AUSTRALIAN CONSERVATION FOUNDATION

ACF LOCAL MEET-UP KIT

ACF is Australia's national environment group. We are a quarter of a million people who speak out, show up and act for a world where forests, rivers, people and wildlife thrive. We are proudly independent, non-partisan and funded by donations from Australians.

HOW TO HOST A MEET-UP

Who?

A group of people who care from your family, friends, acquaintances and the ACF community. Aim to invite 20 people if you hope to get around 8. We'll promote your meet-up to the ACF community. Ask everyone to RSVP to the meet-up › www.acf.org.au/meetups

What?

Ask your community to pledge to vote for a candidate who will act on clean energy, pollution and protecting our reefs, rivers, forests and wildlife. Ask your candidates to pledge to act. Make the environment visible and spread the word about how they score!

When?

The final four weeks of the election: a community meet-up on World Environment Day (Sunday 5 June) to make plans to ask voters and candidates to sign pledges over the next fortnight, and build the buzz right up until the election.

Will you create a local community team?

The ACF community is building a huge wave of people power to drive change and hold to account candidates from all parties.

This election we are running a campaign to put the environment on the agenda. To make a splash in electorates across Australia we're calling on you to:

- **Host an ACF local meet-up in your electorate – starting on World Environment Day (Sunday 5th June). Meet-ups are local face-to-face meetings in a cafe or community centre in your local area.**

- **Use the meet-up to plan how your group will:**

  - Ask people in your electorate to sign voter pledges.

  - Ask candidates from all parties to commit to act on clean energy, cutting pollution, and protecting our reefs, rivers, forests and wildlife.

  - Make the environment a visible election issue in your electorate

ACF community election meet-ups must be non-partisan. Make sure you treat candidates from all political parties equally, with a focus on our environmental purpose. Don't tell people to vote for a particular party or candidate. Be neutral and objective and hold all parties to account for their environmental decisions. This means if you want to ask your local candidates to sign the pledge, ask candidates from all parties.

We'll help you! Here's how:

1 Weekly digital town hall meetings

Every Tuesday night until the election, join us online and on the phone for ACF digital town hall strategy meetings to talk all things election.

Get the inside story on our election strategy to put the environment on the agenda for all political parties. Find out how you can make a difference and get involved in your community – and get help with tactics like pressuring candidates to lift their game. We'll also discuss the important issues, analyse what policy announcements really mean for our environment, and get field reports from around the country.

Where: Online and on the phone

When: Tuesday evenings from 6:30-7.30pm May 24 + 31, June 7, 14, 21 + 28.

Register now, and we'll give you details on how to join the calls ›
www.acf.org.au/digital-town-hall

2 The ACF campaign hub on messaging app Slack

Slack is a free messaging app that will help you communicate with your community team, ACF support staff and teams in other electorates.

Through Slack, you can send messages to your group, keep track of who's doing what, ask questions and find answers. Find out what's working and not working in other electorates – together, we'll create a searchable archive of knowledge, like the ACF community's collective brain!

To join Slack, once you've created your World Environment Day event, look out for an email from Slack that invites you to join ACF on Slack.

Click on the link, create a password, and start sharing comments and questions. Slack works through your web browser, or you can download apps to your desktop or phone.

Make sure you post comments and questions on Slack, rather than sending emails, to keep all correspondence in one place and so the ACF support team can help you as quickly as possible.

3 We'll make sure you have what you need

We'll send you materials and make sure you have everything you need along the way. When you register, we'll send you more info, including info on how to join the digital town hall meetings and the campaign hub on Slack.

4 We'll promote your meet-up to the ACF community

Register your meet-up at www.acf.org.au/meetup and it will be listed on the website. We'll promote it to the ACF community near you. You'll need to invite people too!

How to get your meet-up running:

1 Set a time and location and create your event

Set a time and place on Sunday 5 June – World Environment Day and four weeks before the election – to meet people in your community team.

Your meet-up can be anything and anywhere you like. It could be a morning tea at a cafe, a get together around your kitchen table, a beer at the local pub or a meeting at your community centre.

