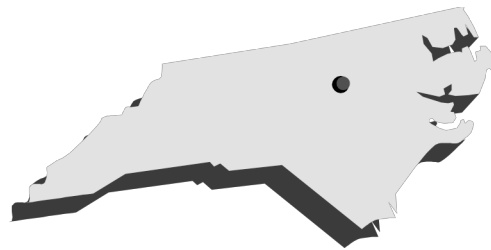
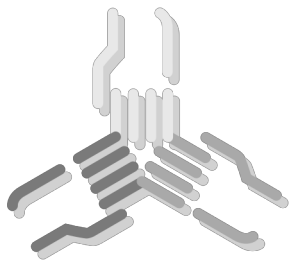


# *2004 Women's Agenda Building Book*

*How to plan and organize a Local  
Assembly in your community!*



N | W O M E N  
C | U N I T E D

Adolescent Pregnancy Prevention Coalition of NC • American Association of University Women NC • Business and Professional Women of NC • Council for Women/Domestic Violence Commission • Democracy NC • Equality NC • General Federation of Women's Clubs of NC • League of Women Voters of NC • Lillian's List of NC • Mecklenburg County Women's Commission Department • NARAL Pro-Choice NC • National Association of Social Workers NC • NC Alliance for Economic Justice • NC Association of Women Attorneys • NC Coalition Against Domestic Violence • NC Coalition Against Sexual Assault • NC Hunger Network • NC Justice and Community Development Center • NC National Organization for Women • NC Peace Action Education Fund • NC Women Work • NC Women's Political Caucus • Onslow County Council for Women • Orange County Department of Human Rights and Relations/Commission for Women • Peace College • Planned Parenthood of Central NC • Triangle Older Women's League • The Sisko Foundation • Western Carolina Women's Coalition, Inc. • The Women's Center of Chapel Hill • Women's Forum of NC • Women's Resource Center in Alamance County • Women's Resource Center – Hickory

## TABLE OF CONTENTS

<i>Introduction</i> .....	3
<i>Planning an Assembly</i> .....	5
<i>Agenda Assembly Format</i> .....	7
<i>Press Releases</i> .....	10
<i>Facilitator and Recorder Training</i> .....	11
<i>Sample Letter To Participants</i> .....	12
<i>Agenda Assembly Sample Program</i> .....	13
<i>Sample Schedules</i> .....	14
<i>Sample Small Group Recorder Form</i> .....	15
<i>Form For Listing Other Issues</i> .....	16
<i>Sample Press Release</i> .....	17
<i>Sample Assembly Evaluation Form</i> .....	18
<i>Final Report Form</i> .....	20
<i>Coordinator Evaluation Form</i> .....	21
<i>Glossary</i> .....	22

NC Women United  
P.O. Box 613  
Elon, NC 27244  
Toll-free: 1.866.518.7657  
Email: [info@ncwu.org](mailto:info@ncwu.org)  
[www.ncwu.org](http://www.ncwu.org)

## INTRODUCTION

Since 1988 Women's Agenda Assemblies have been organized across North Carolina, every other fall, so that women have an opportunity to express their views, prioritize their issues and in the end to have their voices heard through advocacy in the General Assembly. This is an exciting process, and we welcome you to it and thank you for wanting to be a part of facilitating the 2004 Women's Agenda Assembly's. We think you will enjoy participating in the process and building your community's Women's Agenda.

Local Women's Agendas become the focus of grassroots advocacy efforts throughout the legislative session and during Women's Advocacy Day, which is held during the first part of the NC General Assembly's long session.

We want to emphasize diversity: the more women of diverse backgrounds you can bring together, the better job your Assembly can do in defining and addressing the needs of all women and families. Reach out to and include women of all ages, classes, sexual orientation as well as of diverse racial, cultural, and ethnic backgrounds not only as participant in the Assembly but also in the planning process.

We also want to stress collaboration among organizations: the more organizations you can bring together, the more effectively you can create a network to take action on issues. NC Women United (NCWU) is now calling on women from every corner of the state to create a local network of women leaders. Through the efforts of these leaders, Women's Agenda Assemblies have been and will continue to be successful.

The Assemblies offer numerous opportunities for women to participate as planning committee members, doing public relations, obtaining scholarship donations, or just by coming to learn and to offer their views. Local assemblies allow women to network as well as to learn more about the legislative process and learn how they can be an active force within it.

