



ACLU Florida

COLLEGE

Campus Initiative

Handbook



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WHAT IS THE ACLU OF FLORIDA?

The American Civil Liberties Union (ACLU) is our nation's guardian of civil liberties. We work in courts, legislatures, and communities to defend and protect our rights and liberties guaranteed by the U.S. Constitution, The Florida Constitution, and State laws. The ACLU of Florida's headquarters is in Miami. The mission of the ACLU of Florida is to protect, defend, strengthen, and promote the constitutional rights and liberties of all people in Florida. We envision a fair and just Florida, where all people are free, equal under the law, and live with dignity.

For more information on the ACLU of Florida, please check out aclufl.org.

WHY DO YOU WANT THE ACLU OF FL ON YOUR CAMPUS?

By collaborating with the ACLU of Florida to create an ACLU club, you will be given a variety of resources to aid in your club's success and the interest of your members. Being connected to the ACLU of Florida provides you with information on current campaigns, gives you resources to educate members and people in your community, and empowers you to create change.

By establishing an ACLU of Florida club on your campus, you will be aiding the ACLU of Florida in raising awareness on local, state, and national civil rights and civil liberties issues, and organizing students in your campus to take action.

BRINGING THE ACLU OF FL TO YOUR CAMPUS

Having the ACLU of Florida as your partner for a campus club will allow your organization to get involved with local issues, be up to date on legislation, and receive resources to inform and empower club members to make a difference in the community.

To get started, follow these simple steps:

- Register your intent to start a club with the ACLU of FL.
- Register your club on your college campus.
 - Look on page 3 for more specific information on this process.
- Once your college campus approves your club, change the status (see below) of your club with the ACLU of FL. Once you do this, you will be put in contact with an Organizer.
- Have your e-board attend a messaging training orientation.
- Select your campaigns. As a club, you'll want to consider which campaigns directly impact your community and that you want to be a part of.
- Learn more about the issue campaigns you selected.

- Start planning your initiatives for the semester!

GETTING AN ACLU OF FL CLUB ON CAMPUS

Registering your intent to start a club with the ACLU of Florida

The first step to starting your ACLU of FL club is to register your intent to start a club on our intent [form](#). For this step, we just need your information and school. We will connect you with any other students who may have also filled out this intent form, as you will need 10 students in order to request club status with the ACLU of FL. To set your club up for success, the first step is gathering enough interest on campus to start your club (10 members including yourself). Once you have gathered a total of 10 students committed to starting your club, you will need to register your club with your college or university.

Registering your club with the ACLU of Florida

Once you have received approval from your campus to proceed, you'll want to change your status from "interested" to "registered club" with the ACLU of FL affiliate. To do this, have 1 member fill out [this form online](#), outlining your club members' names, officers and executive board members' names, campaigns you plan to partake in, and general contact information for your club. Our team will be in contact with your newly established club and invite your board to the next messaging training. Your club will be added to our campus club page so that other potential students in your campus can join you!

Have your E-Board attend a messaging training

It is imperative that while we are building power and organizing together, we are coordinating and sending the same message to the community. For this reason, the ACLU of FL will host a mandatory messaging training, held twice a semester. These trainings are to ensure that your club is updated on what the ACLU of FL is currently working on and vice versa. This is also a way for your club to effectively learn how to educate your members on the current campaigns. ***Your entire executive board must be in attendance at least once a semester. This is mandatory for your club to maintain an active status with the ACLU of FL.***

Registering your club on campus

Outlined here are the steps on registering your club on your campus. All campuses have different procedures, so please check with your school to ensure that your club was set up correctly.

Mission Statement

The primary goal of the ACLU of Florida Campus Club of *Your School Name* is to raise awareness of public policy issues affecting civil liberties, and to safeguard those civil liberties both on and off campus. This goal shall be accomplished through events organized by *Your School Name* ACLU of Florida Campus Club and through dialogues with the X University Administration, other campus organizations, etc.

Executive Board Structure

The executive board of the ACLU of Florida club will be elected by the membership. The executive board will be composed of at least 4 officers in the following order of succession: President, Vice President of Administration, Executive Vice President, and Communications Director.

