

**Ignatian Advocacy Team/Ignatian Family Teach-in for Justice 2016 Committees
working with new graduate assistant and Kelly Tadeo Orbik**

ADVOCACY (3 people): (at least one works in the office) work with Kelly

- Prepare advocacy education for retreat
- Coordinate and plan 5-12 legislative visits on Capitol Hill for Monday of teach-in and in-district (IFAM)
 - Keep us up-to-date on ISN advocacy priorities
- Prepare folders for visits, coordinate thank you notes for visits
- Make sure that testimonies are prepared (can delegate to able advocacy leaders if necessary) and work with Kelly and graduate assistant to approve
- Assign participants to advocacy groups based on voter registrations if applicable
- Trouble shooting legislative visit logistics during the weekend of the Teach-In
- Run advocacy meeting at the Ignatian Family Teach-in for Justice (with Advocacy leaders)
- Coordinate with and serve as liaison between IFTJ/IAT Team and Advocacy Leaders who will do the following:
 - Lead advocacy groups on trip
 - Prepare advocacy info for visits and retreat
- Ignatian Family Advocacy Month
 - Prep participants, Schedule visits
 - Report back to ISN

LOGISTICS (2 people) : (good with details, excel and online applications) (at least 1 works in the office) work with Kelly and Wendy

- applications
- emergency contact sheets
- payments
- Compile insurance information
- emergency waivers
- class letters
- bus schedule & bus announcements
- thank you cards
- keeping track of everyone while at the teach in (is everyone on the bus, at sessions, etc.)
- getting people to buy subway tickets before the evening for the monuments
- packing list
- hotel rooms
- ISN Contact Person (Work with Kelly)
 - Be aware of dates for early registration

FORMATION, REFLECTION & MARTYRS MEMORIAL (3 people at least 1 works in the office): Work with Kelly

- sendoff prayer
- reflection guide
- Develop small reflection groups to be about 6-8 people
- Oversee Retreat: set schedule, arrange for a speaker, coordinate all parts/presentations
 - “breakout sessions”- UCA martyrs, history of El Salvador, advocacy
- **Oversee/Liaison b/t Core team and Reflection Leaders who will do the following:**
 - Prepare Reflection Questions for 1 reflection on bus each way during a meal and 2 while at IFTJ
 - Work with Graduate Assistant/Kelly/Other collaborators about On-Campus Jesuit Memorial (updated)
- Coordinate Send-Off Service

PR: (2 person) Work with Jeff/new graduate assistant

- Promotions and Advertising (Posters) (Work with Communications Team)
 - Organize Creighton delegation picture at IFTJ
- Invite Creighton community to Send-Off Service/Missioning Prayer
- Tabling, social media, creative outreach, Facebook, website, personalized invitations, speaking to residence halls and classes and after mass—overseeing this, not personally doing it all... delegate!
- Oversee faculty, staff, and Jesuit invitations and RSVPs
- Facilitate information nights

- Facilitate logistics meetings
- Create press releases (work with Kelly and graduate assistant)
- bus entertainment
- ice breakers
- branding (get Creighton banner for teach-in), common symbol

FOOD & Hospitality (2 people) Sodexo meal donations, food at IFTJ, food on the bus, (at least 1 works in the office)

Work with Kelly and Wendy

- Solicit food donations: free/significant discount food, grocery stores, etc.
- Collect meal plan donations from the delegation, order from Sodexo (Work with Wendy)
- Coordinating, buying and preparation of food for about 60 people for the retreat and bus trip --
 - E.g. Overseeing Dishes from SCSJ
- Oversee food preparation and clean up after meals during trip
- Loading the Bus and making sure that all coolers, utensils, and dishes are returned to the SCSJ
- Unloading the bus
- Coordinate with logistics to plan food stops on bus
- Work with food co-coordinators before, during and after trip to insure good meal experiences for all

Fundraising & Budget: (1 person) Work with Kelly, Wendy and Ken

- Request money from CSU Spring Semester before the trip
- Report back to donor with pictures, reflections and thanks

Everyone

- Visit classrooms to talk about trip
- Sit at table on mall to advertise
- Stay up to date with IFTJ website
- Entertainment for bus
- Help with food during trip
- Help other teams when needed

Ignatian Advocacy Priorities (each pick one)

- Economic Justice
- Access to Education
- Peace, Nonviolence and Human Rights
- Sustainability, Ecology and Natural Resources
- Migration: Immigrants and Refugees

Fall 2016 Ignatian Advocacy Roles

1. August Training and Legislative Visits
2. St. Francis Mass and Lunch October
3. Engagement, training, recruitment for Ignatian Advocacy on campus : before and after Justice related talks on campus in fall; monthly IAT events
4. Green bag lunches
5. Local Advocacy Work: OTOC, Empowerment Network, Appleseed, Sustainability Council Meetings
6. Summer Faith Justice Internships coming back
7. Engaging with Cortina Community
8. Service & Justice Trips Advocacy Training, resources and actions
9. Create action or education piece for each of student staff meetings and January retreat

Everyone Optional development opportunities:

- Legislative Briefing Day (Methodist Church, in Lincoln)
- IFAM prep
- Ecumenical Advocacy Days