



LOCAL DISTRICT GUIDE 2022 EDITION

THE TASK FORCE ORGANISATION

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ABOUT THE TASK FORCE

Our mission is to, "Ensure People are Represented by their Governments."

The ability to have your voice heard, that is what unites our organization. We believe in a world where people are represented by their elected officials. We believe in making sure that there is transparency, and that there is trust between politicians and their constituents. We believe in holding our leaders accountable. We believe in making sure that they are not enslaved to billion-dollar corporations, but instead, in the servitude of those people who put them in office, and whose interests they represent.

Our organization was formed by a group of high-school students in July of 2021 who observed a lack of representation for students in their community and sought to change that by addressing institutional and systemic issues that prevent students, and members of the public, from being represented and having a voice. Our primary initiatives include increasing student representation and improving government transparency. We created the Task Force to perform three main functions:

- **Legislation:** Our first function is researching issues and speaking with elected officials to work towards our national initiatives.
- **Casework:** Our second function is to inform members of the public about how best to use their voices to affect change in their communities. Casework also includes holding voter registration drives, town hall meetings, and community forms to create platforms for constituents to directly interact with their elected officials.
- **Partnerships:** The third main function of the Task Force is to form strategic alliances with other like-minded nonprofits in order to consolidate our efforts and effectively achieve our shared objectives.

As we move forward, we hope to transform the Task Force from a small operation of students trying to implement change at the local level, into an organization that can reform institutions across the nation, and positively impact communities in a way never imagined before!

INTRODUCTION

What is a Task Force District?

A Task Force District is a local chapter of The Task Force Organisation meant to serve a specific region. There are two types of Task Force Districts: community-based districts and school-based districts.

- Community-Based Districts work to promote initiatives within a certain localized area such as a city or state.
- School-Based Districts are responsible for working towards initiatives, often as clubs or student associations, within: school districts, college campuses, or universities.

What does a Task Force District do?

Task Force Districts are locally-based groups of Task Force Members who focus on addressing local issues and initiatives that affect public representation within their communities. For example, if a group would like to provide the public with a platform to connect with elected officials, a Task Force District can organize and host town hall meetings or community forums.

Why Start a Task Force District?

Starting a Task Force District allows you and fellow community members to organize and have access to support from The Task Force Organisation (TFO), as well as the ability to work on initiatives that matter to your community.

Starting a Task Force District empowers you and your community members with the tools and platforms to begin addressing critical issues that impact your community. Furthermore, by creating a new Task Force district and joining the Task Force, you are becoming part of a nationwide movement to promote representation and civic engagement for students and voters across the United States. Ultimately, our goal is to provide communities the opportunity to voice their issues and have their concerns heard by those in power.

REPRESENTATION
EVERYWHERE
EVERYTIME

STARTING A DISTRICT: 7 STEPS

- 1. BUILD A MEMBERSHIP BASE**
- 2. STRUCTURE YOUR NEW DISTRICT**
- 3. SET MEETING TIMES AND PLACES**
- 4. SET YOUR DISTRICT INITIATIVES**
- 5. ESTABLISH YOUR OBJECTIVES**
- 6. REGISTER WITH THE TASK FORCE**
- 7. WORK ON YOUR INITIATIVES**

HOW DO YOU START A DISTRICT?

Step 1: Build A Membership Base

Gather a small group of five to seven committed individuals who will serve as the District's membership base. These people can be anyone, friends, colleagues, or people who are simply interested! Anyone is welcome, as long as they are committed to contributing to the new District and the Task Force's values.

Step 2: Structure Your New District

Decide with your group how you will organize the new district, decide on who will serve as the District Director, and coordinate the rest of the members. Task Force Districts have the autonomy to decide how they wish to structure themselves. As long as members agree and there is an adequate leadership framework, practically most structures are acceptable as long as decisions are made with a consensus of District members.

We recommend that every Task Force District select three of its members to become officers responsible for overseeing the district's divisions such as the Legislative

Affairs division, Constituent Affairs division, and the Alliance System division (strategic partnerships) respectively.

Additionally, if the District needs divisions tasked with: fundraising, public relations, and social media, or a division to match a specific need of the local district, the district's members may decide to appoint officers to lead those specific divisions.

Step 3: Set Meeting Times and Places

Agree upon a common meeting place and time that works best for your group members. This could be at a community center, a library, a member's residence, or even virtually via a telecommunications platform. Whether your meetings are occurring on a weekly or monthly basis, members should be consistently in contact with each other in between meetings because addressing local initiatives takes constant and regular effort that might not be able to be done merely once a month.