- *President*
 - As the top executive of this organization, the President will be responsible for leading weekly meetings, maintaining order, delegating tasks, overseeing all plans, setting the agenda for the organization, and ensuring all executive members are fulfilling their duties. The President is the face of the organization and should be the main contact for students, faculty, the ACLU of Florida, and other individuals. It is the job of the President to ensure their decisions are in the best interest of the organization. Furthermore, the President must also provide a plan for the organization to move forward, especially in times of executive board transitions.
- *Vice President*
 - The Vice President should 1) see which campaign (s) the club should work with and 2) aid the President in planning meetings revolving around the campaigns. The Vice President should gather the resources needed to host events with ACLU of FL campaigns such as petitions for a petition collection, scripts for a phone bank, or Know Your Rights Training information. The Vice President should also work with the President and Treasurer to plan how to encourage new membership and retain members.
- *Treasurer*
 - The Treasurer's main priority is internal development. The Treasurer works to see that the club's budget is being maintained properly, this includes collecting dues or following the requirements to collect University funding. The Treasurer will also be in charge of membership such as taking attendance at all meetings, taking minutes at meetings if needed, staying up to date on all membership responsibilities, and working with the President and Executive Vice President to create plans to gain new members and retain current ones. The Treasurer should work with the President to plan the logistics of the meetings such as room and time.

- *Communications Director*

- The Communications Director is in charge of all communication related topics for the club. This will include designing flyers, posters, etc according to ACLU of FL branding guidelines. The Communications Director will receive branding templates for all promotions for the club. The Communications Director will gain approval from the club's ACLU of FL organizer contact for any promotional materials with at least 1 week notice. The Communications Director will also contact the ACLU of FL organizer contact with at least once week notice for social media event promotion. The Communications Director should be in contact with the other members of the executive board in order to effectively relay information to members.

- *Faculty Advisor*

- Most campuses require a faculty member to sponsor and advise a club. Reach out to a faculty member and identify someone who is interested in this role.

Constitution

For information on a Constitution for the club, go to the page titled Constitution Template for a guide. (Page 8)

Funds

Most Universities will provide their clubs with funding if they meet certain requirements. Check in with your university to see how your club can receive funding.

Although the ACLU of Florida cannot provide direct funding, once your club is established you will receive a starter pack with ACLU of FL swag and information.

Select your campaigns

At any point in time, the ACLU of FL is working on several different issue campaigns while also reacting to the newest attacks on civil liberties. Our goal is for our work to be mainly proactive with the understanding that civil liberties are under attack, and sometimes we will need to be reactive. Once you have an established club, you'll want to get a sense of which campaigns make sense on your campus. You can take a look at the "Current ACLU of FL Campaigns" section for a breakdown and general information on each of our campaigns. You can also visit aclufl.org for additional information.

As you select the campaigns your club will work on, here are some items to consider:

- Are there any issues that are currently urgent?
- Are any of these issues directly impacting students or the immediate community in your campus?

- Are other campus organizations already leading work in any of these issues, and if so, is there a need for additional support, or should the club concentrate on another topic?
- Are there any restrictions by your University or College you need to consider?
- What is your general membership most interested in?
- What issues would resonate most with students attending your university/college?

Learn more about the issue campaigns you selected

Now that you have selected the campaigns you'd like to work on as a club, it's time to do some general membership education. After attending the messaging training, you should've received additional information about the topic you selected. Organizers for any given issue campaign will also host education sessions on different topics for each campaign (take a look at our [mobilize page](#) for upcoming events). Feel free to also reach out to our campaign organizers to request additional information. In order to mobilize your student body and community, you'll first want to ensure that your general membership understands the issue at hand!

Review the shared drive

The ACLU of FL College Initiative Google drive includes resources such as campaign plans, messaging documents, and slide deck templates. Each registered campus club will be given access to the shared Google drive to review materials but please do not upload any files without the approval from a staff organizer.

Start planning your initiatives for the semester

Finally, once you have selected your campaigns and educated yourselves and your general membership – it's time to get started on programming. There are so many ways you can make a difference as a club and mobilize students to action. While education is vital to our work, remember that our focus is centered on organizing to address a number of public policies and it's imperative that any education has the end goal of taking action! You will find examples of what your club can partake in the section called "Your Role As a Club".

WORKING WITH THE ACLU OF FLORIDA

Now that you got your club registered both on campus and with the ACLU of Florida, now what? Working alongside the ACLU of Florida means that you have access to resources on various public policy campaigns that are occurring in Florida. As a club, you can decide which campaigns you would like to work with and how you would like to work with them.

Below we outline how to educate your members, what public policy campaigns we have, and how to turn these campaigns into club events.

Current ACLU of Florida Campaigns

Florida is on the frontlines of every civil liberties challenge facing our nation today. At the ACLU of Florida, we are ready to face it. While there are so many different issues at hand today to fight for, below are the current campaigns of the ACLU of Florida.