Ideal locations are easy to access by public transport, on foot or by bike, for wheelchairs and prams. Make sure there's enough space and seating.

Login with Facebook or Twitter (quickest!) or your email, and register your event at www.acf.org.au/meetups so we can promote it to the ACF community.

Make sure you put your electorate first when you name your meet-up – eg *Bennelong World Environment Day meet-up*.

When you register the event, the details and location will be publicly available on the ACF website at www.acf.org.au/meetup – so you might not want to host your meet-up at home.

If more than one team leader emerges in your electorate, we'll do our best to help you combine forces.

2 Invite people to your meet-up

Once you've set up your event, you can invite people to join you.

Ask your friends and family, promote your meet-up in community newsletters and bulletin boards, invite your bushwalking, footy or chess club, kindergarten parents or work colleagues.

ACF will promote your meet-up to people in the ACF community near you.

You might also like to offer some drinks or nibbles, or ask team members to bring some snacks to share.

3 Get everything ready

Think about how you'd like to run your meet-up and get prepared before the event.

Plan your meet-up to run for around 90 minutes or 2 hours so you can get through introductions, discussion, brainstorming worksheets and finalising your team's campaign action plan.

Check in with ACF support staff at the campaign hub on Slack if you have any questions.

Send a reminder

Don't forget to send a reminder email – or ring people who said they'd come – a few days beforehand. Circulate an agenda and the participant worksheet pack so people know what to expect.

Things to bring:

- This community leader pack and the election action kit
- Print out a worksheet pack for each person
- The attendee sheet so you know who came and can report back to ACF
- A smartphone with a camera (to take photos and send them to us!)
- You might like to ask your guests to bring some nibbles to share (if you're not meeting in a pub or cafe)
- A copy of the candidate pledge poster
- A list of all candidates in your electorate (find them here: acf.to/local-candidates)

Handy but not essential:

- Butchers paper and marker pens to brainstorm
- Stickers for name tags
- Post-it-notes

Make sure your event is safe

It's your responsibility to run a safe event. Here are some tips:

- Comply with all relevant laws.
- Make sure the venue is safe and has no hazards, such as fire/electrical, slips and trips.
- Familiarise yourself with the venue's emergency procedures, exits, first aid kit and equipment. Make sure you have a charged mobile phone in case of emergency.
- Don't lift any heavy furniture or equipment.

4 Run the meet-up!

Print out worksheet packs for each participant, and hand them out as people arrive. Ask someone to take minutes of the meeting and fill out the campaign action plan

As team leader, it's your job to stick to the agenda and keep the discussion on track – though keep it enjoyable and flexible.

Set some ground rules so people know how to participate – such as only one person speaking at a time, all ideas are good ideas, and no personal criticism.

If someone is passionate about a particular issue, acknowledge their passion, but also make sure everyone has a chance to speak.

Take lots of photos – during the meet-up on World Environment Day, at community events, when you meet your local candidates or during poster blitzes. Make sure you email us the photos straight away (action@acfonline.org.au) so we can show the world what people power looks like in your electorate.

Circulate your campaign action plan after the meeting so everyone's clear on who's doing what.

5 Follow-up

In the final weeks before the election, make sure you let us know which candidates you approached and how many signed the pledge. Post us all signed candidate pledge posters and voter pledges.

It's really important you report back, no matter how big or small your meet-up, or how many pledges you collected or posters you put up. Whether big or small, impact is impact, and we want to measure it.

We need to track how many voters pledged in each electorate, and which candidates signed – and who refused – so we can report back to people in your electorate to inform their voting decisions.

We'd also love your feedback so we can improve how we run actions like this in the future. We've set up a short online feedback form to capture your experiences
› www.acf.org.au/reportback

ACF LOCAL MEET-UP PARTICIPANT GUIDE

Why?

This election, the ACF community is growing a huge wave of people power to drive change and hold candidates from all political parties to account. ACF community leaders are running local campaigns to put the environment on the agenda in electorates right across Australia.

What?

