

# ACS CAN TOOLS & RESOURCES





# Frequent Contacts Roster

Team Roster			
Name	Role	Phone Number	Email

Media			
Editor Name	Outlet	Phone Number	Email

Miscellaneous			
Name	Title	Phone Number	Email



# Volunteer Engagement Calendar



The 2019 Volunteer Engagement Calendar is here! This year, it is posted on our website at [www.fightcancer.org/calendar](http://www.fightcancer.org/calendar) and it looks great.

The American Cancer Society Cancer Action Network (ACS CAN) Volunteer Engagement Calendar is full of ideas and suggestions about powerful actions you can take this year to make a real difference in the fight against cancer.

***The power of our ACS CAN comes from you taking action.*** Each of you has the power to improve people's lives by advocating for the passage of meaningful legislation; the power to recruit and motivate other advocates into taking action; the power to effectively utilize media to promote our cause; the power to raise needed funds for our campaigns; and the power of your story to make your elected officials realize why fighting cancer should be a top priority.

Each and every action you take with ACS CAN is important to our success. Don't forget to record all your actions in the award winning Ambassador Action Center (AAC). It helps both your state and federal staff teams be informed and up to date on all your interactions with your state and federal lawmakers.

All of the actions suggested in the Engagement Calendar are "descriptive"--not "prescriptive" and each can be used most effectively in the context of a larger campaign plan. Each staff partner and volunteer leader has individual skills and faces different challenges in building, training and maintaining their volunteer team and using their power to pass effective legislation, so these ideas are not meant to be "one size fits all." Your actions are most effective when you personalize your activity and show your maximum ACS CAN Ambassador passion while you do it. This is how we make things happen! We hope this calendar continues to generate that constant engagement and collaboration between staff and volunteers that energizes and grows our movement.

As usual, we will be working on federal, state legislative and local campaigns on multiple issues around the nation. It is critical that you stay in close contact with your state staff partner to stay updated about local, state and federal opportunities to take action. Please participate in the National Volunteer Leadership calls listed in the calendar, as this is a great way to keep updated about our national campaign activities throughout the year.

[www.fightcancer.org/calendar](http://www.fightcancer.org/calendar)



# April Actions

## Impact My Lawmakers

Take time to assess your progress toward your goals this year and talk with your staff partner about any needed follow-up with your state and federal lawmakers. Send a thank you note to your lawmaker (or staff) who you met with during the previous recesses to build that relationship.

## Build My Team

Volunteer Appreciation Week is April 7-13. Set up a meeting or call with your team to celebrate your success so far this year and thank them for their efforts. Update them on progress in adding new volunteers to the team and brainstorm new ideas to reach your recruiting goal.

## Get Media

As state legislative sessions continue to be active, be sure to check in on whether staff need you to submit letters to the editor, attend a Day at the Capitol or participate in media events. Congress should be in full budget-mode, so consider how you might work with staff to amplify our funding ask through letters to the editor or other media outreach.

## Connect with Local Partners

This is a perfect time to touch base with the ACS CAN Relay Leads in your state to make sure that they have the tools to be successful integrating ACS CAN at their events!

## Use Social Media

During Volunteer Appreciation Week, share or retweet the ACS CAN national share graphics posted to Facebook, Twitter and Instagram and make sure to tag your ACT team members or fellow volunteers. Share ideas! Post about what you did to show your ACT team members you appreciated them in the ACS CAN Connection Facebook group.

## Raise \$ for ACS CAN

Set up your personal CANraiser Lights of HOPE page and continue collecting donations. Reminder to log all offline donation collected on your Personal Page too!

## Membership Moment

Have you used the Ambassador Action Center to report on how many members you've recruited! You get 10 points for every 10 members you sign-up!



# Telling Your Story



ACS CAN is looking for people who are willing to share their cancer story with us and our lawmakers. By sharing how cancer has impacted your life, you will help make cancer a top priority in our state house and on Capitol Hill.