Floridians for Immigrant Justice (FLIJ)

Our immigrant's rights campaign challenges laws that deny immigrants, regardless of their status, access to due process and other legal rights; laws that impose indefinite and mandatory detention; policies that codify racial profiling into law and indiscriminately target people of color; and laws that discriminate on the basis of nationality.

We focus on four main issues, changing the larger narrative around immigration in our state by storytelling and advocacy. We inform and educate immigrant communities on their rights and provide essential resources, and promote local policies that uplift immigrant rights and stop harmful policies from passing. And we seek to end unconstitutional and harmful policies by ICE and at immigrant detention centers by monitoring and reporting Baker County Detention Center misconduct, and take legal and community advocacy action.

That work includes:

- Ending unconstitutional ICE and Custom Border Patrol (CPB) practices in Florida, including ending prolonged pretrial detention for people detained by ICE, reforming immigration bail proceedings to no longer disregard the ability to pay and stopping CBP transit and traffic stops, which involve racial profiling and violate the Fourth Amendment. Prolonged detention is cruel and unnecessary. It makes it nearly impossible for individuals to fight their cases—including those with legitimate claims for legal status in the United States. The indefinite detention of immigrants violates our most basic Constitutional principles. This overuse of incarceration not only shatters immigrant families, but also squanders taxpayer money.
- Exploring legal challenges and other efforts to repeal SB 1718, signed into law on May 10, 2023 by Gov. DeSantis, and highlight the adverse consequences of the law on Florida's communities. This anti-immigrant law, among its provisions; criminalizes traveling across state lines with undocumented people (including family members), invalidates certain out-of-state licenses issued to undocumented immigrants, requires hospitals to ask about immigration status, prohibits local governments - specifically cities and counties - from funding community identification card measures, bars DACA recipients from practicing law, increases

local entanglement with federal immigration enforcement, requires collecting DNA samples of people subject to detainers at the time of booking and appropriates taxpayer funding for the Unauthorized Alien Transport Program for the 2023-2024 fiscal year. Not to mention, the law does not adequately define what it means to be undocumented when it uses words like “unauthorized alien”. This lack of clarity is one of the biggest problems with the law. It does not clearly define who the law is targeting and thus opens the door for over-enforcement and racial profiling.

- Disincentivizing ICE programs such as 287(g), Warrant Service Officer and Basic Ordering agreements. Addressing racial profiling in immigration enforcement. Monitoring and regulating immigrant detention centers.

We have many advocacy teams within our campaign that are focused on community advocacy with impacted immigrants communities focused on storytelling, education and detention work .

FLIJ has the following monthly and weekly team meetings:

- FLIJ Broward Regional Team (Hybrid)
- FLIJ Jacksonville Regional Team (Virtual)
- FLIJ Know Your Rights Team (Virtual)
- Storytelling Planning Meeting (Virtual)
- Detention Advocacy Team (Virtual)
- Unidos por la Justicia de Inmigrantes en FL (Virtual)
- Floridians for Immigrant Justice Weekly Phonebank (Virtual every Thursday)

Let Florida Vote (LFV)

The Let Florida Vote! Campaign is a statewide campaign focused on protecting voting rights through community education, local action, and statewide initiatives. In Florida, voter suppression takes many forms including the closing of voting locations, denying returning citizens’ right to vote, and complicating the voter registration process. At the ACLU of Florida, we believe in working with communities to build people power across the state to defend our voting rights and reduce the barriers to accessing the ballot box.

We believe that protecting voting rights is connected to the wider struggle for racial justice, disability rights, and immigrant rights. This campaign uplifts the voices and stories of disenfranchised communities and fights back against discriminatory policies that suppress voting rights.

The LFV campaign revolves around dual goals of ensuring people have the ability to vote and encouraging them to exercise that right. These goals are broadly grouped into Voting Rights and Electoral categories.

Voting Rights initiatives focus on advocating for policies that protect and expand the electorate of people eligible to vote and ensure that every American can exercise their right to vote if they wish. Examples of actions in this category include direct lobbying to legislators for voter-friendly policies, ballot initiatives, and providing Know Your Rights voting trainings.

Electoral initiatives focus on non-partisan voter education, community mobilization, and increasing participation in elections. Examples of actions in this category involve canvassing, election protection, phone banking, planning and executing GOTV (Get Out The Vote) events, tabling, and disseminating critical voting information.

