

Advocacy Tool Kit

Vol. I

Effortless but Effective Advocacy: How to Start Up or Integrate Advocacy Into Your Direct Services Framework



Table of Contents

- 1. Northwest Harvest and Advocacy
- 2. The Importance of Advocacy by Emergency Food Providers
- 3. Getting Buy-in from Your Board, Staff, and Volunteers

Tools:

- Debunking Myths About Advocacy
- Arguments for Advocacy
- 4. Building an Advocacy Program

Tools:

- Join a Coalition
- Advocacy Calendar
- Worksheet: What to Consider in Setting Policy Positions
- 5. Integrating Advocacy in Your Work

Tools:

- Volunteers
- Clients
- Youth



Northwest Harvest and Advocacy

Mission Statement: The mission of Northwest Harvest is to provide nutritious food to hungry people statewide in a manner that respects their dignity, while fighting to eliminate hunger. Our vision is that ample nutritious food is available to everyone in Washington State.

As a direct service agency, we are well aware that ending hunger requires more than feeding the hungry. We know that eliminating hunger requires addressing its root causes.

Advocacy on behalf of low-income people has always been part of Northwest Harvest's work, and in 2009 we hired our first public policy manager to boost advocacy efforts. In 2013, we hired a public policy coordinator to additionally support this effort. We are an active, long-standing member of the Washington Food Coalition, the Anti-Hunger & Nutrition Coalition, and the Western Regional Anti-Hunger Consortium, among other advocacy groups.

Northwest Harvest advocates for access to nutritious food and basic economic security for low-income families. Our leadership provides input to state and national elected officials on hunger issues. We work to raise public consciousness about the extent of hunger in Washington through our publications, volunteer engagement, speakers' bureau, our frequent food drives, and other events.

If you'd like current information on our specific advocacy efforts, please click on the Advocacy link on our website, entitled 'Take Action': http://www.northwestharvest.org/take-action.

Northwest Harvest Public Policy Positions

Northwest Harvest staff and Board of Directors have adopted three public policy positions to guide our decisions and actions in pursuing our mission though advocacy:

Promote Access to Nutritious Foods

Northwest Harvest will strive to take a lead in advocating, educating, and organizing to promote access to nutritious food for low-income people.

Help Low-income People Meet their Basic Needs

Northwest Harvest will support advocacy efforts to protect and strengthen programs and activities that help low-income people meet their basic needs. We know from our Focus Group Project that many low-income people who visit our food banks and meal programs rely on various local, state, federal and non-profit human service programs to support them in meeting their basic needs. When basic needs such as income, housing, and health care are being met through support programs or initiatives that promote self-sufficiency, families can spend more of their income on food and reduce chronic hunger.

Support Budgets that Preserve a Basic Safety Net

Northwest Harvest supports adequate federal, state, and local sources of revenue to ensure that programs helping low-income people meet their basic needs do not receive further cuts and that funding is increased where programs are not adequately funded to provide a basic safety net. Northwest Harvest will specifically advocate against an "all-cuts" approach to local, state, and federal budgeting that results in cuts to eligibility or services for programs supporting low-income people or our Partner Programs.

The Importance of Advocacy by Emergency Food Providers

What does advocacy mean to you? Some define advocacy as "the action we take to make the world a better place". By that definition, you, as a staff member or volunteer for a hunger relief organization, are already an advocate. You make a difference for the people you serve by providing food to help feed their families, giving them hope as they struggle to work their way out of poverty.

But when others think of advocacy, they may think of rallies, lobbying and speaking up through emails and phone calls. That is advocacy too—systemic or public policy advocacy. The end result of systemic advocacy, that is, a change to legislation, seems intangible or maybe even impossible but it is every bit as important as the direct advocacy that you are already doing by distributing food or meals. Think of the problem of hunger as a fire. When we provide direct services, we are working to put out a bunch of individual fires by giving food to a hungry individual. The result is immediate—a belly is filled for a few days. But what happens as more and more fires spring up, faster than we can put them out? Those fires come together into a giant conflagration—a wild fire. Systemic advocacy allows us to combine our fire-fighting efforts, putting out large portions of the fire in a single blow. That power is in the form of changing the programs and policies that also help to fight hunger—nutrition assistance programs.

With cuts to our nutrition assistance programs and other important safety net services, many hunger relief organizations are seeing longer lines of customers, struggling to keep up with record increases in need for services but with fewer donations and less funding. The fires are coming together and spreading quickly. We need more power to fight it. That is why Northwest Harvest developed this advocacy tool kit: to help our hunger relief programs overcome the barriers, increase their capacities to become effective systemic advocates, and strengthen our advocacy efforts by bringing the voices of clients to the policy table.