Your meet-up is independently organised and run by a person from your community. Your team will ask people to pledge to vote for a candidate who will act on clean energy, pollution and protecting our reefs, forests and wildlife. You can also ask candidates from all parties to pledge to act, and spread the word about how they score.

When?

Your local team will run actions for the final four weeks of the election: a community meet-up on World Environment Day (Sunday 5 June) to make plans, plus more meet-ups and events throughout June to make your plans a reality. You can keep going after the election too!

Agenda

15 minutes:

1. Host welcome. Acknowledgement of country. How the meeting will be run. Appoint a time keeper and note taker.

2. Briefly introduce who you are and why you came (1 minute each).

3. Introduce the election campaign strategy:

    - Grow a huge wave of people power to drive change and hold candidates from all parties to account. This is a non-partisan campaign to put *the environment* on the agenda.

    - Ask people in your electorate to sign voter pledges.

    - Ask candidates from all parties to commit to act on clean energy cutting pollution, and protecting our reefs, rivers, forests and wildlife.

    - Make the environment a visible election issue in your electorate

30 minutes

4. Spend 10 minutes brainstorming each of the three steps in the worksheet overleaf:

    - How will you ask people in your community to sign pledges?

    - How will you approach candidates?

    - How will you make the environment a visible election issue in your electorate?

20 minutes

5. Got a plan? Fill out the campaign action plan and think through the logistics
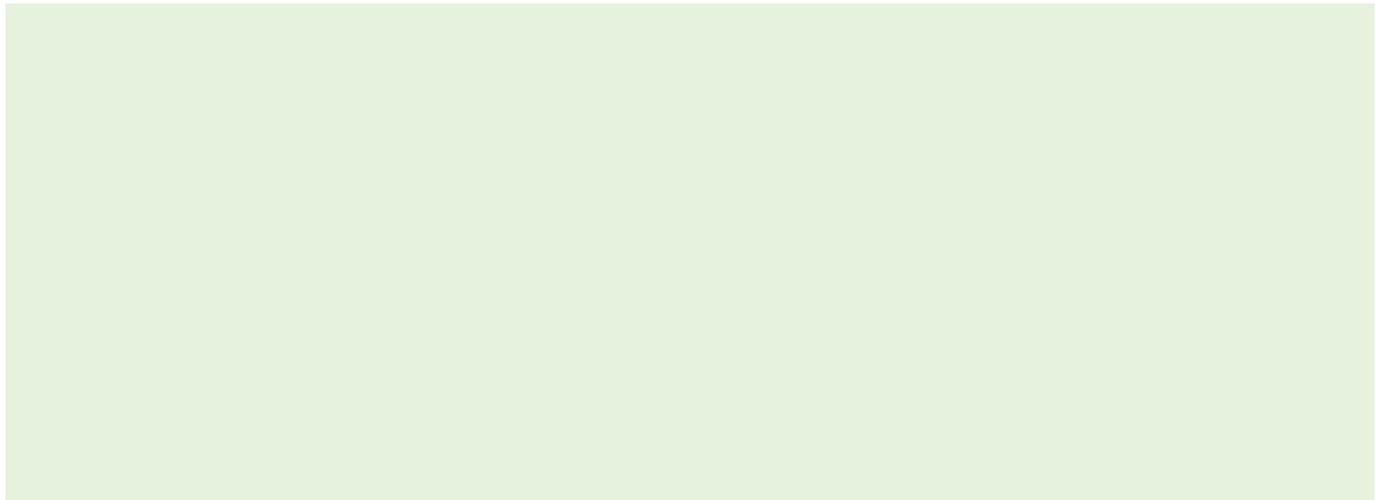
15 minutes

