

How to do a Field Report

Field Reports help track our activity in CCL and demonstrate to MPs, the media, foundations, donors and others how our volunteers are passionately and actively engaged in building political will in tangible ways.

- Please note that we have slightly different practices from the United States.
- Do not use the US 'Grasstops Engagement Tracker'. If you have had a meeting of this type please inform info@ccl.org.au to capitalize on the work.
- If a mistake is made and is realized **after** the Field Report has been submitted then:
 - make a copy of the summary report (sent to everyone by Howard)
 - delete all the rows where no change is needed (but leave the heading)
 - change the text that needs changing and highlight the changed cells (not the full row)
 - email to howard@ccl.org.au OR just email Howard

There are two types of Field Reports

'General' Field Reports

<https://community.citizensclimatelobby.org/field-reports/>

Articles

Editorials

Editorial Board Meetings

Letters to the Editor

Op-Eds

Public Outreach

Personal Letters to MP

Phone Calls to MP

Radio

TV

Lobby Meeting Minutes

<https://community.citizensclimatelobby.org/take-action/lobbying-congress/meeting-minutes/>

Federal MP Meetings

Federal Senators Meetings

Federal MP Staff Meetings

Federal Senator Staff Meetings

State MLC & MLA Meetings

State MLC & MLA Staff Meetings

Local Government Meetings

Community Leaders Meetings

Business Meetings

Organisation Meetings

'General' Field Report: <https://community.citizensclimatelobby.org/field-reports/>

Field Reports

To avoid duplicates, only one designated person in each chapter submits field reports.

For meetings with legislators and to record CCL questions asked at legislator town halls please report at [this link](#).

If you or others in your group are working to secure any type of endorsement from, or to develop a relationship with a business or community leader, please use the [Grasstops Engagement Tracker](#), not the field report form below.

General

Country * Language

Field Report Type *

Your Email Address * Date of Publication/Event/Etc. *

CCL Chapter (International) *

Letter to the Editor Instructions

Use this form to report letters to the editor written by CCL volunteers that have been published either in print or online. The letters do not have to mention Fee and Dividend or CCL. To determine whether a letter should be counted, ask yourself "Does this piece build political will for action on climate change?"

Use this for:

- Articles
- Editorials
- Editorial Board Meetings
- Letters to the Editor
- Op-Eds
- Public Outreach
- Personal Letters to MP
- Phone Calls to MP
- Radio
- TV

Name of Media/Publication:

eg The West Australian, Sydney Morning Herald, Australian Financial Review, Melville Times, Hills Gazette etc

Link to Media/Publication: eg

<https://www.pressreader.com/australia/the-west-australian/20180601/281715500296898>

<https://www.smh.com.au/topic/smh-letters-1r7>

<https://www.smh.com.au/national/nsw/pros-and-cons-of-renaming-queen-s-birthday-holiday-20180612-p4zkzi.html>

<http://www.afr.com/>

'General' Field Report Type Instructions - If you are unsure whether or not to record your action?

Letter to the Editor: Use this form to report letters to the editor written by CCL volunteers that have been published either in print or online. The letters do not have to mention Fee and Dividend or CCL. To determine whether a letter should be counted, ask yourself "Does this piece build political will for action on climate change?"

Phone Calls: Use this option to report phone calls from constituents that you are **sure** have been made to your MOC's office. Don't include phone calls to staff for things like appointment setting. You only need to enter the total number of calls for each MOC. **You can enter the month's total all at once, using the last day of the month as the date or you can enter each call-generating event as it happens.**

Personal Letters to Members of Congress (Parliament) Instructions: Includes letter, emails, social media interactions and petitions.

Use this option to report personalized letters or postcards that you are **sure** have been sent by postal service, by the member of Congress' contact form on their web-site or will be delivered to their office. Don't include emails to staff. You only need to enter the total number of pieces of mail/webmail for each MP.

You can enter the month's total all at once, using the last day of the month as the date or you can enter each letter-generating event as it happens.

If you have an outreach event that generates letters (**Message Your MP Voter's Comments**) or postcards, you'll need to submit two Field Reports -- one for the event itself under outreach, and a second for the number of Personal Letters to Members of Congress (Parliament).

Outreach: events where CCL was in the public eye. It includes tabling events and presentations. It does not include events that volunteers attended. If you collected postcards or letters at the event, report that separately under "Personal Letters to Members of Congress." **If you have an outreach event that generates letters or postcards, you'll need to submit two Field Reports** -- one for the event itself under outreach, and a second for the number of personal letters to Members of Congress (Parliament).

