



COMMUNITY ACTION MONTH | TOOLKIT

MAY 2018

Suggest a Site Visit with Elected Officials

Another way to educate your elected officials about the stellar programs and excellent work that your Community Action Agency is doing is to invite them to a site visit to observe one of your programs. **A site visit provides them an opportunity to see first hand how vital Community Action is to the families and constituents in their jurisdiction.**

Be sure to contact the National Community Action Foundation as soon as you schedule a site visit so that they are aware of it in their advocacy efforts!

Site Visits

- Plan ahead and consider the goals of the site visit. Do you want more support from elected officials? Do you want to showcase your program's successes? All of the above? How best can you achieve those goals?
- Craft an agenda and identify key players to participate in the site visit, including staff and program customers who can best showcase the successes of the program and who are willing and eager to be involved. The agenda will also ensure that the event remains on topic and on task so that the site visit remains focused on your goals.
- Keep the event small and be respectful of everyone's time. The Weatherization Assistance Program Technical Assistance Center advises having no more than 10 guests and keeping the site visit to one hour.
- Perform a dry run or dress rehearsal of the site visit the day before the event.
- Allow time for a questions and answers session at the end of the site visit. Prepare and review talking points about the program in advance.