In Volume I, you will find information on starting up and integrating an advocacy program at your food bank or meal program. Is time an obstacle? In Volume II, you will find tools for taking advocacy actions in 60 minutes or less. Finally, in Volume III, you'll find ideas and tips for taking your advocacy efforts to a higher level—lobbying and building relationships with your representatives in the Washington State Legislature and in Congress.

Whatever your goals are as an advocate, we hope you will find inspiration and helpful information here!

Getting Buy-in from Your Board, Staff and Volunteers

As a food bank or meal program, you are already engaging in advocacy. By providing food to families in need, you are taking an action to help others and therefore engaging in advocacy.

Providing direct services is a very valuable kind of advocacy. The instant gratification of being thanked when you provide someone with a box of life-sustaining food shows how you have helped make a real difference in someone's life. The advocacy doesn't have to stop here.

Systemic advocacy means using our voices, our stories and our experiences to educate decision makers and help improve the safety net programs that are the first line of defense against hunger. The effects may not be immediate, and at times it might feel like no one is listening, but change is being made with each new person whom you make aware of the prevalence of hunger in our communities. It's an investment that will eventually have the payoff of ending hunger.

To start a systemic advocacy program, you will need to have the commitment of your board, staff and volunteers. This way, you have a team of people who can engage their own networks—family, friends, neighbors—on hunger issues. Start with a conversation about how your program will benefit from systemic advocacy.



Reasons for a Systemic Advocacy Program

As a direct service provider, you have a unique perspective on hunger. Every day, you see how public policies are affecting the needs of the people in our community. Your specialized knowledge could be of great assistance to political decision-makers at the local, state and national levels around issues of hunger and poverty.

Here are ways your program will benefit from systemic advocacy:

Increase your visibility as an organization

Educating and speaking to other groups and agencies in your community about public policies and the root causes of hunger will increase your visibility as an organization. Potential volunteers and donors in your community will see you as the "voice of hunger." You have the ability to capture your community's attention and trust when it comes to solving hunger.

Grow a larger volunteer and donor base

There are many people in your community who are interested in tackling the root causes of hunger; however, they may have limited time to contribute. An advocacy program will grow your volunteer base to include those individuals as it allows them to make a difference for your program and your community in the brief actions of writing a letter to a local paper, sending an email to their elected officials or talking to clients about advocacy and hunger issues.

• Lower the number of people needing emergency food

The ultimate goal of advocacy is to eliminate the root causes of hunger. As those root causes are addressed, fewer people will be dependent on your services for survival. This will allow you to expand your other programs or relieve some of the current stress on your organization.



Debunking Myths about Advocacy

- **1. I don't "do" politics.** You don't have to be political to join your voice with those in need. Writing a letter, sending an email, leaving a brief phone message—these are all ways to educate elected officials about hunger. By doing one of these easy activities, you can advocate for yourself, your family and your clients. Tell your elected officials your story and tell them what you want them to do to support those living with hunger and poverty.
- **2.** My elected officials just don't seem to care about poverty and hunger issues, so why bother? Sometimes it can seem that elected officials do not care or they only seem to focus on one or two "pet" issues. However, access to food is a basic right to everyone, and hunger has affected the majority of our nation's citizens at least once in their lifetime. This is where power in numbers comes into play.
- **3. I don't have time! I am too busy to get involved in advocacy.** There are many ways advocacy can be done in less than ten minutes. It can be as easy as a few keystrokes. A phone call can take three minutes. A conversation with a friend can last 10 minutes. Posting a sign can take seconds. Reading an email to educate yourself about an issue can take a minute. Those seconds and minutes can make a world of change. There is power in numbers, and even though making one phone call may not seem to make a difference to you, elected officials will take notice and appreciate your efforts.
- **4. I'm shy.** Most of us are shy, too. A lot of advocacy can be done from your desk. Remember, we give you everything you need to email, write or call your elected officials. Don't feel like you have to dive into the deep end by going to a face-to-face meeting or a town hall meeting (a local public meeting hosted by elected officials). Communicating with your elected officials by email, letter or fax is a great way to generate support for hunger policy priorities.
- **5.** It doesn't make a difference. I have heard that elected officials delete constituent emails, ignore phone calls and/or send generic responses to letters. It may seem that way sometimes, but communications from constituents truly do have an impact on elected officials. Legislative and congressional offices count all calls, emails, faxes, and letters they receive from constituents. In fact, offices have systems and entire staff in place to respond to constituent communications. It may take only seconds to sign and mail a post card or form letter, but your personalized message will be noticed. It's your right as a citizen to tell your elected officials your concerns and to receive a response.
- **6.** I'm a Democrat and my Member of Congress is Republican / I'm a Republican and my Member of Congress is a Democrat. Hunger can affect people regardless of their political affiliation, and addressing hunger is not a partisan issue. There is often bipartisan support for antihunger policies. When you contact your elected officials, just identify yourself as a constituent and a member of the anti-hunger community. It doesn't matter whether you are a Democrat, Republican or an independent—the most important thing is to take advocacy action and to vote at election time.
- **7. I am intimidated/scared. I am not an expert in government—I am just a regular person.** From the outside, it certainly can seem frightening to correspond with or talk to these Representatives and Senators. However, they expect you to contact them about your concerns. Remember your representatives work for you-it is their job to listen to your stories and respond to your requests. The fact that you are just a "regular citizen" is your best asset when communicating with your elected officials. In fact, elected officials are more likely to listen to you, a constituent, than a hired lobbyist because you live in their state/district and you can speak firsthand about how hunger and poverty is impacting your life and community. You do not need to understand all of the ins and outs of how government works; Northwest Harvest Advocacy Updates can give you all the context and information you need. Just sign up to join our email list on our website, **northwestharvest.org**. You can always email us if you have specific questions or feel you need more information about something related to a particular elected official or party.

