common issues or problems

Topic 2: Choosing our mission statement

Action item: vote on mission statement

Topic 3: Choosing a coalition structure

Topic 4: Choosing coalition leadership

Closing 5 PM
Meeting Minutes

Meeting minutes are the record of the meeting. Meetings should have somebody taking notes to write what decisions are made. This job is done by the secretary of the group. Many self advocacy groups get help from their supports and allies to take notes.

The meeting minutes are sent to everyone to make sure everything is correct.

At the next meeting, the meeting minutes from the last meeting are brought up for approval.

If the meeting minutes are correct, the group votes yes to approve the minutes. Approved meeting minutes become the official record of the group.

If there is a mistake, group members can ask for the minutes to be amended or changed before people vote.
Introductions

Everyone in the coalition meeting should introduce themselves. If they represent a group or agency, they should say who they are and who they represent. This will give everyone a chance to get to know each other. You can also find out who is part of the coalition and who still needs to be invited.

Icebreakers

Icebreakers are small activities you can do before you start a meeting. They help people get to know each other. They also make people feel comfortable talking in groups.

An icebreaker should be short and easy to do. You should not spend more than 15 minutes on the activity. An example of an icebreaker can be having the group answer a question when introducing themselves.

Example of Icebreakers

Please introduce yourself by:

Telling us your name

Where you are from

Who you are representing

As an icebreaker, please share with us a time when you helped advocate for change.
Check out this video!

David Frye talks about how to invite people to your group and how to end your meetings.

https://www.youtube.com/watch?v=OyvCxkyXuEc
Define the Issue or Problem

Coalitions come together to solve problems. Your first meeting should include talking about the problems you would like to work on together.

Not everyone in your coalition will have the same problems your group may have. That does not mean you should not work with each other. It is important to find one problem you can work on together.

Coalitions work best when everyone is trying to solve the same problem. People are more likely to work together if the coalition is trying to solve a problem that is important to them.
Mission of the Coalition

A good coalition brings people together from different types of groups. Not everyone will share the same purpose as your group. Successful coalitions identify the problems everyone has common.

Once you identify a common problem, you can work to create a mission statement. A mission statement can be a couple of sentences that lets everyone know what is the purpose of your coalition.

An example of a mission statement

"The Self Advocacy Coalition of Arizona believes in an inclusive society where people with disabilities can live independently in their own communities."

A mission statement helps your coalition identify its purpose. Mission statements will also guide you in choosing your goals.
Structure of the Coalition

Coalitions bring together people and groups that may not always work together. It is important to talk about how the coalition will work together. This includes:

- How often will the group meet?
- Where will the group meet?
- What is expected from the coalition members?
- Will there be leadership roles in the coalition?

How often will the group meet?

How often your coalition meets depends on the work that needs to be done. Your coalition should meet at least once a month in the beginning to organize the coalition. There is lots of work that needs to be done including writing a mission statement, choosing leaders, and writing a strategic plan.
Once you have organized your coalition, you can decide how often you should meet to work together. Try to choose meeting dates for the entire year. This will allow people plan ahead and make sure they do not anything else to do on those dates.
Where will the group meet?

Choosing a good place to meet is important. Your meetings should be easy to get to for everyone. Choose a place that is close to public transportation because not everybody has their own vehicle.

Your meeting place should be accessible. Choose a room that is large enough for your members to be comfortable. Some members may use wheelchairs and will need enough room to be able to move around.

For a free meeting location, ask your coalition partners if they have space available to host meetings.
What is expected from the coalition members?

Everyone should have something to do in your coalition. This can be things like making sure members attend every meeting or being part of committees and doing assignments.

As you start to work on your goals, coalition members may have to do more work. Make sure coalition members feel comfortable doing the work. Coalition members can work together on one assignment to make it easier for everyone.

Work is more likely to be done if it is done by members that are good at doing that type of work. An example can be asking a coalition member to talk to the news media because they know somebody that is a reporter.
Will there be leadership roles in the coalition?

Running a coalition can be lots of work. Choosing leaders to run the coalition can help make sure the work is done. Not everybody may want to be part of the leadership. You can ask people to volunteer or you can hold elections for leadership positions.

