



2008 Global Warming Week of Action Toolkit
All You Need To Know for Your Delivery Event



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Dear Global Warming Activist,

Thank you for joining thousands of others around the country for a week of congressional delivery events on global warming.

We're currently at a pivotal point in the future of our planet. Either we start listening to scientists and begin to seriously reduce greenhouse gas emissions or we suffer the consequences of a warmer climate. We are already seeing the impacts: firefighters are battling unprecedented wildfires in nearly every Western state, homeowners in the Midwest are cleaning up after historic floods, and record temperatures are being set in communities all across the country. But there's hope.

Next year there'll be a new administration in Washington. And it's going to be up to that administration and, more importantly, Congress to take the lead on global warming. But they're only going to do it if we push them. And this August, while your Representative is home from Washington, we have a perfect opportunity to do just that.

Together we can seize this moment to make an impression on our Representatives before they head off to the conventions at the end of the month. We'll make sure they know how important global warming is by showing them exactly what's at stake.

Enclosed in this toolkit you will find everything you need to make your delivery event a success. The toolkit contains the following items:

- A detailed overview of the delivery events
- Step by step delivery event instructions
- Frequently asked questions

By taking action, activists like yourself are helping to protect the planet for future generations. Together we can make quite an impression this August.

Sincerely,

Samantha Rodgers
Project Hot Seat Field Director

I. Introduction

Leave an Impression: A Week of Global Warming Action

It's time to let Congress know that global warming is about more than just Washington politics. It's about people and the future of our planet. And every single day that passes without serious, science-based legislation brings us one day closer to the tipping point.

So what's it going to take to get Congress to finally act on global warming? Well, maybe we need to remind them of what this issue is really about and who they're elected serve.

Picture this:

Activists like you from around the country will visit their Representative's local offices to deliver a personal message about global warming. You'll choose a picture of something dear to you that's being threatened by global warming, and write a personal message on the back of the picture. It could be a picture of your family, your home, or your favorite vacation destination – whatever you choose. Deliver your picture and message with flowers, and you'll really get your Representative's attention. That's it. A simple message with a simple reminder.

The message itself will vary according to whether or not your Representative has already taken the lead on global warming by supporting the Safe Climate Act. Your message will say something along the lines of "thank you and keep up the good work," or, if your Representative hasn't yet taken the lead on global warming, it will say "now's the time to be a leader and support science-based global warming legislation." It all depends on your Representative's stance.

Your flowers and messages will leave a powerful impression that your Representative will take to the convention and share with their colleagues.

Throughout August, members of Congress will be back home in their districts getting work done and preparing for the upcoming conventions. It's a perfect time to stop in the office and send them a message that they can take to their party's convention. Below, you will find out everything that you need to know to be part of this week of action.

II. Instructions

How you can help – Step by step delivery event instructions

1. Confirm your event is registered in the system and all the details are correct.

To confirm that your event is registered in our system and that all of the details are correct, you should go to <http://www.projecthotseat.org/impressions> and click on "login for hosts." Simply enter your email and password to sign in. After you login, you'll see the details of your event. To edit your event you can click on the link that says "manage." This will take you to your event page. In the right margin you will see a link that says, "edit this event." That link will take you to a page that will allow you to edit all of your event details.

If you haven't yet registered your event, go to <http://www.projecthotseat.org/impressions>, click on "host" and enter your event

details. If you don't already have an account, you'll need to create one.

2. Choose the picture that you'll deliver.

Your delivery event is all about making an impression. And the picture that you use will go a long way toward making your delivery memorable. When you're considering which picture to use to deliver your message, there's one main thing to keep in mind: **Make it personal.**

The picture should be of a future that's threatened by global warming. It could be a picture of your kids or grandkids, your business, or even the lake where you went fishing as kid. If it's threatened by global warming and you care about it, it will work.

3. Write your message on the back of the picture.

The message should be handwritten and as personal as the picture. You should reference what's at stake in the picture in whatever you decide to write. Below are two examples...one for Representatives who have already taken the lead on global warming and signed the Safe Climate Act and another for Representatives who have not.

Safe Climate Act Supporter Example Message:

"Dear Representative _____. Thanks for standing up for the future of _____ by being a leader on global warming and signing the Safe Climate Act. Please continue to support science-based global warming policies."

Not a Safe Climate Act Supporter Example Message:

"Dear Representative _____. You have a chance to be a leader and stand up for the future of _____ by supporting science-based global warming legislation like the Safe Climate Act. There's no time to waste."

*If you can't remember whether or not your Representative has signed the Safe Climate Act, visit <http://www.projecthotseat.org/impressions/ reps>

4. Invite some friends to join you.

The more individual, personal messages that people deliver to your Representative the better. So be sure to invite your friends to join you. You can send email invitations from your event page. You should encourage your friends to RSVP for your event online, so that you can use the online events system to keep track of RSVPs and we can get a sense of how many people are participating in the week of action.

5. Flowers for the delivery.

What you do for flowers for your delivery is entirely up to you. You can pick your own, have your kids make paper flowers or you could buy them from a florist. And it doesn't necessarily have to be flowers plural – it could be a single flower. Also, don't feel required to purchase a vase for the flowers. Simply recycle something from around the house – an empty bottle, carton or anything else you can find. It just makes it all the more personal.