Sign up for Northwest Harvest Advocacy Alerts at **northwestharvest.org**. We'll email you the context and information about issues important to your program and your customers, plus quick Take Action steps.

Building an Advocacy Program

The world of policy advocacy can seem big and overwhelming—what issues should we take action on? What kind of action should we take? How can I keep up with what's happening on an issue? When are important times to take action?

The truth is, there is order to the chaos. There are logical times of the year such as during the federal budget process or when our state legislature is in recess that you can add to your program's calendar and plan on taking some sort of advocacy action.

When it comes to keeping up with important hunger issues, our commitment at Northwest Harvest is to distill all of the information for you so you don't have to wade through complicated technical language. We'll tell you the bottom line impact for your program and your customers in our Advocacy Updates and will include more detailed information for you to read if you want to do so. Other organizations listed in this toolkit also provide updates with these goals in mind and can be trusted to give you information on the issues.

Use the following tools to help you make a plan for advocacy so that you can be part of efforts to make a timely and thoughtful response to the issues that matter to your program.



Join a Coalition

Joining an advocacy coalition is the number one way you can start educating yourself and working with others on a systemic level. By joining a coalition, you are gaining access to other organizations, food banks and meal programs who are involved in furthering anti-hunger issues. These public policy coalitions have email alerts, newsletters, meetings, and conferences—all with the aim of informing programs like yours on how to be better programs and better advocates.

National

• Food Research & Action Center (FRAC) The Food Research and Action Center (FRAC) is the leading national nonprofit organization working to improve public policies and public-private partnerships to eradicate hunger and malnutrition in the United States. FRAC works with hundreds of national, state and local nonprofit organizations, public agencies, corporations and labor organizations to address hunger, food insecurity, and their root cause—poverty. More information, including action alerts on federal hunger issues, can be found at **frac.org**

Regional

• Western Region Anti-Hunger Consortium (WRAHC) This consortium brings together anti-hunger advocates from the Western Region (Alaska, Washington, Oregon, Idaho, Montana, Utah, Nevada, Arizona, California, Hawaii) twice each year, in Oakland in May and in Portland in October. These meetings tend to include both big picture strategy development on upcoming policies as well as technical aspects of implementation of nutrition programs, eligibility & access issues and other minutia of federal nutrition programs. Washington-based organizations that attend these meetings include the Children's Alliance, Northwest Harvest, Within Reach, Food Lifeline and the Washington Food Coalition. wrahc.org