This Agenda Building Book provides a framework for local women's assemblies. In the past they have been held with varying formats. You will find here directions, outlines, samples, forms, and evaluations for use in conducting your assembly. **As in the past, assemblies are meant to be flexible to suit your county's needs.**

NCWU's primary purpose in this process is to facilitate the coordination of Women's Agenda Assembly's, Women's Advocacy Day, and Local Budget Forums

This year NCWU has established a listserv for local coordinators ([coordinators@ncwu.org](mailto:coordinators@ncwu.org)) as well as a webpage [www.ncwu.org/2004/AgendaAssembly](http://www.ncwu.org/2004/AgendaAssembly) devoted exclusively to Women's Agenda Assembly planning. NC Women United will be here throughout the agenda building process to provide assistance if you need it.

**Best wishes for a successful assembly!**

## NC WOMEN UNITED PLANNING SCHEDULE

<b>June (Of even years)</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Identifies local Agenda Coordinators</li> <li>• Contacts experts in various policy areas to write articles on issues derived from past Agenda documents and develops the Draft Women’s Agenda</li> <li>• Revises and updates Agenda Building Book</li> </ul>
<b>July</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Distributes Agenda Building Book</li> <li>• Completes Draft Women’s Agenda</li> </ul> <p><u>Local Agenda Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Does preliminary planning of local assemblies</li> <li>• As participants register provides a copy or electronic link to the Draft Women’s Agenda</li> </ul>
<b>August - December</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Distributes Draft Women’s Agenda to local Agenda Coordinators</li> <li>• Posts local Assembly contacts to NCWU website as they are submitted</li> <li>• Begins planning for Women’s Advocacy Day</li> </ul> <p><u>Local Agenda Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Conduct local Assemblies and begin planning follow-up meetings with elected officials</li> <li>• Submit local Women’s Agenda to NCWU</li> </ul>
<b>January-February</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Prepare the Women’s Agenda to reflect the priorities named by local assemblies</li> </ul> <p><u>Local Agenda Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Hold initial follow-up meeting with elected officials</li> </ul>
<b>January – February (Of odd year)</b>	<p><b>General Assembly reconvenes</b></p> <p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Women’s Advocacy Day at the NC General Assembly; and ongoing advocacy and email alerts</li> </ul> <p><u>Local Agenda Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Plan follow-up session with legislators</li> </ul>
<b>March</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Women’s Advocacy Day</li> <li>• Ongoing advocacy and email alerts</li> </ul> <p><u>Local Agenda Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Plan final follow-up session with elected officials</li> </ul>
<b>April-May</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Ongoing advocacy and email alerts</li> </ul> <p><u>Local Agenda Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Final follow-up session with elected officials</li> </ul>
<b>June</b>	<b>General Assembly adjourns</b>
<b>July -November</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Conduct analysis on action taken in NC General Assembly and its impact on issues in NCWU Agenda; produces and distributes NCWU Budget &amp; Legislative Report Cards</li> <li>• Identifies local coordinators for Budget Forums</li> </ul> <p><u>Local Forum Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Begin planning Budget Forums</li> </ul>
<b>January-March (Of even year)</b>	<p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Begins planning Women’s Advocacy Day</li> </ul> <p><u>Local Forum Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Conduct Forums and begin planning follow-up meeting with elected officials</li> </ul>
<b>April</b>	<p><u>Local Forum Coordinators:</u></p> <ul style="list-style-type: none"> <li>• Conduct follow-up meeting with elected official</li> </ul>
<b>May (year following Advocacy Day)</b>	<p><b>General Assembly convenes to review the state budget</b></p> <p><u>NC Women United:</u></p> <ul style="list-style-type: none"> <li>• Women’s Advocacy Day</li> <li>• Ongoing advocacy and email alerts</li> </ul>

## PLANNING AN ASSEMBLY

It is recommended that meetings are held at a time which is accessible to the women of your community. For example, evening or weekend meetings may be needed to allow all women to participate in the planning process.