Articles: Report articles (print or online) that cover or mention CCL volunteers or activities. Usually these have been written by a reporter.

Editorials: Editorials are opinion pieces written by the editors of the newspaper (not by volunteers, staff or columnists). Report editorials that we can reasonably say we have influenced in some way, such as after an editorial board meeting, providing information, sending an editorial packet, or other communication with one of the editors. They do not need to mention Fee and Dividend or CCL. To determine whether an editorial should be counted, ask yourself "Does this piece build political will for action on climate change?" and "Did someone connected to our group influence the editors in their writing of it?" If more than one CCL group relates to this paper, make sure only one group files a field report for it.

Editorial Board Meeting

Use this form to report meetings with the editorial board, even if it included just one editor. Include in the meeting notes who was present (both CCL and the newspaper staff), the topics discussed, actions agreed to, and who is following up.

Op-eds and Guest Columns

Use this form to report op-eds/guest columns written by CCL volunteers and staff that have been published either in print or online. They do not have to mention Fee and Dividend or CCL, though it's great when they do! To determine whether it should be counted, ask yourself "Does this piece build political will for action on climate change?"

Radio and TV Instructions

Use this form to report stories about CCL, interviews, public service announcements and anything else where CCL is on the air or has influenced the station to cover climate or carbon fee and dividend.

Lobby Meeting Minutes <https://community.citizensclimatelobby.org/meeting-minutes>

Note: When entering Federal Senators use their State Capital City as the 'Related CCL Chapter'

Important things to capture:

- What was the **supporting ask** in this meeting?
- Concerns of the staffer/MP with respect to our policy.
- Questions the staffer/MP had about our policy.
- Recommendations the staffer/MP had about our policy or strategy.
- Points about our strategy or policy the staffer/MP found interesting.
- Who the MP works well with in other parties , or in their own party.
- Separate (in parentheses or brackets), your sense of the staffer. Were they engaged? Were they interested? Were they hostile? Did they want to be anywhere but in that meeting? What was their body language? Discuss this with others after the meeting as well to make sure your impressions match.
- Action items for the MP/staffer or what they agreed to do.
- Action items and follow-up for your group.

Note: Please do not include statements that praise or criticize the CCL volunteers in the meeting notes. Handle any such issues separately with your regional coordinator or group leader.

Federal Members Meeting Minutes <https://community.citizensclimatelobby.org/meeting-minutes>

Meeting Minutes Report Form

Please designate one person from your meeting to submit the meeting notes to avoid duplicates.

General

Date of Meeting (MM/DD/YYYY) *

Your Email Address *

Country *

Country of the legislator or person you are meeting with regardless of where you are from or where the meeting was held.

International

Related CCL Chapter *

 (Please choose the CCL group that is closest to the Legislator's or person's district. Choose CA Headquarters if unknown.)

Meeting with:

Legislator Legislator's Staff Other

Legislator First Name *

Legislator Last Name *

Meeting Notes

Legislative Staff Present (Please include names and titles.) *

State Members Meeting Minutes <https://community.citizensclimatelobby.org/meeting-minutes>

Meeting Minutes Report Form

Please designate one person from your meeting to submit the meeting notes to avoid duplicates.

General

Date of Meeting (MM/DD/YYYY) *

Your Email Address *

Country *

Country of the legislator or person you are meeting with regardless of where you are from or where the meeting was held.

International

Related CCL Chapter *
 (Please choose the CCL group that is closest to the Legislator's or person's district. Choose CA Headquarters if unknown.)

Meeting with:
 Legislator Legislator's Staff Other

Other

Name Of "Other" (Business or Organization Name, Government Agency, Local Government, etc.) *

General

- Date of Meeting
- Your Email Address
- Country: Australia

International

- 'Related CCL Chapter':
 - Choose the Federal Electorate that the State Member's office is in.
- Meeting With: Legislator or Legislator's Staff or Other : Choose '**Other**'

Other

Name of 'Other' **NSW State Member: Ned Kelly MLC**
Name of the Person Met With: **Ned Kelly MLC**
Email of Person Met With: **ned.kelly@wa.gov.au**

Name of 'Other' **NSW State Member: Ned Kelly MLC**
Name of the Person Met With: **Staff member Tom Brown**
Email of Person Met With: **tom.brown@wa.gov.au**

Local Government Mayors, Councillors or Administrators <https://community.citizensclimatelobby.org/meeting-minutes>

General

Date of Meeting (MM/DD/YYYY) *
05/22/2018

Your Email Address *
psamson555@gmail.com

Country *
Australia
Country of the legislator or person you are meeting with regardless of where you are from or where the meeting was held.