6. Assign roles to each person

10 minutes

7. Make a list of next steps and any questions to ask ACF support staff on Slack

8. Thank yous

Meet-up worksheet
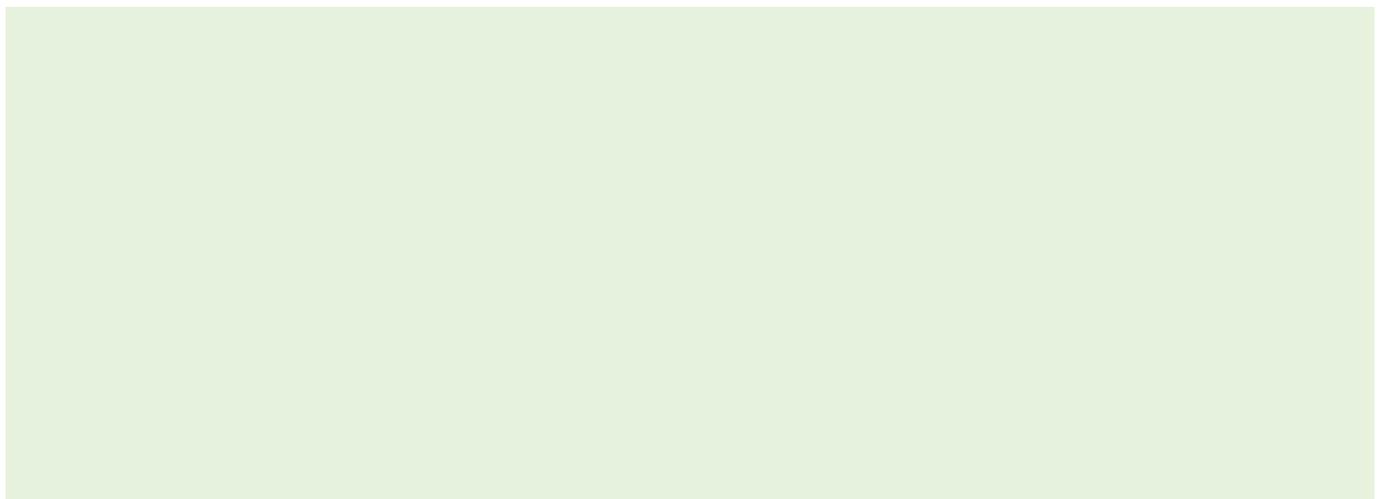
Step 1 — Brainstorm: How can you get people in your electorate to sign a voter pledge?

- Think about ways to get people and groups in your community to sign pledges. See the election action kit for ideas.
- How will you collect photos of people signing and their stories, and mail the signed pledges back to ACF?
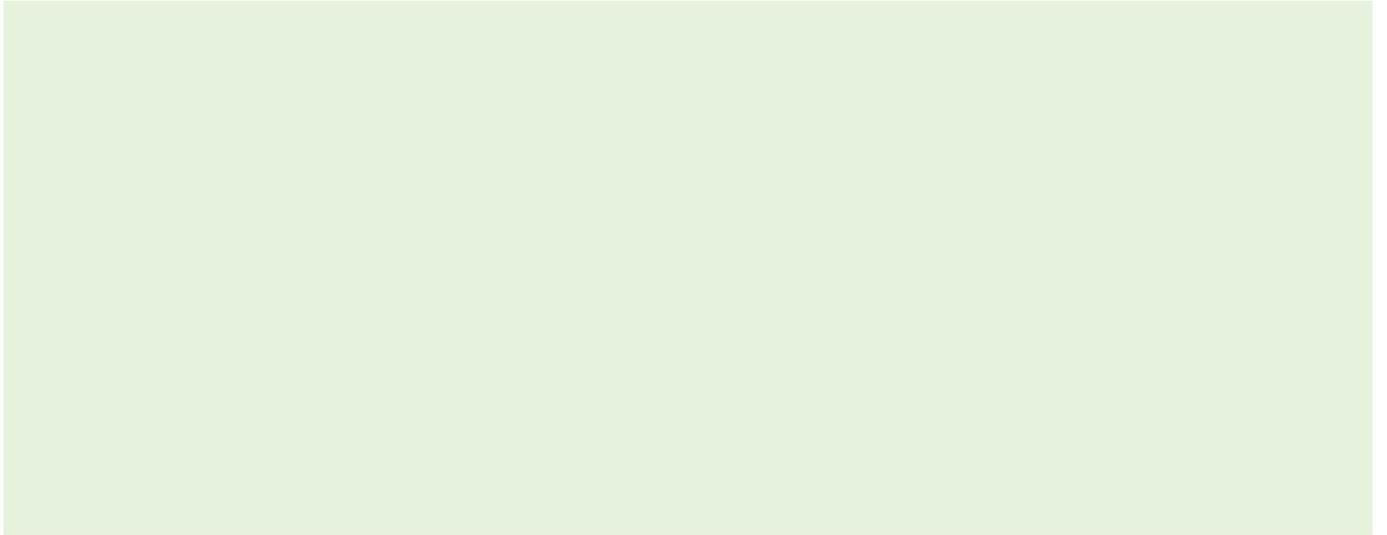
Step 2 — Brainstorm: How will you approach candidates and ask them to sign candidate pledges?