### 1. Assembly Coordinator Duties

- Include women of all ages, classes, sexual orientation as well as of diverse racial, cultural, and ethnic backgrounds
- Contacts NC Women United to obtain Draft Agenda and Agenda Building Book
- Develops a planning timeline
- Recruits members for planning committee; provides guidance and organization to Planning Committee; explains time commitment; and serves as committee chair
- Upon completion of assembly, coordinator must send the following documents to NCWU:
  - 1) Evaluation Form and Ranking Form (collected from participants)
  - 2) Final Report Form
  - 3) Coordinator's Survey
  - 4) Names and addresses of participants

### 2. Planning Committee Duties:

- Include women of all ages, classes, sexual orientation as well as of diverse racial, cultural, and ethnic backgrounds
- Select a Secretary to record attendance and minutes of meeting and send notice of meetings
- Contact local women's organizations and individuals to help plan the assembly
- Functions include:
  - Oversee subcommittees
  - Obtain sponsoring organization to act as fiscal agent
  - Create assembly budget
  - Record funds received and disbursed
  - Set a date and find location for Agenda Assembly

### 3. Subcommittee's Duties:

Subcommittees should report on progress, obstacles and next steps during each planning committee meeting. Subcommittees are flexible and vary from assembly to assembly. This is a suggested grouping of duties; however, you may choose to group these tasks differently.

#### • Logistics

- 1) Childcare is optional and can be held on or off site. Collaborate with local daycare agencies to defer cost
- 2) Transportation is also optional, and tends to be very beneficial in rural areas. Collaborate with local churches for use of vans or buses
- 3) Submit list of necessary materials to Planning Committee
- 4) Oversee registration
- 5) Develops assembly schedule, format and program
- 6) Obtains voter registration cards for free from County Board of Elections

#### • Recruitment and Training

- 1) Recruits and trains small group facilitators and recorders. You will need one facilitator and one recorder for every ten people attending
- 2) Recruits one speaker per issue. Individual communities may choose to have only four speakers; one on each broad category or one on each individual policy initiative listed in the Draft Women's Agenda. Recruits welcome speaker (optional)
- 3) Holds trainings no later than one week prior to assembly

- **Outreach and Publicity**

- 1) Drafts, posts, and distributes flyers. Targets grocery stores, hair salons, hospitals, health clinics, schools, newspaper, radio, and TV. Info to include:
  - Purpose
  - Sponsors
  - Fee
  - Pre-registration form (if offered)
  - Wheelchair accessibility
  - Childcare (if offered)
  - Transportation (if offered)
  - Contact information
- 2) Reproduces and distributes Draft Agenda to pre-registered attendees. (This can also be done by referring attendees to the NCWU website [www.ncwu.org](http://www.ncwu.org))
  - Include introductory letter and County Report Card
- 3) Develops and distributes news release before and after assembly [See page 10]
- 4) Invites diverse groups of women and approaches community organizations allied with women's issues to distribute information to their members and/or constituents

- **Alliance Building**

- 1) Keeps record of names of women interested in the assembly or attending the assembly
- 2) Organizes assembly participants to attend Women's Advocacy Day
- 3) Organizes follow-up meetings for women to visit local Representatives and Senators throughout the year:
  - Right after the election – to talk about Women's Agenda priorities
  - Early in the session, usually February, to see if lawmakers plan to introduce or sponsor any bills related to Agenda issues
  - In April, to see what committee action lawmakers are taking to support Agenda bills
  - Late June-July, to discuss appropriations, for the short session
- 4) Encourages local women and women's groups to write letters to the editor or occasional "op-ed" pieces for the local paper

- **Fundraising (Funds are not available through NC Women United)**

- 1) Obtains donations or raises money to purchase food and/or supplies
- 2) If your assembly charges a fee, solicit scholarship funds for low-income women

TO REQUEST A LIST OF WOMEN'S ORGANIZATIONS IN YOUR COUNTY, VISIT  
[WWW.NCWU.ORG](http://WWW.NCWU.ORG) OR CONTACT [INFO@NCWU.ORG](mailto:INFO@NCWU.ORG)



## AGENDA ASSEMBLY FORMAT

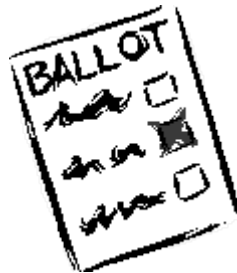
Women's Agenda Assemblies are open to anyone and everyone. Men are welcome to attend; however it is up to each planning committee as to whether or not they will be allowed to rank issues. If any political candidates are invited, then *all* political candidates should be invited. Candidates may listen to discussions and mingle with participants before and after the assembly; however campaigning is impractical because it takes too much time. After participants register to attend they should be given [via mail or email] a copy of the *NC Women United 2004 Draft Women's Agenda*. The day of the Assembly attendees will hear from speakers regarding the specific recommendations set forth in the *NC Women United 2004 Draft Women's Agenda*. They will then break out into small groups for discussion and prioritization of the issues. The results from each small group are then tallied to determine your community's Women's Agenda.