To enact change on the ground, we work to secure statutory and local reforms that result in improved election administration and voter protection. Local election reform includes:

- Expanding early voting.
- Strengthening election protection through statewide initiatives
- Selecting polling places that are genuinely accessible to Florida's diverse population

Our campaign includes both regional and statewide volunteer teams:

- LFV Broward Regional Team (Hybrid)
- LFV Miami-Dade Regional Team (Hybrid)
- LFV Tallahassee Regional Team (Hybrid)
- LFV Know Your Rights Team (Virtual)
- LFV Phone Banking Team (Virtual)

Reproductive Rights

As reproductive rights come under attack in Florida, the ACLU of Florida Reproductive Justice campaign is focused on ensuring reproductive health care access for every Floridian. In partnership with allied organizations and citizens of Florida through the Floridians Protecting Freedom coalition, we are working on a ballot initiative and education to protect Floridians' access to abortion as reproductive health care and defend the right to bodily autonomy.

The ACLU works every day to stop this attack on reproductive freedom. We may not all feel the same about abortion, but we can agree that deciding whether and when to become a parent is one of the most private and important decisions a person can make.

It is time for politicians to stop interfering and playing politics with reproductive health care.

Our advocacy teams consist of volunteers who have been or can be directly impacted by the decisions regarding reproductive health care and allies committed to educating and fighting for reproductive justice in Florida. Our teams include:

- Ballot Education
- Know Your Rights
- Storytelling

Free Speech

The Free Speech campaign is a statewide campaign focused on protecting our First Amendment Rights. Our current work includes a significant focus on education-related laws and policies.

One of our Free Speech campaign's focus is on our Free To Be Florida Coalition (FTB), which is a statewide coalition of parents, teachers, and students who believe Florida's children deserve a learning environment free from government overreach and censorship. Florida is on the front line of attacks on our schools. Extremist politicians are passing confusing and vague laws meant to silence and erase the history and lived experiences of Americans, particularly Black and LGBTQ+ people. We are fighting to prevent this from becoming a reality.

In addition to the coalition, there are other ways that you can help. To continue to combat the ongoing book bans, you can attend your local school board meetings and speak out against the bans. These bans and policies are occurring throughout the state, and by attending these meetings, you can let your voice and concerns be heard. It is also important to do more research and educate yourself regarding some of the book bans and laws that have been affecting your local community. Our coalition partner organizations such as PEN American and Florida Freedom to Read Project have excellent resources that go through these bans and laws in more detail.

YOUR ROLE AS A CLUB

As an ACLU of Florida club, you have the unique opportunity to aid in local and statewide events during your club meetings. You will also be given a variety of resources that will empower the club to create effective change.

Phone Banking

Phone banking is an important tool to reach out to ACLU supporters about volunteering opportunities, events, and voter education. By making phone calls, you can have one-on-one conversations with supporters who live across the state and engage in meaningful discussions about your campaign. For example, your club can make calls to community members about upcoming elections or urgent action alerts. You can also connect with ACLU supporters and engage them in your local organizing efforts. Phone banking is a great way to engage in outreach and provide your club with a group activity that can make a difference at your college and in your community. It is also a helpful tool to target supporters in certain regions for location-based initiatives.

Text Banking

While similar to phone banking in practice, text banking allows you to reach an even greater amount of people in a much shorter time. Text Banking is a great tool to promote an event, spread your message, and engage with supporters in an unobtrusive fashion. Text banking does not need to be done in a group, but rather a single volunteer can, on their own time, send out messages to their assigned targets. It's important to remember that the most critical aspect of text banking is not the initial message sent out, but rather the follow up to individuals that respond to the original message. Keep your texts to normal hours, such as 9-8, to avoid bothering people in the morning and late at night. The ACLU of FL holds text banks throughout the year, for urgent action alerts, events, and upcoming elections.

Petition Collection

Petitions have been a tool used to create change with the passage of the Bill of Rights. Petition collection works by collecting the signatures of registered voters to reflect the popular opinion of citizens. This action intends to petition the government to implement laws that protect and advance civil rights and civil liberties. As volunteer club members with the ACLU of Florida, petition collecting can be done by an individual or as a group outing, beginning with your sphere of influence of friends and family. For those who aren't ready to engage people on the street, virtual petitions can also be used with the help of some of our other tools, such as phone banking and text banking.