Leadership roles include:

**President**

The role of the president is to organize and run meetings. The president makes sure the coalition stays on track with the strategic plan. The president also works with the members to make sure they do their work.

**Vice president**

The role of the vice president is to help the president do their work. The vice president will run meetings if the president is not able to attend a meeting.

**Secretary**

The role of the secretary is to keep track of the documents of the coalition. The secretary will also keep meeting minutes and send them to all members.
## Activity: Coalition Structure Worksheet

<table>
<thead>
<tr>
<th>What is the mission of the coalition?</th>
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<tr>
<th>When will the coalition meet?</th>
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<tr>
<th>Where will the coalition meet?</th>
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### Leadership of the coalition

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<th>President of the coalition</th>
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<th>Vice president for the coalition</th>
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<th>Secretary of the coalition</th>
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<th>Advisors</th>
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CHAPTER 5:

Roberts Rules of Order
Check out this video!

Chester Finn talks about the importance of having an organized meeting.

https://www.youtube.com/watch?v=7tdsPFKjM2Q
Meetings should run smoothly if you want to get work done. Robert’s Rules of Order is a way of running meetings that many groups use.

**How do we vote on issues?**

The most important part of Roberts Rules of Order is voting. In Roberts Rules of Order, voting is known as "making a motion". When you have something you want the board to vote on you make a motion.

![Image of Roberts Rules of Order book]

There are a few steps you need to take in order to vote on a motion.

**Step 1: Make a motion**

First step is to know what you want to vote on. Voting is how coalitions make decisions.
Once you know what you want to vote on, the person making the motion should say, “I make a motion that…” and then say what people should vote on.

Example:

"I make a motion to approve the meeting minutes."

Step 2: Repeat the motion

The person running the meeting must repeat the motion so that everyone knows what is been asked.

Example:

"A motion has been made to approve the meeting minutes."

Step 3: Second the motion

Before the group can vote on a motion, that motion needs to have something called a second. That just means that someone has to agree with the motion being made and thinks it deserves to be voted on.

Any voting member of the group can make a second. If someone feels that the motion being made deserves to be voted on, all they have to say is, "I second the motion."
Step 4: Discussion

Congratulations, a motion has been made and seconded. The group can start the process of voting on the motion. But first, the group gets a chance to talk about the motion. The president now must ask,

"Any discussions?"

The group can now talk about the good and bad parts of the motion. People may have different opinions about a motion. Talking about the motion will let everyone know what will happen when they vote.

Amend the motion

After discussion, sometimes the group may decide that the motion needs to be changed. This is known as an amendment. A motion can be amended if the words or idea are not right.
Step 5: Vote

After the motion has been set, the person running the meeting will call for a vote.

Voting include three options: in favor, oppose, or abstain. The word abstain means that you choose not to vote.

Sometimes people choose not to vote if there is a conflict of interest or the person does not feel comfortable making a decision. **Example:**

"All in favor say aye.
All opposed say aye.
All abstaining say aye."

If the vote is too close to tell by a voice vote, members can ask for a vote to be done by secret ballot.

Paper ballots are good if people don't feel comfortable with others knowing how they voted.

Passing a motion depends on the number of votes it gets.

Most groups have a simple majority vote. That means that the motion will pass if more than half of the people vote in favor of the motion.
Running Your Meetings Using Roberts Rules of Order

Most self advocacy groups only use a few phrases from Roberts Rules of Order to run their meetings. They include:

- Start a meeting
- Approve the agenda
- Approve meeting minutes
- Topics
- Close the meeting
Starting a Meeting

Once the person running the meeting is ready to begin, they will start the meeting by stating:

"I called this meeting to order."

The secretary or whoever is taking notes will record the official time in which the meeting started.

Approve the agenda

The person running the meeting will ask the voting members of the group to approve the agenda.

Members can change the agenda by making a motion to amend the agenda.

Once the agenda is approved, it becomes the official schedule of the meeting. Members must only talk about what is written in the agenda.

Example:

"I make a motion to approve the agenda."
Approve meeting minutes

The president or the person in charge of running the meeting will ask the voting members of the group to approve the meeting minutes. The president will say:

"I make a motion to approve the meeting minutes."