### **Small Group Discussion Process:**

The recommended method for small group discussion is based on the *Nominal Group Technique*. This method of group discussion is used in brainstorming and ranking ideas in order to use time efficiently and to eliminate group power dynamics that can inhibit participation and creativity. This method is best used with groups of 6-12 people with one facilitator to give instructions and to write. [Some communities may wish to use a recorder in addition to the facilitator.] Supplies needed for the small group discussion include index cards; a chalkboard/dry-erase board/flip chart; and chalk or a marker. Timing of each step is left up to the individual communities to decide what is best suited to their needs.

- 1 **Silent Generation of Issues:** Participants silently write down issues they believe are important in their community [e.g., economic self-sufficiency]. The facilitator may say, "For example, economic self-sufficiency, as \_\_\_\_\_ spoke about earlier, or any issue you believe is important even if it was not talked about earlier."
- 2 **Round-Robin Listing of Issues:** Facilitator asks each participant to say aloud one issue and the facilitator or recorder writes it on the board. Repeat until each participant has recited all of their issues; No one is to talk during this time except for the participant listing his or her issue; All questions/comments should be held for the discussion period [see below]. The facilitator writes exactly what participants say; do not paraphrase or interpret or use another word for what the participant has said; do not combine issues that seem to be the same – this will come later [see below]. It is important that everyone's voice is heard.
- 3 **Discussion & Clarification of Issues:** This is the time when participants may ask each other to clarify or explain an issue and share personal stories.

- 4 **Combination of Issues:** At this point the group begins to place these specific issues into the following categories: 1) Civic Participation & Equality, 2) Violence Against Women, 3) Economic-Self Sufficiency, and 4) Access to Health Care. Anyone may note that two issues seem alike; however, the originators of both issues must agree to combine issues; *if one originator of an issue seems hesitant about combining, the facilitator should be sensitive and emphasize that issues do not have to be combined.* The facilitator should alleviate any pressure the issue originator feels from the group to combine and be sure to record the discussion that occurred. If a specific issue does not seem to fit under these categories **do not leave it off.** [See below for more information.] Create a separate list of these issues so that NCWU can evaluate these specific issues for inclusion in the Women's Agenda.
- 5 **Assigning Points to Issues:** The facilitator should frame this activity by letting the participants know that while each issue should be number 1, it is not possible to effectively deal with all issues on a grassroots level during a legislative session. [See below for more information.] In fact all too often it takes several sessions to address issues. Next, each participant lists the categories on an index card, then assigns points to each category; **more points equals a higher importance; points should only go as high as 4.** [see example below]
- 6 **Tallying of Points:** Participants hand their index cards in to the facilitator, and the facilitator tallies the points for each issue; this determines the ranking of importance for each issue.



The purpose of this exercise is to determine each community's own Women's Agenda based on the needs and concerns. This agenda can then be used during follow-up meetings with local elected officials leading up to Women's Advocacy Day, during Women's Advocacy Day, and during follow-up meetings with elected officials after Women's Advocacy Day. NC Women United recognizes the importance of supporting all of these issues on a statewide level and our capacity to effectively advocate throughout the session for these issues. However, in working with local elected officials, having a prioritized agenda allows communities to focus advocacy efforts on what is the most important to that particular community. It also provides a guide/checklist for your elected officials to utilize when making decisions.

**Example of categories on the board or flip chart:**

Access to Health Care  
Civic Participation & Equality  
Economic-Self Sufficiency  
Violence Against Women

**If you have 5 participants, their index cards may look something like this:**

Access to Health Care 4  
Civic Participation & Equality 1  
Economic-Self Sufficiency 2  
Violence Against Women 3

Access to Health Care 2  
Civic Participation & Equality 3  
Economic-Self Sufficiency 1  
Violence Against Women 4

Access to Health Care 3  
Civic Participation & Equality 1  
Economic-Self Sufficiency 2  
Violence Against Women 4

Access to Health Care 2  
Civic Participation & Equality 1  
Economic-Self Sufficiency 3  
Violence Against Women 4

