



NISN FACILITIES PROGRAM

Leave Behinds: Defining the Basics

Background: This worksheet is part of a learning module and set of tools for creating “one-pagers” or “leave behinds.” A leave behind is a single page document (printed on one or both sides) used to advocate for support of a project or action. For example, a school may speak with their state legislators about getting capital funds passed to fund construction of a gymnasium. If they met in person with the lawmaker or a staff member of their office, they would provide a leave behind document about the project. If they met virtually, a digital version would be suitable.

Instructions: This specific worksheet is to help school leaders with basic/initial planning of their leave behind. It can be completed by a single person, but it is often beneficial to include a small group.

What is the purpose of your leave behind?

Why are you developing a leave behind? What is the specific facility project you are trying to accomplish?

Example: Secure funding for a walk-in refrigerator.

Who is the intended audience for the leave behind?

Who is/are the decisionmaker(s) needed to advance the project? These should be people who are able to help secure funding, bill passage, grants. You may distribute more widely but focus on priority leadership.

Examples: State legislators from our district, the Tribal Council, the PED facilities department.

What is their call to action?

What specifically do you need them to do to advance your purpose? Examples: get funding through capital outlay, approve our site lease, pass a bill for increased funding to charters.

What is your ask statement?

Take the action you defined and turn it into a brief ask statement with enough context to stand alone.

Example: Capital outlay funds for gym might become "Cosponsor a \$200,000 state capital outlay to fund construction of a new gym serving the 150 students of RISE Charter School."

About this Document

This was produced as part of the NISN Facilities Training Program, an effort funded by the U.S. Department of Education Charter Schools Program (Award #U282T180018). Awarded to the NACA Inspired Schools Network (NISN), the program supports expansion of opportunities for Native American and other underserved students to attend high-performing, innovative, and culturally responsive charter schools. Work includes technical assistance to schools in three states and documentation and dissemination of information, resources, and tools for facilities needs assessment, planning, and funding.