If the meeting minutes need to be changed, members can make a motion to amend the minutes. The group must vote on the amendment to accept any changes. Once the group is ready to vote, the president will ask the group to approve the meeting minutes with the changes made.

"I make a motion to approve the meeting minutes as amended."

Once meeting minutes are approved, they are the official record of the last meeting.
Topics

The topics you plan to talk about in your meeting do not need any special language to move from one topic to another.

Once you move from one topic to another, you should not go back to the previous topic. This would not be fair for anybody who has to leave the meeting early.
Close the meetings

To end a meeting, the person running the meeting will say:

"I make a motion to adjourn the meeting."

If the group votes yes to end the meeting, the person in charge of the meeting minutes will record the time in which the meeting ended.

It is sometimes hard to remember what to say with Roberts Rules of Order because it uses words we don’t always use every day. These rules can be changed by groups to meet their needs.
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<tr>
<td>Start the meeting</td>
<td>“I call this meeting into order.”</td>
<td>President or person running the meeting</td>
<td>No</td>
<td>No</td>
<td>No</td>
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<tr>
<td>Approve the agenda</td>
<td>“I make a motion to approve the agenda.”</td>
<td>President or person running the meeting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes with approval from the majority</td>
</tr>
<tr>
<td>Approve the minutes</td>
<td>“I make a motion to approve the minutes.”</td>
<td>President or person running the meeting</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes with approval from the majority</td>
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<tr>
<td>Change the agenda</td>
<td>“I move to amend the agenda by…”</td>
<td>Any voting member of the group</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes with approval from the majority</td>
</tr>
<tr>
<td>Change the minutes</td>
<td>“I move to amend the meeting minutes by…”</td>
<td>Any voting member of the group</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes with approval from the majority</td>
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<tr>
<td>Ask for a vote</td>
<td>“I make a motion to…”</td>
<td>Any voting member of the group</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes with approval from the majority</td>
</tr>
<tr>
<td>Change the question being voted on</td>
<td>“I make a motion to amend by…”</td>
<td>Any voting member of the group</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes with approval from the majority</td>
</tr>
<tr>
<td>End the meeting</td>
<td>“I make a motion to adjourn.”</td>
<td>President or whoever is running the meeting</td>
<td>Yes</td>
<td>No</td>
<td>Yes with approval from the majority</td>
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Check out this video!

SARTAC members Bernard Baker, Brad Linnenkamp, Cheri Mitchell talk about what they have done in their coalitions to keep people interested in the group.

https://www.youtube.com/watch?v=RKYIn-PktFw
CHAPTER 6:

Follow up on the First Meeting
You've held a successful first meeting - terrific! Do not get too comfortable because the job of building a coalition has just started. Now you have to follow up with your coalition members to make sure the work continues.

There are several things you can do to make sure you keep the coalition going.

**Distribute the Minutes**

Once your meeting is over, be sure to send out your meeting minutes out to all the members of the coalition.

Sending out meeting minutes is important because it lets everybody know what happened at the meeting. They also let people know who is responsible for any work that needs to be done before the next meeting.
Follow-Up with Groups or People

Follow up with the members who are working on tasks assigned at the meeting. Make sure they know what their job is to do. It is also important to ask if they need help or if they need any more information to do their job.

Keep Recruiting

Make sure you keep recruiting. Follow up with people who have shown interest in being part of the coalition. Sometimes people are unable to attend the first meeting.

Recruiting may also include working with your coalition members to identify new coalition members. Work with them to contact possible new members.
Check out this video!

Bernard Baker talks about how important it is to have a set of rules to run your meeting.

https://www.youtube.com/watch?v=7gzbCgKFY9Q
CHAPTER 7:

Next Step
Once you have started your coalition, it is time to get to work. There are a few things you need to do to make sure your coalition achieves its goals.

Gathering information

You will need to find out how your problem or issue affects your community. To do this, you need to gather as much information as possible.

Start by asking your coalition why the issue is important to them. Even if members have the same problem, they can have those problems for different reasons. Learn how the issue affects the coalition’s members or their community.

You can also find more information by using sources such as news reports, news shows, and social media. These sources can help you find facts about a problem and give you an idea about how people are feeling.
The news media is a great source for collecting data about a problem. When a news reporter covers an issue or problem they often include important information that you can use. This may include information such as who is being affected by the problem or how many people are being affected.