Access to Health Care 4  
Civic Participation & Equality 2  
Economic-Self Sufficiency 1  
Violence Against Women 3

**When the facilitator tallies the points, for each issue, it will look like this:**

Access to Health Care = 4 + 2 + 3 + 2 + 4 = **15**  
Civic Participation & Equality = 1 + 3 + 1 + 1 + 2 = **8**  
Economic-Self Sufficiency = 2 + 1 + 2 + 3 + 1 = **9**  
Violence Against Women = 3 + 4 + 4 + 4 + 3 = **18**

**Therefore, the group ranked Violence Against Women most important, followed by Access to Health Care, Economic-Self Sufficiency, and Civic Participation & Equality.**

Small group facilitators or recorders will then compile a separate list of specific issues that were not included in the *NC Women United Draft Women's Agenda* and/or did not fall into one of the four categories. [See page 16.] This list should then be submitted to the NC Women United Program Committee. The committee will also direct these issues to the different policy issue work groups to evaluate if they are in line with NCWU's stated mission, vision and goals. Each work group will submit to the full committee a list of issues that fall in line with NCWU's mission, vision and goals. The Program Committee will then compile all of these new issues not on the Women's Agenda into a document for distribution to the NC General Assembly, NCWU members and Agenda Assembly participants so that everyone is abreast of all the issues noted that affect North Carolina women.

**References:**

Systema, Sid (1999). Nominal Group Technique. Retrieved online on April 7, 2004, from <http://www.sytsma.com/tqmttools/nominal.html>.

Virginia Institute of Government. Nominal group technique (NGT). Retrieved online on April 7, 2004, from <http://www.institute.virginia.edu/services/csa/nominal.htm>.

## PRESS RELEASES

Press releases are written as articles and are generally one page to two pages in length. The first sentence needs to attract the reader's attention. [See sample page 17.] Press releases are often used in their entirety or as parts of articles. Be sure your release contains a contact to call for further information, a headline, a quote from a spokesperson, and additional background information. A news release can be distributed prior to, at the time of, or after an event either through mailing, faxing, or handing it out. Follow-up calls are essential to ensure that your release was received as well as an opportunity to pitch your story. If you are unsure of how to contact the media in your area send an email to [coordinators@ncwu.org](mailto:coordinators@ncwu.org) or call toll-free 1.866.518.7657 and NCWU members will make available you their contacts to you. Finally, don't forget to share a copy of your press release with other coordinator by sending it to the listserv.



### **Press Release Tips:**

- Determine if the media outlet prefers email or fax of press release and if it should be to a specific person
- Print press release on your organization's letterhead
- Send in memo style rather than as a letter
- Put "PRESS RELEASE" as the heading and indicate if it is "Embargoed For Release" or "For Immediate Release"
- Create a brief newspaper style title (e.g., Women's Agenda Assembly)
- Try to keep text to one page, if longer than one page put "-MORE-" at the bottom of first page
- Keep language brief and simple
- Provide a contact name and telephone number for questions
- Type ### to indicate the end of the release
- Follow-up calls are essential to ensure that your release was received as well as an opportunity to pitch your story



## **FACILITATOR AND RECORDER TRAINING**

Depending on your planning committee's preference you will need one facilitator and one recorder for each small group discussion. Groups should have between 6-12 people participating; fewer than 6 limits rich discussion and more than 12 may limit participation. Training can be held at any point prior to the Assembly; however, it is recommended that the training be held no later than one week prior to your assembly. The suggested training is as follows:

### **Introductions**

- Welcome and participant introductions; keep these brief
- Trainer provides personal introduction and background
- Information about NC Women United and the Women's Agenda Program

### **Overview of Local Assembly**

- Review the date, time, location, and length of Assembly
- Review "Agenda Assembly Format" [see page 7]

### **Job Descriptions**

The planning committee may choose to combine these duties into one role:

- *Facilitator duties:*
  - Clarify task and guidelines of the small group discussion
  - Foster equal participation and healthy debate among all group participants
  - Do not state personal opinion; stay neutral
  - Make sure recorder is accurately recording discussion
- *Recorder duties:*
  - Document issues not included in Draft Agenda
  - Do not state personal opinion; stay neutral
  - Optional: Assist facilitator by visually depicting discussion on each issue (on chalkboard, flip charts, or poster board)
  - Record consensus of group priorities by collecting index card votes and tally