State

- Washington Anti-Hunger & Nutrition Coalition (AHNC) This is the coalition of Washington based anti-hunger and nutrition advocates whose mission is to bring the stories and voices of Washington's hungry to the attention of decision makers. AHNC organizes Hunger Action Day, a lobby day on hunger and nutrition issues, and provides regular updates and alerts to members. Northwest Harvest and other organizations representing emergency food, inter-faith groups, sustainable farmers, childhood nutrition, senior services and others sit on the steering committee. General membership is open to any organizations or individuals who are interested in protecting and strengthening state and federal nutrition programs. More at wsahnc.org
- Washington Food Coalition (WFC) WFC serves as the collective voice of more than 300 emergency food providers from across the state, from Walla Walla to Spokane to Moses Lake to Bellingham to Seattle to Vancouver and just about everywhere in between. These are the food banks and meal programs like your own organization. You can find who your local representative is by visiting their website. The WFC also has an Advocacy Committee that works on providing timely information to members about state and federal issues that affect the emergency food network. More at wafoodcoalition.org
- Children's Alliance This organization is a statewide children's advocacy organization. "At the Children's Alliance, we're advocates for kids. We ensure that laws, policies and programs work for kids, and we hold our leaders accountable until they secure the resources required to make all children safe and healthy." Ending childhood hunger by strengthening the policies that help feed hungry kids such as food stamps, school meals, and summer meals, is a priority issue for the Children's Alliance. They have drafted a statewide plan to end childhood hunger in Washington and provide many organizations like Northwest Harvest with the updates, data and research that informs our advocacy work. More at childrensalliance.org
- Northwest Harvest Advocacy Alerts We are committed to distilling the information on hunger issues so you don't have to wade through complicated technical language. Our email alerts will tell you the bottom line impact for your program and your customers and will include more detailed information for you to read if you want to do so. Advocacy Alerts also offer quick Take Action steps. Sign up for our email list at **northwestharvest.org**.

Advocacy Calendar

JANUARY THROUGH MARCH

Federal Budget Process

- President releases budget proposal in February
- House and Senate hold budget hearings

State Legislature Regular Session

- Odd years: Long session of 105 days with a focus on writing the state budget for the biennium
- Even years: Short session of 60 days with a focus on policy

APRIL 15

Deadline for Congress to pass a budget resolution (framework for overall budget).

MAY THROUGH JULY

Appropriations Committees in both the Senate and House hold hearings to determine how much money will be allocated to each program.

State legislators are back in district.

AUGUST

Congressional members return to districts for recess.

SEPTEMBER

Congress must pass a budget by September 30, the end of the fiscal year, or else pass a continuing resolution.

Preparation for elections season

NOVEMBER THROUGH DECEMBER

Congressional members return to districts for holiday recesses.

Governor releases budget proposal or supplemental budget proposal.

WHAT YOU CAN DO

- Meet with your members who represent you in Congress and in the State Legislature and ask them to support nutrition assistance programs.
- Respond to action alerts and forward them to your networks.
- Write letters to the editor or op-ed pieces to educate the public about hunger and the need for protecting safety net programs in the federal and state budgets.
- Participate in Hunger Action Day and other lobby days.
- Speak on hunger issues at community events

- Weigh in with your Senators and Representative on the need to protect funding for federal nutrition assistance programs like SNAP, TEFAP and CSFP through phone calls and emails
- Invite your state legislators to visit your program.
- Invite your Congressional Representatives to visit your program
- Attend listening sessions to ask your Representative questions about their positions on appropriations for nutrition assistance programs. Encourage customers to attend as well.
- Write op-ed pieces, letters to the editor, and other media pieces, weighing in on different budget proposals and how they affect low-income people.
- Conduct voter registration drives at your program.
- Invite your Representative to volunteer at your program during the heavier traffic holiday season.
- Hold a mock legislative meeting or other civil engagement education events for customers.
- Weigh in with your legislators on how the Governor's budget proposal will affect low-income people and the emergency food provider network.

11

Public Policy Position Assessment Worksheet

This simple worksheet can help you set public policy positions and determine how an issue fits with your program's priorities.

Mission Fit

- 1. Does this public policy position increase access to food for people who are hungry in Washington State?
- 2. Does this public policy position advance our organization's public policy priorities?
- 3. Does this public policy position advance our organization's strategic plan goals?

Risk/Benefit Assessment

- 4. How will this public policy position positively or negatively impact our organization's stakeholders? Stakeholders include clients, donors, Board members, and other important members of your community.(And would it be appropriate to seek feedback from these stakeholders?)
- 5. What are the potential risks in taking this position on our resources (food, funds, volunteers)? What are the potential benefits for our clients?

Benefits	Risks
•	
	•
•	•
•	•

Is Our Voice Needed?

- 6. What is the likelihood this issue will pass with our support? Without our support?
- 7. Does our organization need to take a leadership position or are other organizations doing so already? What is the position of other partner organizations on this issue?