## What's your story?

- Have you or a loved one taken chemotherapy pills?
- Are you a caregiver who has watched their loved one in pain because they don't have access to a palliative care team?
- Have you seen the impact that tobacco use has on yourself, your family, or your friends?
- Have you or someone you know been helped by the Breast and Cervical Cancer Prevention and Treatment Program?
- Would you or a loved one be impacted by potential changes to essential health benefits, lifetime caps, or have a cancer related illness that would impact your access to care as it relates to pre-existing conditions?

## How you can help:

By sharing your story with ACS CAN, you are raising your voice for cancer patients throughout your state. When lawmakers hear how cancer has touched your life, they are reminded that the issues they are voting on every day impact real people. Your story can be shared in whichever way you are comfortable:

- Working with our media advocacy staff, you can share your story through a letter to the editor, on a radio interview, or via social media.
- You can personally share it with your lawmaker in a face-to-face meeting.
- Working with our staff, you can put your story in writing and read it at a public hearing or submit the written story as testimony to support a bill.

**Your VOICE has the POWER to influence state and federal lawmakers. Share YOUR story TODAY!**

**To take the first step, visit:**

[https://  
www.fightcancer.org/  
share-your-story](https://www.fightcancer.org/share-your-story)

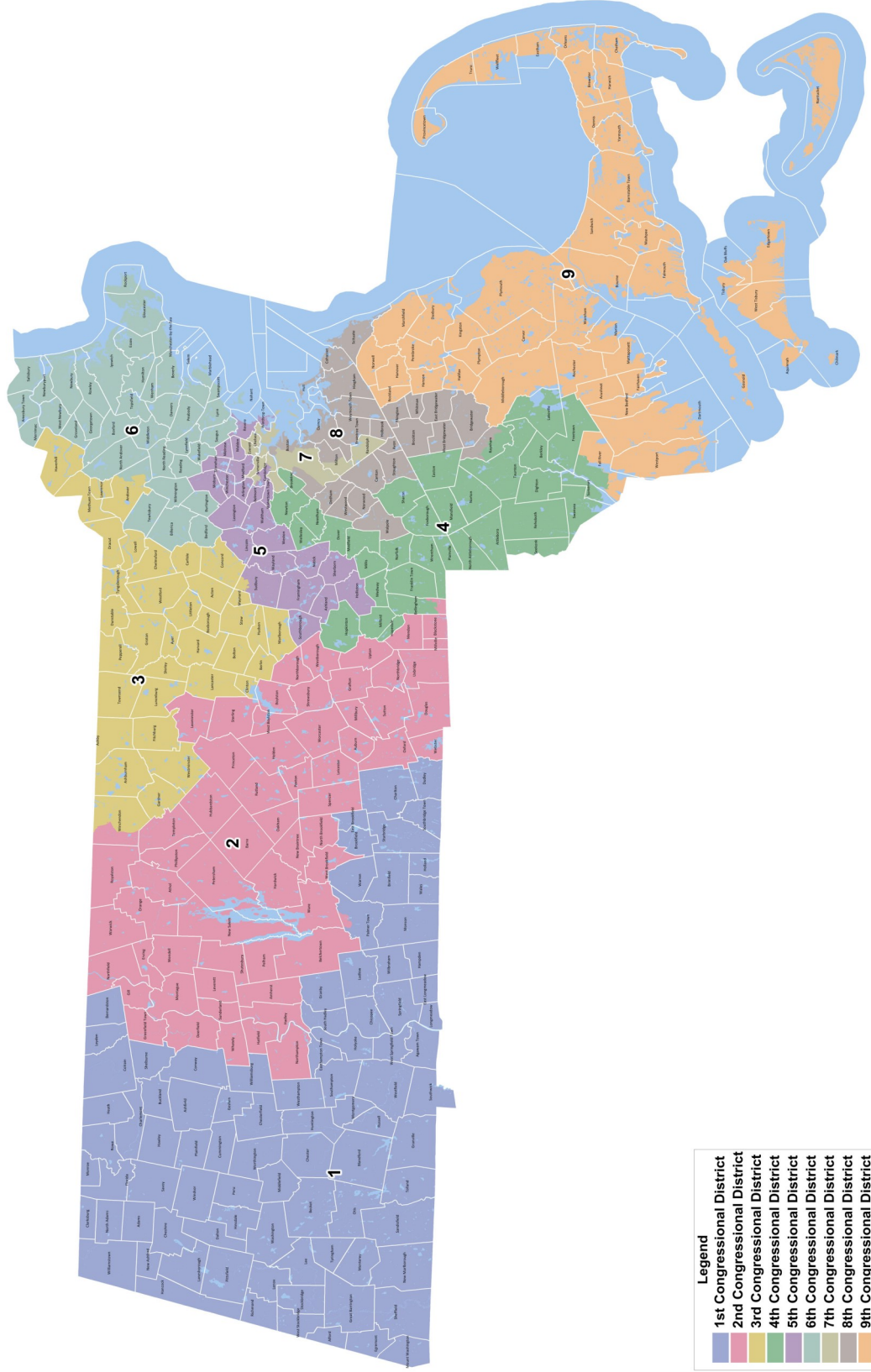


# TOOLS & RESOURCES





**The Commonwealth of Massachusetts**  
Congressional Districts  
Chapter 177 of the Acts of 2011



**Legend**

- 1st Congressional District
- 2nd Congressional District
- 3rd Congressional District
- 4th Congressional District
- 5th Congressional District
- 6th Congressional District
- 7th Congressional District
- 8th Congressional District
- 9th Congressional District

0 3 6 9 Miles



## *State Legislative Process*

As we enter a new Legislative Session, I thought it would be a good time to review the legislative process in Massachusetts, how a bill moves, and why we ask you to take action on the same issue multiple times. There are many steps and many variables, so please keep that in mind as we move forward. This is a very simplified version of how a bill becomes law.

Unlike many of the states around us, Massachusetts has a full time, year-round legislative body, meaning that being a State Senator or Representative is considered a full-time job. There are 200 lawmakers that make up the legislature – 40 Senators and 160 Representatives.

Massachusetts runs a 2-year legislative session, starting on the 1st Wednesdays of the Month in the odd year. Therefore, we are just entering a new session that will run from January 2, 2019 through December 31, 2020.