### **Small Group Discussion [See page 7]**

- Explain time limit (time will vary assembly to assembly)
- Explain process and goals
- List issues
- Explain discussion guidelines which should include, but are not limited to:
  - 1) Show respect
  - 2) No one speaks twice before everyone speaks once
  - 3) Do not criticize the ideas of others. Instead, focus on putting forth your best reasons for your views
  - 4) Do not interrupt others; Listen to learn from others even if you disagree
- Rank issues

### **Closing**

- Pair facilitators and recorders and remind everyone to arrive at Assembly 20 minutes early

## SAMPLE LETTER TO PARTICIPANTS

***In this letter, do not forget to include information on food (whether or not it is free), directions, public transportation, shuttles, child care, interpreters, and whether the facility is handicap accessible.***

Dear Women's Agenda Assembly Participant:

This letter is to confirm your registration for the [enter community name] Women's Agenda Assembly on [enter date] at [enter location] from [enter time]. We are really looking forward to seeing you and hearing your voice as we discuss the issues that affect you the most. During the Assembly women from our community will be discussing issues and identifying priorities that can be addressed by our legislators.

We want to foster cooperation and understanding as well as begin the process of building multicultural alliances in our community. You will be able to share your views and experiences with other women as well as learn about their concerns.

Please download the *NC Women United 2004 Draft Women's Agenda* and related literature from the NC Women United website [www.ncwu.org/2004/AgendaAssembly](http://www.ncwu.org/2004/AgendaAssembly). If you are unable to do this please contact us at [enter local contact information] to receive a copy in the mail. Remember to bring your copy of the *2004 Draft Women's Agenda* and your ideas to the assembly on [enter date and location]. We look forward to a stimulating day as we create our community's Women's Agenda. See you there!

Sincerely,

[Enter local coordinator name]

[Enter community name] Women's Agenda Assembly

## AGENDA ASSEMBLY SAMPLE PROGRAM

- 1. Welcome**
  - Introduction of purpose and history
  - Establish ground rules
  - Overview of schedule
  
- 2. Speakers**
  - Individual communities may choose to have only four speakers (one on each broad category or one on each individual policy initiative)
  - Provide background information on speakers
  
- 3. Break/Networking Opportunity**
  
- 4. Small group discussion [See page 7]**
  - Groups should consist of 6-12 participants
  - Discuss and rank issues
  - Report ranking to assembly coordinator
  
- 5. Break and/or meal, tally of rankings, activism tactics, NCWU alerts system and Women's Advocacy Day information**
  
- 6. Announcement of Community's Women's Agenda**



## Sample Tally Form

Issue	Group 1	Group 2	Group 3	Group 4	Group 5	Raw Score	Assembly Ranking
Access to Health Care	4	2	3	2	4	15	2 <sup>nd</sup>
Civic Participation & Equality	1	3	1	1	2	8	4 <sup>th</sup>
Economic Self-Sufficiency	2	1	2	3	1	10	3 <sup>rd</sup>
Violence Against Women	3	4	4	4	3	18	1 <sup>st</sup>

## SAMPLE SCHEDULES

### **Full Day Schedule**

---

8:30-9:00	Registration (Optional) Display tables for sponsoring organizations or local businesses
9:00-9:15	Welcome and outline of Assembly objectives, schedule, background on NC Women United and the Women's Agenda Program
9:15-10:00	Speakers
10:00-10:15	Break
10:15-11:30	Small group discussions and group consensus
11:30-12:30	Lunch: Time for informal networking and examining display tables. Provide advocacy-training tips and NCWU alerts system information ( <a href="mailto:alerts@ncwu.org">alerts@ncwu.org</a> or visit the website); announce Women's Advocacy Day as well as community follow-up meetings with elected officials regarding community Women's Agenda. Announcement of your local community's Women's Agenda.

### **Evening or Half-Day Schedule**

---

5:30-6:00	Registration (Optional) Display tables for sponsoring organizations or local businesses
6:00-6:15	Welcome and outline of Assembly objectives, schedule, background on NC Women United and the Women's Agenda Program
6:15-7:00	Speakers
7:00-8:00	Small group discussions and group consensus
8:00-8:30	Informal networking and examining of display tables. Provide advocacy-training tips and NCWU alerts system information ( <a href="mailto:alerts@ncwu.org">alerts@ncwu.org</a> or visit the website); announce Women's Advocacy Day as well as community follow-up meetings with elected officials regarding community Women's Agenda. Announcement of your local community's Women's Agenda.