Step 4: Set Your District Initiatives

Deliberate with your group members regarding critical issues that affect your community, these issues should be ones your members feel particularly invested in, and committed to addressing. For example, if your group feels passionate about the lack of adequate healthcare in your municipality, or regarding food insecurity in your area, then your District can focus its efforts on addressing those issues in your community. Spend some time discussing which issues to tackle, consider everyone's opinions, and work to come to a common consensus. Additionally, your district may address more than one issue at a time but keep in mind that you do not want to overburden your members with challenges, so consider carefully when choosing issues to address.

All issues, however, must ultimately work to elevate the degree of public representation within the community the District serves. For example, if food scarcity is an issue that affects your community, and your Task Force District works to address the issue, the District must ensure that your solutions are fair and equitable for all community members. Ultimately, the Task Force is committed to strengthening our democracy and ensuring that elected officials listen to their constituents. So always make sure that your local initiatives have that goal in mind.

Depending on where your district is located, certain issues may be more prevalent than others. Choose an issue that is both relevant and accomplishable, and make sure to set realistic expectations. Be optimistic though, and have a good time working to make your community better!

And remember: if your group feels the need to change initiatives, you can always decide to address another issue, do not feel the need to always remain on the same issue!

TIP: To find out about which national issues the TFO is addressing, visit: taskforceusa.org/our-work



Step 5: Establish Your Objectives

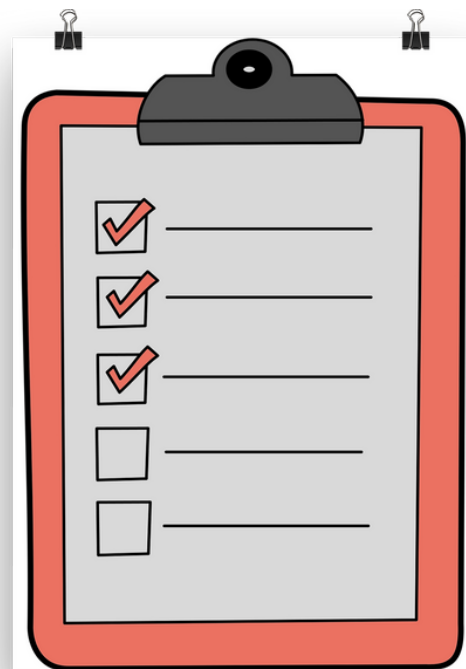
After your group has decided which issues your district plans to address, you now need to begin planning out your district's initiatives. When planning your district's initiatives, consider the following questions:

- How do you plan to address the issue? What strategy will you take? Activism campaigns? Awareness and outreach programs? Speaking to local officials? Or all of the above? Make sure you figure out what approach you plan on taking, as that helps you figure out where to balance your efforts and resources.
- How will you measure progress? What will your milestones be? When do you hope to get things done? Remember: milestones help segment the workload and make tasks seem less daunting, additionally, setting due dates gives your members clear deadlines, but keep in mind that these deadlines need to be realistic to be successful, your district will not be able to solve the issue in a day!
- What resources are needed to accomplish your goals? Do you need funds? More volunteers? If so, how will you obtain these resources?

Figure out what your District needs to be successful and begin to work on how you can gather what you need. Perhaps consider launching a fundraising or recruitment campaign.

Also, consider how you intend to market your District's initiatives. How will you get people within your community to support your work and contribute to your District?

Additionally, remember that we are here for you! The Task Force Organisation can provide: advice, funding, volunteers, and other resources for certain projects, so reach out and let us know what you need, we will do our best to get it to you!



Step 6: Register With the Task Force Organisation Online

Once you have configured the set of initiatives your District will be addressing and your group has completed the previous steps, your District is ready to become official! Visit: taskforceusa.org/districts.

Complete the online District Registration Form to officially register your district with the Task Force! Registering your district will allow others in your community to join your District through the Task Force website and allows us to reach your group and provide support!



Step 7: Work on Your Initiatives

Lastly, after you have registered your new District, you can begin working on your initiatives! As you work on your initiatives, develop a public presence and work to connect with community members and reach out to local organizations. Build a social media profile for your district and work to regularly maintain it! Building awareness about your district and the work you do is essential to garnering support from your community, so get comfortable presenting your ideas and objectives to community leaders, media outlets, and other organizations! If your district has a concrete plan for addressing local issues, these outlets and organizations will likely provide you with support and the opportunity to bring attention to your district's campaigns.

Make sure to keep track of new members, document your progress, and write down your plans and the answers to the questions covered in step 5, this will help you have a clearer view of what needs to be done. Finally, always reach out to the Task Force if you have any questions or need some guidance. We are here for you! To contact us, call: (202) 642-5497, or email us at: contact@districts.taskforceusa.org.

OUR PROCESS

When working on an initiative, we recommend including three fundamental steps to help the initiative gain credibility, as well as public support. That is why we developed the three initiative divisions (Legislative Affairs, Constituent Affairs, and the Alliance System). Each of these divisions is responsible for a specific aspect of the initiative process that improves its chances of success. On the next page, we will discuss an example of how you can apply these steps to address an issue in your community and increase representation.