Notes:

The following are the questions we at Northwest Harvest ask ourselves to determine how an issue fits with our current public policy positions.

Primary Priorities: Hunger and Access to Food

- Does this issue increase access to healthy food for low-income people beyond the donated food system?
- Does this issue promote greater awareness of hunger and food insecurity?

Secondary Priorities: Resources for Low-Income People

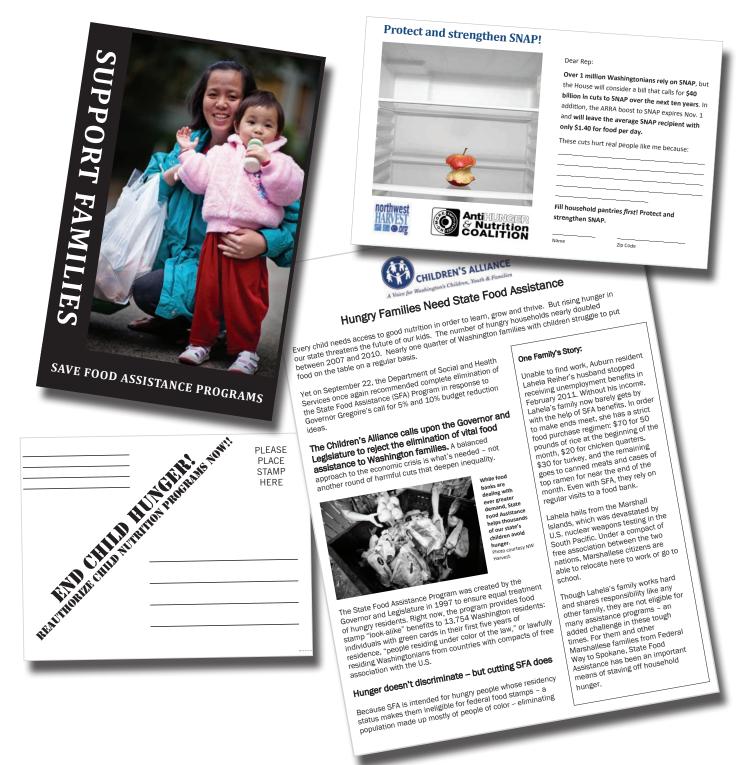
- Does it increase economic security for low-income people (through living wage jobs or income support programs like Basic Food, GAU, WIC, TANF, etc)?
- Does it support community economic development that increases economic security for low-income people (e.g., through increasing availability and access to living-wage jobs)?
- Does it increase affordable housing and decrease homelessness?
- Does it improve access to affordable and safe child care?

(List your organization's) Strategic Planning Goals:

Integrating Advocacy into Your Work

You can become an effective advocate on public policy issues by engaging your volunteers, clients and youth in your community. Small actions that keep these populations informed and actively responsive are all that is needed to help bring the attention of decision makers to the issue of hunger.

The following are some ideas for educating and engaging volunteers, clients and youth in public policy advocacy, but don't forget—the fastest, easiest, and most effective way that you can mobilize these groups is by forwarding action alerts that you get from coalitions or from Northwest Harvest.



Ideas for Educating and Mobilizing Volunteers, Clients & Youth

Volunteers

Make an Advocacy Corner. In your volunteer room or wherever volunteers sign in or gather, create an information area where volunteers can advocate. Put a volunteer in charge of creating this space for you. Include:

- A copy of the Northwest Harvest tool kit.
- A bulletin board with updates so volunteers can stay informed on issues.
- Take Action alerts, contact information for legislators and take away pages with talking points. Add a phone and computer so volunteers can call or email their legislator.
- Blank postcards addressed to your program's elected officials.
- Information about Hunger Action Day and other lobby days. Provide a sign-up sheet to coordinate car pools.

Include Advocacy in your Orientation. While you show volunteers how things work, explain to them why there are even food banks in the first place. Educate them on a current issue that is happening in the State of Washington.

Build Advocacy into the Volunteer Schedule. Do you sometimes have too many volunteers and not enough tasks? Have volunteers spend an hour writing a letter or reading educational material about hunger in our state. They may not be helping your program immediately, but their letters and voices will make an impact to policy change.

Thank You Letters. Increasing your volunteer base can help your program catch up and stay current in its tasks, and give your program a chance to include your volunteers in more of your advocacy efforts. One idea is to write thank you letters to every new volunteer after their first day. Put one of your established volunteers in charge of Thank You Letters.