**SAMPLE SMALL GROUP RECORDER FORM**

Assembly Location \_\_\_\_\_

Group Number \_\_\_\_\_ Facilitator's Name \_\_\_\_\_

Recorder's Name \_\_\_\_\_

<b>Issue</b>	<b>Score</b>	<b>Ranking</b>
Access To Health Care		
Civic Participation & Equality		
Economic Self-Sufficiency		
Violence Against Women		

**COMMENTS:**



## SAMPLE PRESS RELEASE

### FOR IMMEDIATE RELEASE

**CONTACT:** (Coordinator's name, address, and telephone number)

**DATE:**

## LOCAL WOMEN HAVING THEIR SAY

“Local Women’s Agenda Assemblies allow women in [enter community name] to let their voices be heard,” said [enter name], coordinator of the [enter community name] Assembly held on [enter date and location]. “Local assemblies lay the grassroots foundation for women’s issues addressed during the General Assembly’s long session,” she said. This assembly is one of many are being held across the state as part of the NC Women United Women’s Agenda Program.

NC Women United is a coalition of progressive organizations and individuals working to achieve the full political, social, and economic equality of all women across North Carolina. NCWU works to build women's power through grassroots activism, community organizing, legislative advocacy, and engagement in the political process. Local agenda coordinators (list assembly leaders and their organizational affiliations) organized the assembly, inviting women from a wide range of social, ethnic, economic, and interest groups. [Enter name] said, “It enables women to learn about, act upon, and further women’s issues. Women must be encouraged and empowered to have a voice in the legislative process.” [Enter #1 priority] was the top priority named at this year’s assembly. Priorities determined statewide will be launched on Women’s Advocacy Day scheduled for March 2005. This agenda is distributed to women of North Carolina, members of the North Carolina General Assembly, and media outlets.

For more information on the [enter community name] Assembly in contact [enter local contact information] or visit the NC Women United website [www.ncwu.org](http://www.ncwu.org).

#####



**8. Your age**

- A. Less than 21 years
- B. 22-35 years
- C. 36-49 years
- D. 50-64 years
- E. 65 years and older

**9. Ethnicity**

- A. White
- B. African American
- C. Asian American
- D. Native American
- E. Hispanic/Latino
- F. Pacific Islander
- G. Other \_\_\_\_\_

**10. Employment Status**

- A. Full-time
- B. Part-time
- C. Student Full-time
- D. Student Part-time
- E. Retired
- F. Other \_\_\_\_\_

**11. Your personal Top Four Issues**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

**12. Issues not included in the Draft Agenda that you feel should be discussed at future Assemblies:**

---

---

---

---

## FINAL REPORT FORM

**DUE BEFORE DECEMBER 1, 2004**

1. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_
2. County(ies) represented: \_\_\_\_\_  
Location: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m/p.m.

For the following questions, please circle the appropriate answer.

3. Did you offer child care? *Yes* *No* If yes, for how many children? \_\_\_\_\_
4. Did you offer transportation? *Yes* *No*  
If yes, what kind of transportation \_\_\_\_\_  
How many participants used the transportation? \_\_\_\_\_
5. Did you charge a fee? *Yes* *No* If yes, how much? \_\_\_\_\_ Did this include food? *Yes* *No*
6. Did you meet your expenses? *Yes* *No*  
Did you have a sliding fee scale? *Yes* *No*  
If yes, what was the range? \$ \_\_\_\_\_ to \$ \_\_\_\_\_  
Did you offer scholarships so that low income women could attend Assembly? *Yes* *No*  
If yes, how many? \_\_\_\_\_
7. How many people pre-registered? \_\_\_\_\_ Attended? \_\_\_\_\_
8. Please explain to the best of your ability the diversity of the Assembly.  
(Example: 20 registered women, about 6 African American, 4 Hispanic/Latino, 3 persons with disabilities all remaining were able White women)

## Coordinator Evaluation Form

Coordinator: \_\_\_\_\_

Community: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Is this your or your organization's first time organizing a local assembly? Yes    No

2. What format changes, if any, would you recommend?

3. What was your biggest challenge as a local assembly coordinator?

What can NC Women United do to help you address this issue?

