USE YOUR VOICE TO SHAPE THE FUTURE

Sample Annual Work Plan Template

Ongoing: Social media, outreach/recruitment efforts, partner meetings/communication, weekly check-ins & team meetings

June

- Begin On-Boarding new leaders

July

- Orientation and review of training materials
- Individual Region Campus Research: Create a plan for the year to outreach to each campuses.
- Begin planning Fall Summit for outreach and training

August

- Schedule Meetings with Campus Liaisons- provide training material access and follow-ups
- Begin campus outreach to staff/faculty
- Confirm date for October Town Hall; draft/send letters of invitation
- Leadership team meeting
- Plan out virtual workshops for each region
- Organize bus to Voter Summit

September

- Host Town Hall
- Begin Campus Outreach to Students
- Host Constitution Day event
    - Voter registration/civic engagement
    - Opportunity to identify and recruit campus liaisons
    - Campus tabling for voter registration
- Attend student conference

October

- Host half-day Virtual Town Hall "Summit" – outreach, advocacy, and training
- Begin planning for January and February legislative visits
- Begin planning Spring Town Halls
- Schedule In-district Meet-ups with Legislators
- Attend Legislative Conference

November-December

- Host on-campus and virtual "tell your story" workshops

January

- Host virtual All-Region "tell your story" workshops to prepare students for legislative visits

Source: The WA-SEN Guidebook, available from wa-sen.org

- Host first regional day for students in state capitol – arrange transportation and lodging, set up legislative meetings

February

- Host second regional day for students in state capitol – arrange transportation and lodging, set up legislative meetings
- Host third regional day for students in state capitol – arrange transportation and lodging, set up legislative meetings

March-May

- Student voices for Op-Eds, Editorial Boards, paid ads
- Convening with regional interns and lead liaisons post-legislative session to discuss outcome of the legislature, challenges for the next year's session
- In-District Meetings with legislators
- Town halls (public & hosted)
- Recruit next year's leadership team

April

- Attend Student of Color Conference

May

- Finalize leadership team for next year
- Off-boarding & succession planning

June

- "Exit" retreat