Create a Speakers Bureau. Train volunteers to speak to legislators, donors and the public about your program and the issues that affect your clients. If you already have a Speakers Bureau, add a component about your advocacy program and hunger issues so that they can include this information in their presentations.

Clients

Appreciation Night. Once a year, have your program throw an appreciation dinner for volunteers and donors. Invite elected officials who represent your district and invite clients to join in. This way, they will sit with your volunteers, donors and elected officials, enjoying a meal. There is no "we are serving" or "we are aiding" them mentality. Instead, everyone is equal. Have two keynote speakers: an elected official and a client who agrees to speak. This event will not only further educate people about hunger in your community, but also build relationships between all stakeholders in your organization.

Education Corner. More often than not, people who are advocating for those in need are not those actually in need. Create an education corner at the exit of your program where clients can learn about policies that affect them and how they can help. Have a volunteer at the Education Corner to help teach clients about what they can do. By translating documents and signs (a volunteer may be able to help) you can help get more clients involved in advocacy.

Hunger Action Day. Include flyers about Hunger Action Day in clients' food boxes or hand them out when clients sign in. With the help of a volunteer, help clients coordinate car pools for transportation.

Client Story Blog. Do you blog? If so, provide a space on your blog for clients to submit stories and snapshots of their daily lives, anonymously if they wish. This will help educate the general public about the prevalence of hunger in your community as well as help other clients feel empowered by seeing that they are not alone in their experiences.

Shared Experiences Hour. Set aside a couple of hours each month for clients to spend time with each other. This can be a relaxed setting, offering coffee and some nutritious snacks. By sharing their experiences with one another, clients can feel empowered by seeing that they are not alone. Spend the last 10 minutes or so providing information on legislative issues and actions that clients can take.

Voter Registration Drive. Contact a local organization that does voter registration to do a voter registration drive for clients at your program. Provide their volunteers with a one-page handout for clients that explains the legislative issues that affect them so they will feel inspired to register and vote.

Youth

Recruitment. Hire an intern or appoint a dedicated young volunteer to do outreach at schools for a youth corps.

Youth Speakers Bureau. Train young volunteers to talk about hunger and help organize food drives at their schools.

Social Media. Let younger volunteers write posts on a regular basis on issues related to childhood hunger for your organization's blog, Facebook or Twitter pages.

Youth Nights. Host a monthly evening meeting at your food bank to bring together youth to talk about hunger, brainstorm solutions and respond to advocacy alerts .

Additional Resources

There are a multitude of websites, links and resources available to find out more about both current hunger issues as well as advocacy. But for those of you just getting up the nerve to delve into advocacy, one of the best resources we've found is on the Anti-Hunger and Nutrition Coalition's website, entitled, "Tools For Advocates." (http://www.wsahnc.org/tools-for-advocates/#.UxoAtaPTkdU)

This page not only gives you tips and templates for effective messaging, but also gives you information on setting up meetings with your legislators and a fantastic section entitled '10 lobbying tips' that will make you feel comfortable and prepared when you do sit down for the first time to speak with your legislator.

In this volume, you found helpful tips and information on beginning and integrating an advocacy program at your food bank or meal program. It makes perfect sense that anyone involved in the hunger relief world will worry that they don't have enough time to make a difference. Time does not have to be an obstacle to advocacy. Look forward to our Toolkit Volume 2, where you will find tools for taking advocacy actions in 60 minutes or less. And once you're well on your way to becoming an advocacy expert, in our Toolkit Volume 3, you'll find ideas and information for taking your advocacy efforts to an even higher level— by lobbying and building relationships with your representatives in the Washington State Legislature and in Congress.

Go forth and advocate!

Northwest Harvest wishes to acknowledge the following people and organizations for their added support and materials that helped create this tool kit: Nancy Amidei, Josh Blair, Laura Dooley, Erin Haick, Cara Kowalski, Myrna Manier, Monica Peabody, Patti Peterson, Patty Russell, POWER, FUSE, Children's Alliance, Congressional Hunger Center, Half-in-Ten and the staff at Northwest Harvest.

For more information, contact:

Northwest Harvest

800.722.6924 info@northwestharvest.org

PO Box 12272 Seattle 98102 22220 W Valley Hwy Kent 98032 3808 N Sullivan Rd #15-K Spokane 99216 911 S 3rd St Yakima 98901 800.722.6924

Discover more at northwestharvest.org



MB · 04/14 · TCC