Canvassing for Voter Education

Time and time again, door-to-door canvassing has proven to be the most effective method of not only raising awareness about an upcoming election, but also encouraging community members to make a plan to vote. You should choose a meet-up location that is easily accessible, free to the public, and is near the neighborhoods you are planning to canvass in. Before canvassing, the team leader should ensure that all volunteers have

copies of the script and access to the canvassing software (such as MiniVAN) to record canvassing data. Never canvass alone—volunteers should always be accompanied by at least one other person, and if possible, pair up experienced canvassers with newcomers. Make sure to provide volunteers with water, snacks, and sunscreen for the Florida heat! Feel free to reach out to your local organizer for more information and helpful resources, target lists, and materials regarding canvassing.

Know Your Rights Education

Everyone has basic rights under the U.S. Constitution and civil rights laws. However, these rights vary depending on the campaign you are focusing on. Know Your Rights (KYR) education can look like hosting an informative session which consists of informing others about what their rights are, how to exercise them, and what to do when their rights are violated. It's important to make sure you have the latest and most updated information regarding the specific campaign/s that encompass the rights you are referring to. ACLU of FL's legal team will always review any KYR materials prior to any training. Check in with ACLU of Florida staff to obtain updated materials (KYR cards, flyers, one-pagers) that can be used to inform the general public. Your organizer contact can also help train speakers for KYR trainings and support trainings as needed. KYR trainings are also a great opportunity to reach impacted communities and interact with local leaders!

Speaking with an Elected Official

Oftentimes we rely on volunteers as a vital part of advocacy efforts to engage with elected officials and advance the overall mission of protecting civil liberties and civil rights. Some ways in which the ACLU of FL works with volunteers to engage with elected officials is by organizing constituents to contact elected officials, whether that's your state representatives, commissioners, senators and congressmen through various means, such as phone calls, emails, in person meetings, attending public meetings, letters, and participating in ACLU of FL social media campaigns. Reaching local elected officials can put pressure and influence their decisions and priorities. These meetings provide an opportunity to discuss specific issues, share personal stories, and advocate for ACLU of FL supported policies. Volunteers may be trained to advocate for or against specific legislation by contacting their elected officials. This can involve providing information about the impact of proposed bills on civil liberties and civil rights. There is even potential to bring people together by helping to organize events, rallies, and public forums that bring elected officials and the community together to discuss important issues.

Tabling

To amplify your club's activities and recruit new members, you can table on campus and at community events like farmers' markets and festivals. You can set up your table with educational resources, sign-up sheets, and some merchandise provided by the ACLU of Florida. However, make sure to gain approval from your college or event organizers before setting up the table. Tabling allows you to speak to community members and let

them know about your club and upcoming opportunities to get involved. Reach out to your organizer contact for ideas of where to table, and prior to scheduling tabling outside of your campus (as to not replicate coverage), and resources for tabling.

Storytelling

One of the more powerful, fun and creative grassroots organizing tactics we use to effect political and social change is storytelling. The ACLU of Florida strongly believes that storytelling is a way to connect with people on a personal level, engage people emotionally, connect with their experiences, and convey the importance of civil liberties. Storytelling helps bridge the gap between political issues and the lived experiences of individuals, making civil liberties more accessible and relatable to the public. By sharing personal stories of individuals who have been affected by civil liberties violations, we help people understand the real-life impact of these issues. Many of these stories evoke strong emotions, and empathy is a powerful motivator for action. When people hear about the struggles and challenges faced by others, they are more likely to feel compassion and a sense of solidarity. This emotional connection can motivate them to support the ACLU's efforts to address these issues, and ultimately encourages people to take action. Whether it's sharing a personal story of resilience and activism or highlighting the success stories of our campaigns, storytelling can motivate individuals to get involved, attend rallies, donate, or advocate for change. We collect and use shared stories in a number of ways to create awareness, foster solidarity, support advocacy, use one social media and even help us further educate supporters and create social awareness and change perceptions.

EVENTS

Storytelling Event

Storytelling events can be a fun and creative way to get students on campus involved in your club's activities. This is an opportunity to plan an inspiring event that encourages advocates to take action by storytelling bringing together voices that have championed justice, equality, and civil liberties. For example, you can plan an oncampus event hosted by your school's ACLU club called "Voices of Justice", a storytelling event that showcases the power of personal narratives in the fight for a more just and equitable society. Other ideas could include student storytellers, sharing the stories of fellow students who have been affected by or have actively engaged in civil liberties issues. This can include personal experiences, challenges faced, and victories achieved. Or think about having a keynote speaker, interactive Q&A session, open mic, panel discussion, workshops, film screening, book club, and networking with food. And don't be afraid to get creative as possible with artistic expression that incorporates artistic elements such as spoken word performances, poetry readings, visual displays or collaborative art murals that convey the themes of telling stories of justice, equality, and freedom. By tailoring these events to the college campus environment and involving students directly, you can foster a sense of

shared responsibility for civil liberties and inspire ongoing activism within your school's community.

