



K-12 Funding Advocacy Checklist for Superintendents

By April 30

- Develop budget information and send it to COSA
 - Include:
 - 1) SSF level (\$8.0 billion, etc.) on which you built your budget,
 - 2) Describe budget impacts (staff, days, programs, etc.), and
 - 3) If you budgeted at more than \$7.8 billion, describe what additional impacts will result at \$7.8 billion
- Communicate your budget impact information to your legislators. Via phone calls or in-person meetings, if possible. Be specific. Share what this will mean for students.
 - Utilize Oregon Rising resource:
 - *Key messages document*

Between Now and May 25

- Embed discussions of budget in already-planned meetings (school board, budget committee, staff, parent, community, etc.). Goal: Educate and motivate parents, staff, community to communicate concerns and expectations to legislators.
 - Engage your principals for building-level meetings.
 - Utilize Oregon Rising resources:
 - *PowerPoint Presentation, with script (available in "Notes Pages" view)*
 - *Postcards*
 - *Video file*
 - *Sample postcards*
 - *Sample of effective emails*
 - *Sample parent/staff phone script*
- Communicate budget and meeting information to local media.
 - Utilize Oregon Rising resource:
 - *Sample news release*



- Communicate budget information via letter, e-mail and/or social media to parents, staff, community.
 - Utilize Oregon Rising resources:
 - *Sample superintendent email to staff and parents*
 - *Social media instruction and supporting files*
- Take advantage of every opportunity to have a budget/advocacy conversation.
 - Utilize Oregon Rising resource:
 - *Superintendent stump speech*
- Share your experiences/results with COSA and at info@oregon-rising.org.