

# Introduction: Sanctuary Campus Action Guide

Donald Trump was elected on a campaign of hate – racism, xenophobia, misogyny and anti-Semitism. We should not be surprised that Trump is filling his cabinet with ideologues like Betsy DeVos and others who have made political careers out of targeting those who are vulnerable and dividing us from one another.

Trump’s hateful rhetoric has already taken a toll on our campuses. Swastikas, nooses, and racist graffiti are appearing on college campuses daily. Professors are being placed on watch lists. Tens of thousands of undocumented students face renewed threats of deportation. Muslim students and faculty were informed by the President-elect during his campaign that they will be forced to register on a federal database and may be issued government ID that lists their religion. Victims of sexual assault and hate crimes have heard Trump signal that he will dismantle the Department of Education’s Office for Civil Rights, which has required college campuses to protect targets of sexual violence and to discipline those who have engaged in that violence.

[**On Thursday, January 19th, thousands of us will tell college and university administrators we must establish public spaces of resistance and protection for our country's most vulnerable people**](http://aft.to/sanctuarycampus) **-** including undocumented immigrants, Muslims, Black people, Queer people, and all people of color. All over the country, we will make concrete our commitment to resisting Trump’s politics of hate.

**What we are facing is unprecedented; our response must also be unprecedented.** Our students, our colleagues, and our community need to see that we will stand with them, and proactively reject any attacks on our campus. We believe in a better and more just America, and we must demonstrate our convictions with bold action.

**This guide is divided into five parts:**

1. Introduction: Sanctuary Campus Action Guide
2. Sample Action Ideas to Inspire
3. A 4-step Guide for Planning & Executing Your Action
4. Instructions for how to take the photo
5. Immediate Next Steps and How to Share a Photo That Gets Noticed

**Throughout the guide, there are mentions to these other documents that you can find in the additional resources packet:**

1. Sample Sanctuary Campus demand letter
2. Script for Action
3. Email templates to recruit friends
4. Sample action planning meeting agenda
5. How to Go Viral on Facebook Live
6. Banner and Sign ideas & AFT logo
7. Coalition Partners
8. Sample Press Advisory

# Sample Action Ideas to Inspire

**Post your action on Action Network so members of your campus community can RSVP:** [**http://aft.to/sanctuarycampus**](http://aft.to/sanctuarycampus)

**Letter delivery:** Get a group of faculty, students, and other campus community members to deliver a demand letter to the campus administration demanding they become a Sanctuary Campus. There’s a sample letter in the “Additional Resources” packet. You should be prepared to Facebook Live the delivery and have people read the letter out loud when you get to the administration’s office.

**Candlelight vigil:** Organize a rally in a central part of the campus with faculty, students, and other campus community members and hold a candlelight vigil. You should Facebook Live the event and read the demand letter, and have a handful of people prepared to speak. Be sure to have a group of people walking around signing everyone in!

**Draw the line at the university gates:** Stand silently, or sing, or sit in place for 30 minutes with locked arms to demonstrate that you’ll block hate from coming onto your campus. Read out the demand letter. Practice beforehand if you want it to go really smooth.

**Hold a sit-in:** If your campus has previously held actions demanding your administration, you can use this day to escalate the pressure for them to commit the campus to becoming a sanctuary for all community members. Recruit a group of people to hold a sit-in in the administration office until you’re given an answer about whether your campus will become a Sanctuary Campus or not—and if not, why not.

**Street theater:** Get people moving on campus! One idea we’ve heard is building a temporary wall on campus to show how you’ll defend your community from harmful actors trying to come onto campus.

**Visualization of the problems facing the campus:** If you’re unable to organize an action, one way that you can still highlight the protections needed on campus is to find a way to create visual representations of them. One example is drawing a visible line with chalk around the campus to redefine where campus safe spaces are so that the whole campus is a safe space.

**Hold a community safe-space:** This can be done in addition to anything else you’re planning! Work with leaders on your campus – staff, students, faculty, etc – to hold a community safe space. Talk about what issues are occurring on your campus, how the community can respond to them, and lay out the vision of what a Sanctuary Campus means for everyone.

# A 4-step Guide for Planning & Executing Your Action

**STEP ONE: LAUNCH. Get the action rolling!**

1. **Bring together your team**. It’s more fun to work together. Call up friends, coworkers on your campus, and anyone else you think would want to get involved.
2. **When you’ve got your team in place and a basic idea, register your action** on our website so other people can find you and join in: [**http://aft.to/sanctuarycampus**](http://aft.to/sanctuarycampus)**.**Once you register the action, make a Facebook event to invite even more of your friends to join you.
3. **Recruit, recruit, recruit**! Set a goal for how many people you’d like to see on January 19th and try to create a plan for reaching 10 times that number of people, (assuming that only 10% of the people you contact can show up). Sending emails through listservs, going through your Facebook friends who are faculty members at your campus, and reaching out to other student and community leaders with strong networks are all good ideas.
4. Don’t forget about Tuesday, January 24 at 8:00pm EST tele-townhall! Everyone will be able to RSVP for the call here: [**http://aft.to/sanctuarycampusTTH**](http://aft.to/sanctuarycampusTTH).After the Sanctuary Campus actions, we will be asking folks to join with their friends and colleagues on Tuesday night to debrief the actions and listen into a tele-townhall with AFT National leaders and staff to talk about what’s next as we build our campuses into the sanctuaries we know they can be. Try and have someone on your team volunteer to host the tele-townhall – think about having dinner beforehand, or other fun activities to get to know each other.