- Think about different ways to meet candidates from each party. At public forums? Invite them to a community dinner or a bushwalk photo opportunity? Bring a delegation to their office? Could you follow them on social media to see where they'll visit next?
- How will you photograph them signing pledge posters?
- Who will send signed pledges and photos to ACF (and details of candidates who refused to sign)?

Step 3: **Brainstorm: How will you make clean energy, cutting pollution and protecting our reefs, forests and wildlife visible in your community during the election period?**

- Posters, yard signs, letter boxing?
- Other stunts?

Assign team roles:

Team leader:

Sign coordinator:

Candidate meeting wrangler:

Photo taker and story capturer:

Pledge banker:

Other:

Local campaign action plan

Once you've brainstormed your election plan, write down your finalised campaign action plan here and circulate it to team members so everyone's on the same page.

Step 1   Voter pledges

The plan:

Who does what: Team leader:
_____

Post signed pledges to ACF:
_____

Photo taker and story capturer:
_____

Others:
_____

When:

Notes:

Follow up actions:

Step 2   Candidate pledges

The plan:

Who does what: Team leader:

Candidate meeting wrangler:

Photo taker and story capturer:

Who will send signed pledges to ACF?

Others:

When:

Notes:

Follow up actions:

Step 3   Make the environment a visible election issue in your community

The plan:

Who does what: Team leader:

Candidate meeting wrangler:

Photo taker and story capturer:

Who will send signed pledges to ACF?

Others:

When:

Notes:

Follow up actions:

Attendance sheet

Name	Phone	Role	Notes
Email	Postcode		
Name	Phone	Role	Notes
Email	Postcode		
Name	Phone	Role	Notes
Email	Postcode		
Name	Phone	Role	Notes
Email	Postcode		
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Email	Postcode		
Name	Phone	Role	Notes
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Name	Phone	Role	Notes
Email	Postcode		
Name	Phone	Role	Notes
Email	Postcode		

Handy links:

Join ACF's digital town hall meetings › www.acf.org.au/digital-town-hall

Host or join a meet-up › www.acf.org.au/meetups

Download the ACF election action kit › www.acf.org.au/election-action-kit

Download the ACF local meet-up kit › www.acf.org.au/local-meetup-kit

Download free posters, yard signs and election materials › www.acf.org.au/election-materials

Send us an email › action@acfonline.org.au

Sign the voter pledge › www.acf.org.au/pledge

The online candidate pledge › www.acf.org.au/candidate-pledge

Explore the national election scorecard › scorecard.acf.org.au

Download the printed scorecard › www.acf.org.au/scorecard

Email your election candidates › www.acf.org.au/email-your-candidates

Call your election candidates › www.acf.org.au/call-your-candidates

Write a letter to a newspaper › www.acf.org.au/letter-to-editor

Tell us what you did › www.acf.org.au/reportback

Read ACF's National Agenda › www.acf.org.au/national-agenda

Read ACF's vision for a clean energy future › www.acf.org.au/clean-energy-vision

Return signed pledges (no stamp needed) to ›
Australian Conservation Foundation
Reply Paid 74883
Carlton VIC 3053