4. How can the *Agenda Building Book* be improved to assist you in preparing for the Assembly?

5. How can the *Draft Agenda* be improved to assist participants in preparing for the Assembly?

6. Are you planning a follow-up meeting with your elected officials for your participants to increase advocacy efforts in your community?

Yes    No

7. Are you or your organization planning to attend Women's Advocacy Day? Yes    No

8. Other comments or suggestions:

**Please make sure that submit the following to NC Women United Program Committee:**

- Copies of small group recorder form and form for listing other issues
- Individual Assembly Evaluation Forms collected from participants
- Coordinator's Evaluation
- Names and addresses of participants. NCWU will use this information only to contact participants about the results of the Agenda Assemblies and the 2005 Advocacy Day and to offer information on NCWU resources. Lists will not be made available to other organizations.

## Glossary

***Access to Health Care*** – issues relating to: 1) recognizing and responding to the needs of women and their families for affordable and accessible services including health care and elder care, and 2) protecting and advancing reproductive freedom for women.

***Alliance Building*** – developing a close association of people or groups to work together in advancing a common interest.

***Budget Report Card*** – document assessing key issue areas identified by NC Women United with summaries of major budget action in those areas to raise awareness about the impact of our state budget on women and their families.

***Civic Participation and Equality*** – issues relating to: 1) increasing the participation of women as voters, leaders and decision-makers in the political process, and 2) providing full and equal civil rights to women.

***County Report Card*** – table of statistics and services by county as they relate to: civic participation and equality, access to health care, economic self-sufficiency and violence against women.

***Draft Women’s Agenda*** – the document discussing all of NC Women United’s policy issues in detail. Typically made available to attendees before the assembly.

***Economic Self-Sufficiency*** – issues relating to: 1) promoting access to training and educational opportunities that lead to meaningful employment, 2) securing pay equity and economic self-sufficiency, 3) eliminating hunger, poverty and homelessness, and 4) recognizing and responding to the needs of women and their families for affordable and accessible services including child care.

***Follow-up Meeting*** – held throughout the year to bring local women and elected officials together to talk about the Women’s Agenda of each community.

***Legislative Report Card*** - reflects the legislative priorities identified by our NC Women United member organizations and tracks the North Carolina legislature with respect to its legislative and fiscal decisions, or lack of decisions, on these issues. that evaluates the progress the General Assembly on our priority issues.

***Listserv*** – an electronic mailing list.

***Local Agenda Coordinator*** – every other fall, oversees planning of Women’s Agenda Assembly in their community.

***Local Budget Forum*** – bring women together to educate, on a grassroots level, women across the state on the budget process, how it affects women and families as well as involve women in the public policy process.

***Local Forum Coordinator*** – every other spring, oversees planning of Budget Forum in their community.

***NC Women United*** – a consensus-based coalition of organizations committed to achieving full equality and empowerment for women.

***NC Women United Program Committee*** – coordinates all NCWU program activities including: Women's Agenda Assemblies, Women's Advocacy Day, Legislative & Budget Report Cards, and Local Budget Forums.

***North Carolina General Assembly*** –“Laws of North Carolina, known as statutes, are made by the General Assembly. The North Carolina General Assembly (NCGA) is made of two bodies or houses; the Senate, which has 50 members; and the House of Representatives, which consists of 120 members. Each legislator represents either a Senatorial District or a House District. The General Assembly meets in regular session beginning in January of each odd-numbered year, and adjourns to reconvene the following even-numbered year for a shorter session.”

[Taken from <http://www.ncga.state.nc.us/NCGAInfo/educational/structure.html>]

***Violence Against Women*** – issues relating to: 1) ensuring women freedom from domestic and sexual violence.

***Women's Advocacy Day*** - meeting of women from across the state at the NC General Assembly to advocate for the Women's Agenda. where women from across the state gather at the Legislative Building to advocate for the agenda. This year's event will be May 19, 2004 and will include a "virtual" component for women who can't get to Raleigh.

***Women's Agenda Assembly*** – held in the fall of even numbered years, to bring together women to express their views, prioritize issues and to advocate their issue with elected officials. where diverse women around the state attend local sessions to discuss the Draft Agenda and make recommendations on the group's priorities for the next session of the legislature.

***Women's Agenda*** - issues disproportionately affecting women and recommendations for change.