

SAMPLE ADVOCACY PLANNING GUIDE

Date: _____

Client Name: _____

I. Define the Problem and Identify Solutions

A. Describe the problem

B. Describe the Ideal Solution. List alternate acceptable solution(s)

II. Identify Resources and Information to Support Your Solution

A. Resources/Information

RESOURCES	
Resources I have:	Resources I need:
INFORMATION	
Information I have:	Information I need:

B. Identify People Who Can Support Your Solution

Person-Include Agency/Organization	How they can help

III. Advocate for your client

A. Identify who you talk with to advocate for your client (the decision makers):

Decision Maker (s)	Contact Information

B. Develop a Message to use for Advocating for your Client

1. Three most important points to cover:

1.

2.

3.

2. Why your position deserves support

3. Needs and Solutions

Need	Why Need is Important	How will the Need be addressed

C. Meet with the Decision Maker and use your message to advocate for your client

IV. Assess Outcomes and Identify Next Steps

A. Agreements Reached

1. What agreements were reached? (Be Specific)

2. Remaining issues and plan to address them

Remaining Issue(s)	Plan to Address the Issue

B. Next Steps-List tasks to be completed, by whom, and when

Who?	What?	When?
Victim Service Provider		
Crime Victim		
Other		

Additional Notes:

*OVC-online