News media may include:

- Newspapers
- Magazines
- News websites
- Local television news
- National television news
- News talk shows

When you use news media as a source, try to find sources that provide facts and not just opinions.
Social media is a great place to find out how people feel about an issue or a problem. Social media sites include websites like Facebook and Twitter. Your coalition can use social media to gather and share information with people in the community.

Your coalition can use Facebook to create its own group page online. This page can be used to gather information from the community by posting online surveys or polls. You can also use the page to share information and organize events.

Twitter is also a great social media site to gather information. People often talk about news on Twitter and share their opinions. Posts on Twitter are called “tweets.” You can use hashtags to find out about issues that matter to your community. Hashtags start with the hash or number sign (#). Clicking or tapping hashtags brings up other posts with the same hashtag. For example, many self advocates use #CripTheVote to talk about political issues affecting people with disabilities.
Create a Strategic Plan

Once your coalition chooses the issue or problem they want to work on, it is time to create a strategic plan.

Your strategic plan is how you plan to reach your mission. It provides a step-by-step guide using goals and objectives.

Goals are what you plan to do.

Objectives are the steps you plan to take to reach your goal.
Setting Your Goals

Goals are something you want to achieve in the long run. They should be big and bold. They should say what you want to see happen once you are successful.

Goals help groups achieve their mission.

Examples of good goals

Self-advocates in Maricopa County will have the skills needed to advocate at the legislative level.

People with disabilities will have the information they need to make good decisions about their health.
What are objectives?

Objectives are the steps you take to reach your goal. It may take several objectives to reach your goal.

Each objective must be written with enough details to let people know what needs to be done and by when.

A good objective will be written in a style known as SMART.

**SMART** stands for **Specific, Measurable, Achievable, Relevant, and Time-Bound**.

- **Specific**: You should be clear about what you want to do.

- **Measurable**: You should be able to measure how far you’ve come. Can you say how long it will take or how many people you’ll talk to?

- **Achievable**: You should choose objectives that your group can meet.

- **Relevant**: Your objectives should be related to your group’s purpose. For example, fighting for accessible transit is relevant for a disability group.

- **Time-bound**: Your group should set a **deadline** to complete your objective.

Examples of **SMART** Objectives

- Our self-advocacy organization will add four new members by the end of the year.

- People with disabilities in our state will have access to guides for accessible housing by January 2020.
Check out this video!

Cheri Mitchell talks about member’s responsibilities and respecting people’s time.

https://www.youtube.com/watch?v=xSEoIAxzldE&t=3s
Example of a Strategic Plan

<table>
<thead>
<tr>
<th>Goal: People with disabilities will have access to accessible housing in Phoenix Arizona.</th>
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<tbody>
<tr>
<td>Objective 1: The coalition will work with state senators to draft a bill changing housing requirements for the 2020 legislative session.</td>
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<td>Objective 2: Start a letter writing campaign to all state legislators asking them to support legislation requiring housing to be accessible by January 2020.</td>
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<td>Objective 3: Organize a rally outside of the state capital building in support of accessible housing by March 2020</td>
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# Strategic Plan Worksheet

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<th>Goal 1:</th>
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<tbody>
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<td>Objectives 1:</td>
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<td>Objectives 2:</td>
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<td>Objective 3:</td>
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These pages include resources related to each toolkit. Be sure to check out the SARTAC website for additional resources.

We add more every day!

www.selfadvocacyinfo.org
Owning Your Organization: Working with Advisors and Facilitators

By Autistic Self Advocacy Network

What is a facilitator or advisor? What do they do? How do I know if an advisor or facilitator is the right fit for my self-advocacy group? Owning Your Organization: Working with Advisors and Facilitators has answers to these questions and more!

http://selfadvocacyinfo.org/resource/owning-organization-working-advisors-facilitators/

Youth Leadership Summits and Other Ways to Engage Youth

By Self Advocates Becoming Empowered

Participants will learn about successful strategies for the recruitment and development of youth leaders.

http://selfadvocacyinfo.org/resource/youth-leadership-summits-ways-engage-youth/
Partnership Outside the Disability Community

By Self Advocates Becoming Empowered

Participants will learn about how other self advocacy groups have reached out to their communities for support and the different types of organizations they have ongoing relationships.

http://selfadvocacyinfo.org/resource/partnerships-outside-disability-community/

Developing Strategies and Building Partnerships: How can Our DD Partners Help Us?