You can go to <http://ftdflorists.reachlocal.net/> if you need help finding a florist in your area.

6. Show up and deliver your message.

This is the fun part. And pretty straightforward too! Just let one of the congressional staff people working at the office know why you are there and give them the message. You should encourage them to put the flowers some place where they will be visible. Also, make sure they inform the Representative that you stopped in.

7. Upload your photo.

Please upload any photos that you take while you are at the Representative's office. We'll be pointing the press and the public to the photo page and we want to ensure that everyone is represented.

To upload your photo, go to <http://www.projecthotseat.org/impressions/photo>

8. Give us your feedback.

After you upload your photo, take a minute to give us some feedback. Simply go to <http://www.projecthotseat.org/impressions/feedback> and fill out the survey. Your feedback goes a long way toward helping us be more successful and is greatly appreciated.

III. Frequently Asked Questions

I want to host a delivery event. What should I do?

Great! Hosting an event is easy. Just click on "host event" and login or create an account in the Greenpeace online events system. Then enter your address. The event system will let you know who your Representative is, and where their district office(s) is located. The system will also let you know whether or not your Representative has already taken the lead on global warming by singing onto the Safe Climate Act.

Where can I check to see if my Representative has signed on to the Safe Climate Act or not?

If you don't remember what the system tells you when you sign up for your event, don't worry. You can check to see whether or not your Representative has signed on to the Safe Climate Act by going to <http://www.projecthotseat.org/impressions/ reps>.

My Representative has more than one local district office. Which one should I go to?

Just pick whichever office is the most convenient for you to visit. There will be staff in each office, so you can deliver your message and talk with whoever is there. However, it is always a good idea to take a minute and call the office just to confirm that someone will be there on the day you plan to stop by.

When I enter my address I'm given a choice of 2 Representatives. But I don't know which one is mine.

Hmmm, neither do we. It appears that you live on the border of two congressional districts, and the address you entered doesn't tell us which district you're in. You can do one of two things: try entering a different address on your street, or you can just pick one of the two Representatives. Whether you live in their district or not, you're close enough and you can still drop off a lobby packet and express your support for strong global warming solutions.

Someone has already signed up to visit my Representative’s office, but I’m unable to join them that day. Can I register to host another delivery event to the same office?

Definitely! It’s ideal if your Representative gets visits throughout the week from concerned constituents. Remember, it’s all about making an impression and nothing will make a stronger impression than visits all week long.

So, if you can’t make the event that’s already listed, sign up to host your own!

Do I need to make an appointment with my Representative’s office before I do anything?

Nope. You can register for a delivery event now – just pick a day and a time during business hours that works for you.

What should I do when I get to the office?

Go ahead and enter the office and tell the staff why you’re there – you’re a constituent who is concerned about global warming, and you have a gift that you’d like to leave for the Representative.

The staff will accept your gift and might ask for your name and address so they can send you a follow-up note. They’re usually very friendly – you might want to talk with them for a bit – ask them if they support science-based global warming policies. Tell them that you’re concerned about global warming, and you’d like to see your Representative be a leader on the issue in Congress this Fall or continue to be a leader (depending on where they stand).

I’m not an expert on the issue of global warming, and I don’t know much about the legislation.

You don’t need to be an expert on the issue of global warming, and you don’t need to be a policy expert either. This week of action is about making an impression on members of Congress that now is the time to act on global warming. We encourage you to read the packet materials over before you do your delivery event, but don’t worry about remembering all the finer points of global warming science or legislative policy.

Congress members go back to their home districts every August to hear from their constituents. So be yourself! You’re there as a member of the voting public, and you’d like to see Congress pass strong global warming solutions now.

I know some friends who’d be willing to come with me. Should I bring them along?

Yes! The more the merrier. Delivery events work well with one person or twenty! You can send email invitations from your event page. You should encourage your friends to RSVP for your event online, so that we can get a sense of how many people are participating in the week of action, and you can use the online events system to keep track of RSVPs.

If people are coming with you, be sure to get in touch with them beforehand to set a meeting time and spot (outside of your Representative’s office building is a good idea), and to discuss how the event will go. Make sure that they downloaded the toolkit and have their flowers and picture ready to go. You can email anyone who RSVPs for your event

Some people that I don't know have RSVPd for my event. What should I do?

Well that's great! When you register your delivery event, it gets listed on our online events system. Greenpeace and True Majority, who are partnering on Project Hot Seat, will encourage members to host and RSVP for events. So there may be people who live in your area who RSVP to join you.

Please contact these people to acknowledge their RSVPs and coordinate logistics. When you register your event, you'll get a confirmation email with information about how to log in to your event management page. From the event management page you can send emails to any people who have RSVPd for your delivery event.

Anything else I should know about?

That pretty much covers it. We'd love to see pictures of your event, so if you could take a digital camera and upload images to our website when you're done that would be great. We bet other people involved in the week of action would like to see them too.

Also, please let us know how your event went. When you're done with your delivery, click this link to complete a feedback form.