1. CONSTITUENT AFFAIRS

Speaking with people, conducting polls and petitions, and holding public events and town hall meetings.



2. LEGISLATIVE AFFAIRS

Researching issues and speaking with elected officials to work towards local initiatives.



3. ALLIANCE SYSTEM

Forming strategic partnerships with other nonprofits to work towards your shared goals.

APPLYING THE PROCESS

Here is an example of how the Task Force's initiative method works: in Arizona, a local Task Force district was started by students who wanted to implement a feminine hygiene initiative that would provide complimentary feminine care products across school restrooms in the local school district (as there had been none previously).

1. Constituent Affairs

The local Task Force first began by setting up a mass-texting service where students within the school district could respond to polls and provide anecdotal data in response to the proposed initiative.

2. Legislative Affairs

Once the Task Force's Constituent Services division had the statistics to demonstrate the widespread popularity of the initiative, the next step was for the Legislative Affairs Division to determine its viability, assess any barriers preventing the initiative's implementation, and begin to consult with student leaders and school district officials to garner their support.

After conversing with the officials, the local Task Force assessed that the school district had the funding, yet needed help stocking the care-product dispensers in female restrooms. The Legislative Affairs Division then drafted a proposal to the School District, which included the polling data from students, as well as an action plan for the initiative's implementation.

3. Alliance System

Finally, the Task Force coordinated with the local Student Council to organize a volunteering effort to help regularly stock feminine hygiene kits in the restrooms and maintain them, resulting in the successful implementation of the feminine hygiene initiative. For this last step, the Alliance System was used to assemble a team of volunteers and organize them, ask local clubs and organizations for help to support the initiative, and so on. Ultimately, the success of the initiative demonstrates how the proper implementation of the Task Force's method system may result in the success of local initiatives.

Granted, this was a relatively small-scale initiative with widespread student support, and the same rates of success may not be guaranteed across all Task Force initiatives and campaigns. However, the local Task Force used that same method to find relative success with other initiatives such as school sustainability, student security, youth representation, as well as local town hall initiatives.

Ultimately, the feminine hygiene example represents how a systematic approach can help increase an initiative's chances of efficacy and success: by first gathering data using the Constituent Affairs wing, then following that up by having Legislative Affairs consult directly with local officials,

work to propose an actionable plan, and finally, gather the endorsements of local clubs, student associations, and nonprofits to help support and provide volunteers for the initiative.

Lastly, the central objective of every Task Force initiative is to provide the public with a platform to be heard and represented, and by collecting data and anecdotal evidence, and by listening to students, then relaying that information to local officials, the Task Force was able to ensure that a widely supported initiative saw success on the local level. If that local Task Force district in Arizona was able to find success with local initiatives, so can your new district!

LEAD THE STRUGGLE FOR REPRESENTATION IN YOUR COMMUNITY!

ACT POLICY

The Acceptance, Commitment, and Transparency (ACT) Policy:

One of the requirements for forming a new Task Force District is that the District must adhere to the Task Force's ACT Policy. ACT stands for Acceptance, Commitment, and Transparency, and it represents the core values that we expect each District to uphold.

A

ACCEPTANCE

Removing divisive barriers that stall cooperation and progress.



C

COMMITMENT

Working to follow through with initiatives and commitments.



T

TRANSPARENCY

Pledging to be transparent with our work and our goals.



COMMUNICATION

Communicating with your group is crucial to your success! Make sure to use a centralized platform, we recommend a Discord server, as it is free and provides plenty of flexibility and organization, we also recommend that you join the official Task Force Discord Server to get advice and connect with other Task Force members. You can join the official server at: taskforceusa.org/discord.

Whichever platform you use, whether it is Discord, Remind, or a group chat, make sure to use it to inform your members, delegate tasks, and keep them updated and involved in the process. Let them know about upcoming events and successes, and make sure to keep your group members motivated!

REMAIN HOPEFUL!

Activism can be difficult, there are challenges everywhere, and often, your objectives may seem overwhelming and at times you might start to lose hope. We know what that is like, there have been countless instances where the Task Force seemed to be on the brink of being dissolved and times where hope was practically nonexistent. And there shall come times when local districts will be faced with either giving up or continuing with the slow progress, but what we have learned is to always choose the latter, always choose that sliver of hope as opposed to giving up.

Even if progress is slow, even if our goals seem unreachable, we must always remember to keep on working, to keep on trudging through this mess that we barely understand. Most of us will have little to no experience working in this field of civic activism, but what we do have is commitment, and that is what will get us through the most challenging of times.

Thank you for starting a district with us and for believing in this project, we look forward to making an impact with you as you work to represent your community!



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**START A
DISTRICT!
START A
MOVEMENT!**

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