Know Your Rights Training

A Know Your Rights training is an educational event that aims to inform your community on their rights and mobilize groups to take action against disinformation. Hosting a Know Your Rights training is a good opportunity to engage your campus community on their civil rights and new policies that might impact them. These trainings can focus on different sets of rights depending on the topic and target audience. For example, you can plan trainings around voting rights, non-citizens' rights when interacting with law enforcement, and first amendment rights in schools. When planning a training, consider your audience, the location of the event, and how you can make the information accessible. Also, think about how you want to visualize the information (e.g. a slide deck) and how you can make the event interactive with the audience. Lastly, it is important to communicate to your audience not just their rights but also how they can exercise them and join the movement to protect them.

Advocacy 101 Training

Do you have a desire to stand up and speak out for civil rights and issues critical to your community, but you're not sure the best way to do it? If so, this event is perfect for you. This training will introduce you to how to effectively advocate for civil rights and civil liberties in any setting. It will equip you with the best tactics, tips, and procedures in order to make your message appealing and persuasive. The training will focus on the groundwork needed to establish your advocacy, how to deal with possible pitfalls while you are making your pitch, and how to close the deal and communicate follow-up to ensure successful outreach. Advocacy 101 is a great tool for both new and seasoned organizers to finetune their messaging and provide themselves with the best chance to make meaningful change in their target area.

Panel Discussion

Panel discussion events are a great opportunity for attendees to hear from experts and stakeholders who can offer their expertise and perspectives on various issues with a moderator asking open ended questions that lead to lively discussions. These can be done virtually or in person, and give an opportunity to take questions from the audience to further add to the discussion.

Legislative Session 101 Training

A Legislative Session 101 Training is a great way to get students on campus involved in Florida's legislative process. This event can empower student activists with a comprehensive legislative session training designed to equip individuals with the knowledge and skills needed to engage effectively in the legislative process. Whether you're a seasoned advocate or new to the world of policy, this training will empower you

to champion civil liberties and drive positive change through legislative action. For example, this training will include an overview of the Florida State Legislature process, from bill introduction to committee hearings, floor votes, and beyond. Learn how laws are made and the various stages at which advocates can have an impact. Something to think about is knowing your issues, and choosing a specific civil liberties issue or set of issues to focus on during the training. Provide background information, statistics, and case studies to ensure participants are well-informed about the subject matter. Make sure to incorporate effective advocacy techniques, including crafting persuasive messages, and engaging with lawmakers. Learn how to effectively communicate your message to diverse audiences, including legislators, policymakers, and the public. You can even do a role play scenario, and explore strategies for building relationships with lawmakers and their staff. And you can encourage students to draft testimony, write letters and speak at legislative hearings. Empower students with the tools and knowledge needed to be powerful advocates for civil liberties during legislative sessions.

Organizing 101 Training

For students interested in political organizing, hosting an organizing 101 training is a great way to answer questions about the basics of organizing and how to get started. This event can provide an overview of relationship-building, engaging volunteers, and programming events for the community. You can offer insights on how to effectively build and run a campaign, message to the community, and work in partnership with other organizations. By providing tools to members of your campus, you can maximize the impact on your community and build more momentum with your campaigns.

Phone Bank

Phone banking is an activity that allows you to reach constituents, voters, or your targeted audience and raise awareness about the issues that you care about. This is an opportunity to educate folks about your campaigns, recruit volunteers, and mobilize supporters to assist you in the fight. Following a short training on how to phonebank, volunteers will make calls into the community. Phone banking does not have to be boring – in fact, there are several ways to engage volunteers during a phone banking event. Some phone banks that volunteers have enjoyed in the past include phone banking bingo (bingo cards tailored to responses you may get while phone banking), trivia night phone bank (rounds of trivia in between phone banking) and even a phone bank potluck (everyone brings a dish and enjoys dinner together while phone banking). Phone banks are an opportunity to develop one-on-one relationships with your volunteers to keep them consistent and engaged. To retain volunteers, you will need to be creative!