**STEP TWO: MEET. Have a meeting on January 9th with your team. You can use this sample agenda.**

1. **Set some goals for your Sanctuary Campus action**. Let’s figure out how you can make your voices heard through action:
	1. **What** – How will you defend your campus? Is your action directly addressing the institution? Or are you standing up with groups being targeted by Trumps rhetoric?
	2. **Where** – Is there an easily accessible location where people can meet? What symbolic locations can be incorporated, such as visible demonstrations of the silence of campus administrators?
	3. **When** – what time will your action begin and end?
	4. **Who *–*** will post the action to Action Network?
2. **Details, details, details**. Use the script here and adapt it if you’d like. Divide up speaking roles and make sure the flow makes sense to you.
3. **Designate team roles**. Brainstorm all the things that you will need to do before the action and everything that will happen at the action. Here are some potential roles to keep in mind. Filling as many of these as possible will help your event run smoothly
	1. **Action Leaders** - two people who will run the program of the action.
	2. **Logistics** - someone who can make sure you have everything you need for the action, including things that need to be printed.
		1. Sound system and megaphones
		2. Signs and banners (see artwork below)
		3. Sign in sheets
		4. Any other materials you come up with
	3. **Social Media Roles**
		1. One person to Facebook Live the action. (There is a simple guide to Go Viral on Facebook Live in the supplement resources!)
		2. People to live tweet and do a live stream on Facebook. Include #SanctuaryCampus and #HandsOffOurCampus so we can track the actions. Don’t forget the link to the tele-townhall: [**http://aft.to/sanctuarycampusTTH**](http://aft.to/sanctuarycampusTTH)
		3. Official photographer and videographer
		4. Write a blog post for AFT blog after the action and include photos of the event. Contact Ginny Myers, vmyers@aft.org, to get your blog post included in Voices On Campus.
	4. **Art Coordinator**
		1. Make flyers, posters, and banners.
		2. Ideas for signs and banners are in the supplemental resource guide!
	5. **Recruitment**
		1. Confirming people who have said they want to attend
		2. Creating an outreach plan to get even more people to the action

**STEP THREE: TAKE ACTION**

**Demand a Sanctuary Campus for the entire campus community!** On the big day, gather your friends and action materials and get out in the streets. Make sure everyone speaking knows the key messages you’re trying to send that day, and don’t forget to document with photo and video!

**STEP FOUR: DEBRIEF AND JOIN THE TELE-TOWNHALL**

**Report back and keep organizing**. After the event, we’re asking everyone to send in their photos and videos to help us create a shared story. After your media has been uploaded, take a breath, and celebrate with your team. Be sure to thank everyone who helped, and plan a follow-up meeting as soon as you can. Assess what went well, where you could have improved, and start planning your next steps for building the movement.

# Instructions for how to take the photo

1. **Make sure you have a camera**! If you only have a phone camera, that’s fine! Phone cameras are probably best since we want to get these photos up online quickly. Check your batteries before the event.
2. **Gather your people**. It’s crucial that you gather everyone together at your action for your photo – this is how we can show the incoming Trump Administration and campus administration just how big this movement is. Think about a location where you’ll be able to capture a photo of everyone present—the location should be scaled to the size of the crowd you expect.
3. **Show your action**. Be sure to capture signs, banners, the people, cardboard, street theater, or whatever else your action uses. We will use your photos to tell the story of why Sanctuary Campuses are so desperately needed in this moment.
4. **Show us where you are**. If possible, include local landmarks or typical surroundings of your area in your picture. If you’re in the administration’s office, show the name plate of the president on the door, or if you’re creating a human line at the edge of campus, try and get the campus sign so people know where you are. Make sure everything in the picture is big enough.
5. **Take more than one picture**! It’s easy to take a few shots of groups, also from different angles or closer and further away. This will allow you a choice from which you can select your best images. Be creative with some of your shots!
6. **Check the pictures**. Make sure your pictures look OK before everyone goes home.
7. **IMMEDIATELY: Post the best photo on social media** (facebook, twitter, and instagram) with the hashtags #CampusSanctuary and #HandsOffOurCampus AND link to have folks sign up for the tele-townhall →[**http://aft.to/sanctuarycampusTTH**](http://aft.to/sanctuarycampusTTH)
8. **Afterward, email us your best image**. We ask that you submit your best photos as soon as you can — and you can get instructions on how to do that below Good luck! We can’t wait to see your images!

# Immediate Next Steps and How to Submit a Photo

1. Post your photo to social media with link to have your friends sign up for the tele-townhall
2. Send your highest quality photo to highered@aft.org
3. Send your sign-in sheet to chicks@aft.org
4. Email all the people who came to the action, thanking them for coming, and sending them the link to sign up for the tele-townhall.
5. Have a debrief with everyone that planned the action with you, talking about what went well and what you want to do better next time.

**How to submit your photo**

To submit your photos, just send us an e-mail to highered@aft.org and follow the instructions below. Add your photos as attachments, making sure not to exceed individual photo size of 3MB.

* Submit only one photo per email.
* Use your campus and state as the subject.
* The body of your email will be the caption for your photos. Include a compelling one-sentence description of your event and what is happening in the photo.
* Include any photographer credits in the email body/caption.
* Send your email to highered@aft.org.

If you have videos to upload or share, you can also email us (though might need to share it using Google Drive, DropBox, or WeTransfer).