By Self Advocates Becoming Empowered

Self advocacy organizations have a better chance at achieving their goals when they partner with the DD partners in their community.

This presentation talks about how to develop relationships with your DD partners by focusing on identifying common goals and making sure each side brings something to the partnership.

Strategic Partnerships: Building a Relationship with DD Network Providers

By Autistic Self Advocacy Network

What is the DD Network? How can it help you? How do you get connected? Read “Strategic Partnerships: Building a Relationship with DD Network Providers” to find out.

A Path to Power: Self Advocates Community Organizing

By Marie Malinowski

Marie Malinowski is a self-advocate from New York and is a 2017-2018 SARTAC Fellow. Marie’s project was to teach self-advocates about community organizing using videos, handouts, and presentations.

Marie worked in partnership with the Self-Advocacy Association of New York State and VOICE Buffalo in Buffalo, NY. Marie developed the following resources as part of her fellowship.

http://selfadvocacyinfo.org/resource/a-path-to-power-self-advocates-community-organizing/
Planning Accessible Meetings and Conferences: A Suggested Checklist and Guide

By Speaking Up for Us Maine

This checklist is designed to help any person, group, or organization plan a meeting or conference that is inclusive and welcoming for everyone. It offers helpful suggestions in many areas of event planning, including choosing a location, using respectful language for registration questions about accommodations, and tips on refreshments and meals. Its purpose is to provide practical recommendations that promote meaningful participation for everyone.


Fantastic Facilitation: Leading Effective, Inclusive Meetings

By Autistic Self Advocacy Network

Want to lead a meeting? This guide explores facilitation basics, like how to put an agenda together, when to let people know a meeting should take place, and how to lead a group. It is a must-read for new self advocates who plan to run meetings.

http://selfadvocacyinfo.org/resource/fantastic-facilitation-leading-effective-inclusive-meetings/
Get On Board and Make a Difference!

By Green Mountain Self Advocates

In the spirit of “Nothing about us, without us!” GMSA members often serve on local and state boards and committees. So put together a manual called “Get On Board and Make a Difference!” This tool talks about the best ways to include people with developmental disabilities on boards and committees. It gives tips about inclusion, accommodations, and the roles of support staff and mentors.

http://www.gmsavt.org/get-on-board-and-make-a-difference/

Rules Used to Run Our Meetings

By Green Mountain Self Advocates

Meetings are an important part of every successful organization. A lot of business happens in meetings; it is the time when group members make important decisions. It is helpful to have rules for meetings so that everybody is able to share their ideas and the meeting runs smoothly. GMSA has designed a tool called “Rules to Run a Meeting” to help groups run their meetings and make decisions. The tool gives the following tips:

- How to use Robert’s Rules of Order (with Cheat Sheet and important Words to Know)
- How to vote
- What to do when others are talking
- What to do when you are speaking
- Things to remember in meetings

http://www.gmsavt.org/rules-to-run-a-meeting/
Got Time – Advocating for An Issue or Concern

By Illinois Self-Advocacy Alliance

Have an issue/concern you want to change? Check out Got Time – Advocating for An Issue or Concern for ideas of what you and your self-advocacy group can do to share your message and make changes! This 2-page flyer gives self-advocates ideas for advocating for an issue if you have 5 minutes or 6 hours to work on it. So often, people think that you have to have a large block of time to speak up and speak out and make a difference, but you can do it in as little as 5 minutes!

http://selfadvocacyinfo.org/resource/got-time-advocating-for-an-issue-or-concern/

SMART Goals Guide

By Autistic Self Advocacy Network

How can you and your group create goals that make the best action plan possible? This guide explains SMART Goals. SMART goals are a way to create those kinds of goals. But what do the letters in SMART stand for? What are some good things about using SMART goals? What are some examples of groups using SMART goals? You can download the SMART goals guide to find out!

http://selfadvocacyinfo.org/resource/smart-goals-guide/