Introduction to ACLU of FL Campaigns

This is a great event to introduce people who are unfamiliar with the ACLU to who we are and what we do. The presentation briefly goes over the founding of the ACLU and our guiding values before diving into the campaigns of the ACLU of Florida. Right now, our four main initiatives are: Let Florida Vote, Floridians for Immigrant Justice, Reproductive Justice, and our Free Speech campaign. These are the four central avenues of activism that student clubs will engage in. This presentation is highly informative and recommended as a starter event to set the foundation for your club.

Deep Dive into a Policy

When a new policy is introduced or passed and people have questions, we are here with answers. Taking a deep dive into a policy allows for there to be education on the process of how a bill becomes a law. We cover the many implications of the policies legislators are voting on and how these policies will impact Floridians. In this session you will be provided with education and information that you can present and pass on to your peers.

Petition Collection

When the people want to make their voices heard petition collection is a great way to demand change from elected officials. We have seen this done with the petition to shut down Baker Detention Center or with the ballot initiative to explicitly incorporate protections for abortion care into the Florida constitution. Petitions may vary in the way they can be collected, however hosting a petition collection event is a great way to get people informed on what's happening in their backyards and recruit volunteers to join the work!

CONTACTS FOR THE ACLU OF FLORIDA

- [Sonya Lopez](#): Statewide Immigrants' Justice Organizer
 - Email: slopez@aclufl.org
- [Josh Kaufman](#): Let Florida Vote Statewide Organizer
 - Email: jkaufman@aclufl.org
- [Madeline Bowman](#): Let Florida Vote Statewide Organizer
 - Email: mbowman@aclufl.org
- [Katherine Perriel](#): Senior Statewide Reproductive Justice Organizer
 - Email: kperriel@aclufl.org

CONSTITUTION TEMPLATE

CONSTITUTION OF THE ACLU OF (YOUR LOCAL AFFILIATE) CAMPUS CLUB OF
_____ (YOUR SCHOOL NAME) _____

Article I: Purpose and Status

Section 1 (Mission Statement): The primary goal of the ACLU of Florida Campus Club of *Your School Name* is to raise awareness of civil liberties issues, and to safeguard those civil liberties both on and off campus. This goal shall be accomplished through events organized by *Your School Name* , ACLU of Florida Campus Club and through dialogues with the X University Administration, other campus organizations, and both the regional and national American Civil Liberties Union.

Section 2: The Club will represent itself in a way consistent with the mission and views of the ACLU of Florida. The Club will not claim to represent the ACLU of Florida in any media outlet other than those affiliated with *your school name*; furthermore, the Club will accurately represent the views of the ACLU of Florida in any campus media venue and will seek clarification on ACLU of Florida views from when necessary. The ACLU of FL reserves the right to request the Club to remove any messaging that misrepresents the organization and our views or positions.

Section 3: The ACLU is a non-partisan organization. The Club will not endorse or oppose particular political parties or candidates and will seek permission from the ACLU of Florida before endorsing or opposing any ballot initiative.

Section 4: The Club will not co-host events with an organization endorsing or opposing particular political parties or candidates.

Section 5: The Club will submit a new registration form at the beginning of every academic year. The Club will immediately notify the ACLU of Florida of any changes in leadership or contact information and will maintain ongoing contact to update the affiliate regarding status and projects, at least once per school term.

Article II: Membership

Section 1: Nondiscrimination Clause: Check with school for suggested or required format. Example: Membership shall be open to current students, faculty and staff of *Your school* regardless of race, color, creed, sex, sexual orientation, national origin, disability, age or status as a veteran.

The first executive board should create these qualifications based on their University and the board's expectations of the club.

Section 2: Who is eligible for membership? What qualifications are there for membership? Are there any restrictions?

Section 3: Are there different categories of membership? For example, active vs. honorary members? Are there different benefits or requirements for categories of membership?

Section 4: How does one become a member? What steps must be followed? How long does membership last, semester or yearly?

Section 5: How can membership be terminated and be reinstated?

Article III: Leadership

Section 1: Who is eligible to run for a leadership position? **The executive board should create these requirements**

Section 2: Composition:

The hierarchy of the executive board shall be as follows with the top position first:

- President
- Vice President
- Treasurer
- Communications Director

All members of the executive board must attend messaging trainings once a semester. The ACLU of FL will host two sessions a semester.