The House and the Senate hold their swearing in ceremonies the first week of session, and each body agrees to temporarily adopt the rules of operation from the last session. The rules are there to help guide them in their work, procedure and process. Both the House and the Senate have their own set of rules and will debate and discuss them in late January. Usually they have their rules in place for how they will operate for the session by early February.

In early February, we usually start to see committee assignments. The committees are made up of a small group of lawmakers who usually have a history or interest in them. There are joint House and Senate Committees, where members of both the House and Senate sit; there are also just House committees and just Senate committees. If you are interested in seeing the different types of committees, you can visit [www.malegislature.gov](http://www.malegislature.gov) and click on Committees.

The leader of the House is called the Speaker. For this year's session, Speaker Robert DeLeo of Winthrop was elected by the House to once again be the leader of the House. The leader of the Senate is called the President. For this year's session, Senate President Karen Spilka of Ashland was elected by the Senate to once again be the leader of the Senate.

In early February, both the Speaker and the Senate President will begin assigning members of their respective chambers to leadership positions as well as to lead and work on committees. There were a few key members of leadership in both the House and Senate that lost their primaries in September so there will be quite a bit of change in the House and Senate Leadership this year, as well as key committee leads.

## *How a Bill Moves*



For this example, we're going to use our upcoming priority healthcare bill – Prescription Transparency – as the example. Most of the ACS CAN priority bills follow this path as they are healthcare related.

Marc, our Government Relations Director, identifies lawmakers that would make good sponsors of a bill, and meets with them prior to the start of the new session to see if they are interested in sponsoring the bill. Often times we find a House and a Senate sponsor and have the same bill filed in both bodies. This gives it a better chance of moving through the entire process.

Once a sponsor is identified, Marc works with them to create the language for how the bill would be worded. The legislative sponsor files the bill by the 3rd Friday in January. The majority of the bills for the 2 year session must be filed by this deadline, with an exception for bills addressing emergency situations that arise, such as the gas explosions in the Andover area. When the bill is filed, it is given a docket number. If a member of the House is the co-sponsor than it's filed in the House. If a member of the Senate is the co-sponsor than it's filed in the Senate.