International

Related CCL Chapter *
AUS WA Tangney (Please choose the CCL group that is closest to the Legislator's or person's district. Choose CA Headquarters if unknown.)

Meeting with:
 Legislator Legislator's Staff Other

Other

Name Of "Other" (Business or Organization Name, Government Agency, Local Government, etc.) *
WA Local Govt: City/Shire of XXXXXX

Name Of Person Met With *
Position, First Name, Last Name

Email Of Person Met With
joe.bloggs@melville.wa.gov.au

General

- Date of Meeting
- Your Email Address
- Country: Australia

International

- Under 'Related CCL Chapter':
 - Choose the Federal Electorate that the Local Government is in.
- Meeting With: Legislator or Legislator's Staff or Other : Choose 'Other'

Other

Name of 'Other'
Name of Person Met With:
Email of Person Met With:

WA Local Govt: City/Shire of XXXXXXXX
Mayor Russell Aubrey
XXXXXXXXXXXXXXXX

Name of 'Other' :
Name of Person Met With:
Email of Person Met With:

QLD Local Govt: City/Shire of XXXXXXXX
Environmental Officer Mr Peter Smith
XXXXXXXXXXXXXXXX

Name of 'Other' :
Name of Person Met With:
Email of Person Met With:

NSW Local Govt: City/Shire of XXXXXXXX
Councillor Tim Brown
XXXXXXXXXXXXXXXX

Name of 'Other' :
Name of Person Met With:
Email of Person Met With:

SA Local Govt: City/Shire of XXXXXXXX
Administration Staff Joe Bloggs
XXXXXXXXXXXXXXXX

Which Type of Field Report to use?

CCL Action	Is it a General Field Report or a Lobby Meeting Minutes?	More Detail further below in this document
Direct Relationship Building with Political Leaders		
Lobbying Federal MPs	Lobby Meeting Minutes	Meeting with: Legislator
Lobbying Senators	Lobby Meeting Minutes	Meeting with: Legislator . When entering Senators use their State Capital City as the 'Related CCL Chapter'
Lobbying State MLCs/MLAs	Lobby Meeting Minutes	Meeting with: Other Name of "Other": NSW State: Ned Kelly MLC Name of Person Met With: Ned Kelly MLC
Lobbying Councillors	Lobby Meeting Minutes	Meeting with: Other Name of "Other": QLD Local Govt: City/Shire of XXXXXXXX Name of Person Met With: Title or Position then Full Name
Indirect Relationship Building with Political Leaders		
Lobbying Federal Staffers	Lobby Meeting Minutes	Meeting with: Legislator's Staff
Lobbying State Staffers	Lobby Meeting Minutes	Meeting with: Other Name of "Other": NSW State: Ned Kelly MLC Name of Person Met With: Staff member: Fred Smith
Sending your MP Updates	General Field Reports	Field report type: Personal letters to Members of Congress
Sending Letter/Postcards	General Field Reports	Field report type: Personal letters to Members of Congress
Social Media Interactions	General Field Reports	Field report type: Personal letters to Members of Congress
Parliamentary Petitions	General Field Reports	Field report type: Personal letters to Members of Congress
Connecting with your Community		
Outreach - Tabling/Stalls	General Field Reports	Outreach
Connecting with Local Media		
Letters to the Editor	General Field Reports	Field report type: Letter to the Editor
Op-Eds	General Field Reports	Field report type: Op-Eds
Editorial Endorsement	General Field Reports	Field report type: Editorials
Articles in Newspapers	General Field Reports	Field report type: Articles
Meet the Local Editors	General Field Reports	Field report type: Editorial Board Meeting
Radio and TV	General Field Reports	Field report type: Radio or TV
Connecting with Business Leaders		
Presenting to Rotary	General Field Reports	Outreach
Chamber of Commerce	Lobby Meeting Minutes	Meeting with Other : Name of "Other": Chamber of Commerce then City or Town
Community Leaders Letter to Parliament	Lobby Meeting Minutes	Meeting with Other : Name of "Other": Community Leaders Letter then Name of Business, Organisation, Mayor, Local Councillor etc