Section 3: Duties and Responsibilities:

- *President*
 - As the top executive of this organization, the President will be responsible for leading weekly meetings, maintaining order, delegating tasks, overseeing all plans, setting the agenda for the organization, and ensuring all executive members are fulfilling their duties. The President is the face of the organization and should be the main contact for students, faculty, the ACLU of Florida, and other individuals. It is the job of the President to ensure their decisions are in the best interest of the organization. Furthermore, the President must also provide a plan for the organization to move forward, especially in times of executive board transitions.
- *Vice President*
 - The Vice President should 1) see which campaign (s) the club should work with and 2) aid the President in planning meetings revolving around the campaigns. The Vice President should gather the resources needed to host events with ACLU of FL campaigns such as petitions for a petition

collection, scripts for a phone bank, or Know Your Rights Training information. The Vice President should also work with the President and Treasurer to plan how to gain membership and retain members.

- *Treasurer*
 - The Treasurer's main priority is all internal development. The Treasurer works to see that the club's budget is being maintained properly, this includes collecting dues or following the requirements to collect University funding. The Treasurer will also be in charge of membership such as taking attendance at all meetings, taking minutes at meetings if needed, staying up to date on all membership responsibilities, and working with the President and Executive Vice President to create plans to gain new members and retain current ones. The Treasurer should work with the President to plan the logistics of the meetings such as room and time.
- *Communications Director*
 - The Communications Director is in charge of all communication related topics for the club. This will include designing flyers, posters, etc according to ACLU of FL branding guidelines. The Communications Director will receive branding templates for all promotion for the club. The Communications Director will gain approval from the club's ACLU of FL organizer contact for any promotional materials with at least 1 week notice. The Communications Director will also contact the ACLU of FL organizer contact with at least once week notice for social media event promotion. The Communications Director should be in contact with the other members of the executive board in order to effectively relay information to members.
- *Faculty Advisor*
 - Most campuses require a faculty member to sponsor and advise a club. Reach out to a faculty member and see if they are interested in this role.

****For sections 4-6 the first executive board should create these qualifications based on their University and the board's expectations of the club****

Section 4: Term of Office: How long do leaders serve? Are there specific dates when terms begin and end?

Section 5: Removal: Are there procedures to remove or recall leaders?

Section 6: Vacancy: How are leaders who resign, are recalled, or removed to be replaced? Often, provision is made for automatic succession by the Vice President to President. Provisions for other leaders need also to be specified.

Section 7: The Primary and Secondary leaders of the Club are expected to become members of the ACLU and should encourage membership among other Club leaders, members and attendees at events.

Article VI: Elections

Section 1: Nomination: Leaders are to be nominated by a majority election.

Section 2: Eligibility: Active members are eligible to vote.

Section 3: Voting: What format will the voting process follow? (For example, secret ballot, openly at meetings, etc.) How are the winners in elections determined—what is the voting majority rule (for example, 2/3 of the group)? When will elections be held?
This should be decided by the executive board

Section 4: Installation: When do leaders assume office? **This will be dependent on your University**

Article VI: Meetings

****The first executive board should create these qualifications based on their University and the board' expectations of the club****

Section 1: Time and Place: How frequently will regular meetings be held? Where?

Section 2: Do you want to designate the format of your meetings? Will you follow a specific agenda?

Section 3: Does a certain number of members need to be present to conduct official business at a meeting? (For example, 2/3 of the group, a majority, whoever shows up.)

Article VII: Finances

****The first executive board should create these qualifications based on their University and the board' expectations of the club****

Section 1: Will your club be collecting dues? Are members asked to contribute a certain amount? When will dues be collected and how often? *Note that dues collected should only be to fund activities within the club (outings for club members, T-Shirts, food for club members etc.). No funds/donations should be collected on behalf of the ACLU of Florida, and any misrepresentation can yield disaffiliation.

Section 2: Fundraising: The club will not solicit funds from individual donors and will immediately notify The ACLU of Florida of offers of gifts. Under no circumstances will the club accept any monetary donations on behalf of the ACLU of FL.

Section 3: Budget: What are the plans for spending finances collected by student members of the organization? Who is responsible for developing budgetary plans? Will the leadership be required to present plans for spending to the membership? *Check with your University as they may grant you funding for your club*

Article VIII: Amendments

****The first executive board should create these qualifications based on their University and the board' expectations of the club****

Section 1: Initiation: Who can propose an amendment to the Constitution? How is an amendment proposed—at a meeting, in writing, etc?

Section 2: Voting: By when must the membership vote on a proposed amendment—at the next meeting? How will the amendment be voted upon? What percentage of the membership needs to be reached to approve the amendment (usually, 2/3 of the membership is required)?