

Cancer Action Day

Team Leader Checklist



Thank you for agreeing to be a team leader for our ACS CAN NY Cancer Action Day! To ensure everything runs smoothly and you are equipped with what you will need to make your team a success, we have put together this checklist. We hope you find this useful.

Schedules & leave behind folders: When you check-in Tue., April 21 in The Well of the LOB, you will be handed the schedule of your meetings and red leave behind folders for your team. These are to be given to who you meet with that day. If you do not have a meeting but have a folder with a lawmaker's information, please deliver it to their office.

Meeting with your team: If you are able, please reach out prior to April 21 to meet with your team. **On the day of the event,** all teams are assigned a number; there will be numbers on the tables when you arrive in The Well. Please be sure to gather your team in the area of your number to discuss who will speak in which meetings and other assignments, if you haven't had a chance to meet with your team prior to April 21.

If you are riding the bus and can do so, please chat with your team prior to arriving in Albany to get to know one another and discuss assignments. If this is not feasible or you are not riding a bus, you can use the time prior to 11 AM to meet and discuss with your teams.

If the opportunity arises and you can reach out to your team prior to Cancer Action Day, please do so if it is feasible and works with your schedule. It is not mandatory but may be a nice option.

Team member assignments: There are certain things you want to be sure are taken care of during the meeting, please be sure to discuss and assign each duty to a member of the team.

- ✓ Speakers for each ask
 - Biomarker Testing Defense
 - Temporary Disability Insurance (TDI)
 - Patient Navigation
- ✓ Note taker/fill out Report Back form
- ✓ Asking to take a picture

Other responsibilities: You will be the leader of the team and with that, please be sure that all members of the team are following common etiquette i.e. do not chew gum while speaking, do not eat while meeting in an office, and ask everyone to silence their cell phones.

If any issues arise, please call or text Becca Oechsner: 518-275-1587