**How to Have a Walk-in

In its simplest form, a “walk-in” is when parents, community members, educators and students gather out front of their school 30-45 minutes before their duty-day starts. They march/rally/picket, have donuts, coffee, network, and perhaps hear a short program. And then they all walk-in together. Given the never-ending attacks on public education that many of our cities endure, this provides a positive action that that proclaims these are *our* public schools and our communities. It also builds solidarity amongst educators, students and parents as they will feel the power of collective action.

There is a bit of planning and outreach involved for a successful event. Here are some things to think about so everything can go smoothly, and to ensure that educators and students get to school on time.

As a local president, think through what works best for your local. Have someone at each site who will organize this day of action and discuss with them questions such as this: Who should be invited to participate – school board members, district administrators, local businesses? What will be needed at each location? What should the program look like – a speaker, chanting and singing, picketing and how long will it last? What goals and messages do we want to convey?

Find resources to help you plan your “walk-in” on January 11, 2019, at [www.cta.org/RedForEd](http://www.cta.org/RedForEd).

Here are things leaders and site coordinators should consider.

BEFORE THE WALK-IN, chapter leaders could:

* Discuss and plan ideas with your Executive Board or organizing committee.
* Identify and meet with school site coordinators.
* Make the school and district administration aware of the event and invite them to participate.
* Invite special guests to participate in the walk-ins.
* Help organize a “materials box” for pick-up a few days before the walk-in. Materials boxes would have flyers, posters, chant sheets…whatever other materials are being delivered to each school that’s hosting a walk-in.

BEFORE THE WALK-IN, site coordinators could:

* Reach out to teachers in the school to get them committed to joining the walk-in
* Knock on doors in the community around the school (take a community/teacher partner!) to let them know about the walk-in and get them signed up to participate!
* Hand out flyers outside the school as children are arriving or leaving. Make sure every parent and student knows they can participate in the walk-ins.
* Make sure the walk-in logistics have been sent to the local president, or designee, so it can be shared with local news media.
* Make your principal aware of event and invite them to participate.
* Invite special guests to participate in the walk-in.
* Organize a “materials box” for the event. Materials boxes would have flyers, posters, chant sheets…whatever other materials are being delivered to each school that’s walking in.
* Have a time-keeper. Consider padding the schedule with a few extra minutes – we don’t want anyone to be late to the classroom or work.

DAY OF THE WALK-IN, site coordinators and volunteers could:

* Pick up water, coffee and donuts
* Take charge of circulating a sign-in sheet to get the names and email addresses of EVERY person who shows up for the walk-in. You need to capture those names for future efforts.
* Designate a chant and song leader
* Distribute signs and banners, stickers or other visibility materials.
* Take pictures and/or video of the walk-in to share on social media and with CTA.
* Tag tweets [@WeAreCTA](http://twitter.com/wearecta) with the hashtag [#RedForEd](https://twitter.com/search?f=tweets&q=%23CTADayOfAction&src=typd)

This sample program offers an idea of what may happen at your walk-in:

WALK-IN SCHEDULE

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| --- | --- |
| **6:45 am** | Core group arrives at your designated meet-up place at school to unload signs, sign-up sheets, coffee, etc.  |
| **7:00** | Participants arrive. Try some “human billboarding” *(standing with signs as cars drive up),* singing, chanting, etc.  |
| **7:30** | Gather everyone up for a short program in front of the school. Plan for no more than 4 people who represent parents, school staff, students and/or community orgs, faith leaders etc. Each person gets no more than 2 minutes to deliver a prepared message or demand *(work with your leaders ahead of time to differentiate their remarks and use CTA’s messaging as a guide.)*  |
|  | **Here’s a sample program:** * Speaker #1: Greeting. This is why we’re here today!
* Speaker #2: Our Message. For the schools all our students deserve, we need…
* Speaker #3: Our Campaign. Our fight doesn’t end today! What we’re demanding, next steps (could be rejecting DeVos/Trump education budget and agenda, could be demanding public schools open to all and rejecting private vouchers and corporate charter schools…and why we need you!
* Speaker #4: Thank you for coming…don’t forget to sign the petition in support of Los Angeles and Oakland educators at [www.cta.org/RedForEd](http://www.cta.org/RedForEd). *(Remember to ask everyone to sign up to help!)*
 |
| **7:40**  | Everyone walk in to school and do one last chant or song  |
| **7:45** | Everyone goes to work/school |

AFTER THE WALK-IN, consider doing the following:

* Designate one or more individuals to tweet out a picture or video of your walk-in tagging

[@WeAreCTA](https://twitter.com/WeareCTA) with the hashtag #RedForEd, #WeAreCTA, #WeAreLA, #WeAreOEA

* Take a picture at your walk in! Post the picture on Facebook or Instagram with the hashtag #RedForEd, #WeAreCTA, #WeAreLA, #WeAreOEA
* Send photos from your walk-in, as well as any local press coverage of the walk-in to  social@cta.org. Please include your city, school name and how many people came to the walk-in.
* Send thank you emails/notes to volunteers.