All the bills are reviewed and sometime between March and May they are assigned to the committee of jurisdiction, meaning the committee that should be in charge of deciding the next steps for the bill. In the case of our Rx Transparency bill, the committee of jurisdiction will most likely be the Joint Committee on Public Health.

A public hearing is scheduled for each bill, with the opportunity for supporters or opponents to testify regarding their position. The committee then marks up (edits) the bill and decides the next steps. It can be released from committee as a Senate bill, a House bill, or Sent to Study – which mean the bill is dead.

Once the bill is released, lets say as a Senate bill, it can either go to a Senate only committee or to Senate to take up on their schedule and vote on. If the Senate votes on the bill and passes it, it goes to the House for them to vote on. If the House makes changes to it, and then passes it, the a few members from both the House and Senate are assigned to a conference committee to work out and negotiate the differences in the bills. Once these differences are resolved, the Senate would vote to adopt the bill with the changes, then the House would do the same. The bill would then be enacted (basically a confirmation vote that they do want to pass this bill) in the Senate and then the House. Once a bill is enacted, it goes to the Governor for his signature.

The governor has 10 days to sign a bill, veto a bill (say he doesn't want to sign it and send it back to the Legislature), or let it pass into law without his signature. This last option is used mostly when a bill passes with a large majority, but the Governor doesn't agree with it. He doesn't want his signature on it, but knows that the legislature could override his veto with 2/3 majority vote.





## *State Budget Process*

During any of these steps, the bill could be sent to study, not pass a vote, or just sit and die because there is no time to vote on it at the end of session. This is why we ask you to take multiple actions and contact your lawmaker's multiple times about the same bill. It can take up to 10 actions for a bill to be passed into law. This is also why we celebrate every positive step a bill takes! It's a lot of hard work, and we couldn't do it without our amazing volunteers taking action every time we ask.

### **State Budget Process:**

The budget is the one bill that must pass every year, not every session. It's process is similar, but moves faster along a different timeline than other bills.

The Governor kicks off state budget season by releasing a detailed Fiscal Year (FY) 2020 budget proposal in late January. The Governor's proposal begins an important process of determining what we as a Commonwealth hope to do together through our government and detailing how we will pay for those things. Key subsequent steps in the process:

- In April, the House will debate and approve its FY 2020 budget proposal.
- In May, the Senate does the same.
- In June, a joint House/Senate conference committee reconciles differences between these two budgets.
- The final budget plan, which requires the Governor's signature, will ideally be completed by July 1st, the beginning of FY 2020.
- The Governor can veto specific lines of the budget, and then the legislature will have to vote to override those vetoes.

# Legislative Ambassador Partnership Agreement



**Term:** A minimum two-year commitment is requested.

## **Time Commitment:**

This is a year-round position. The time commitment will vary from month-to-month depending on the status of state and federal legislative campaigns.

Based on discussion with the staff partner and Legislative Ambassador, the anticipated time commitment for this position is expected to be \_\_\_\_\_ hours/days per month.

## **Responsibilities:**

### Outreach to Federal and State Elected Officials

1. Sending a letter of introduction to your elected officials.
2. Participating in at least one legislative in-district meeting per year.

### Recruiting and Cultivating Volunteers

1. Recruiting new volunteer Legislative Ambassadors.
2. Recruiting new ACS CAN members.

### Serving as a Spokesperson for ACS CAN

1. Speaking on behalf of ACS CAN at press events and in radio/TV interviews.
2. Submitting letters to the editor on ACS CAN issues and activities.
3. Representing ACS CAN at American Cancer Society events including Relay For Life and Making Strides Against Breast Cancer, and at other events in the community as needed.

### Training and Personal Development

1. Participating in training and conference calls when possible.
2. Participating in monthly team meetings within your state.
3. Attend State Day at the Capitol.

### Personal Goals

## **Signed:**

\_\_\_\_\_  
Legislative Ambassador

\_\_\_\_\_  
ACT! Lead



# *Your Congressional Districts ACS Events*





# State Volunteer Structure

