**Sanctuary Campus Day of Action on January 19**

In the current political environment, the need for sanctuary campuses has become clear. As the AAUP noted in a statement released after the election, “Of special importance is the status of those among our students who are undocumented, many of whom have been in this country since early childhood. Concern for the welfare of these students has already prompted a rash of petitions calling on colleges and universities to become ‘sanctuary campuses.’ We support the movement for sanctuary campuses.” On January 19 the AAUP will be joining the American Federation of Teachers (AFT) and other allies across the country in a day of action urging college and university administrators to establish public spaces of resistance and protection for our country’s most vulnerable people. [**Join us and create an event at your institution.**](https://actionnetwork.org/event_campaigns/sanctuarycampus?source=AAUP)

The following guide and sample materials will help you set up an action at your institution.

**This guide includes:**

* Sample Action Ideas
* A Four-Step Guide for Planning and Executing Your Action
* Sample Sanctuary Campus Letter to Administrators
* E-mail Templates to Recruit Friends
* Sample Action Planning Meeting Agenda
* How to Go Viral on Facebook Live
* Banner and Sign Ideas
* Coalition Partners
* Sample Media Advisory
* AAUP logo [(click to download)](https://actionnetwork.org/user_files/user_files/000/011/262/original/AAUP_Logo.jpg)
* Every Campus should be a #Sanctuary Campus sign [(click to download)](https://actionnetwork.org/user_files/user_files/000/011/263/original/Sanctuary_campus_flier.pdf)

# Sample Action Ideas

**Publicize:** Post your action on Action Network at <http://aft.to/sanctuarycampus?source=AAUP> so that members of your campus community can RSVP.

**Deliver a letter:** Get a group of faculty, students, and other campus community members to deliver a demand letter urging the campus administration to create a sanctuary campus. (A sample letter is included below under “Additional Resources.”) You should be prepared to stream video of the action on Facebook Live (an explanation of how to do this is below) and have people read the letter out loud when you deliver it.

**Hold a candlelight vigil:** Organize a rally in a central part of the campus with faculty, students, and other campus community members and hold a candlelight vigil. You should use Facebook Live to stream video of the event. Read the demand letter out loud and have a handful of people prepared to speak. Be sure to have a group of people walking around signing everyone in!

**Draw the line at the university gates:** Stand silently, or sing, or sit in place for thirty minutes with locked arms to demonstrate that you’ll block hate from your campus. Read out the demand letter. You may want to practice beforehand to ensure that the action goes smoothly.

**Hold a sit-in:** If your campus has previously held actions demanding that your administration establish a sanctuary campus, you can use this day to escalate the pressure to commit the campus to becoming a sanctuary for all community members. Recruit a group of people to hold a sit-in in the administration office until you’re given an answer about whether your institution will become a sanctuary campus—and if you are told that it will not, ask for an explanation.

**Visualize the problems facing the campus:** If you’re unable to organize an action, you can still highlight the protections needed on campus by creating visual representations of them. One example is drawing a line with chalk around the campus to redefine the whole campus as a safe space.

**Hold a community dialogue:** This can be done in addition to everything else you’re planning! Work with leaders on your campus—staff, students, faculty, and others—to hold a community dialogue. Talk about problems occurring on your campus and how the community can respond to them, and lay out the vision of what a sanctuary campus means for everyone.

# A Four-Step Guide for Planning and Executing Your Action

STEP ONE: LAUNCH

Get the action rolling!

1. Bring together your team. Call up friends, coworkers on your campus, and anyone else you think would want to get involved.

2. When you’ve got your team in place and have a basic idea of what you want to do, register your action at http://aft.to/sanctuarycampus so that other people can find you and join in. Once you register the action, make a Facebook event and invite more of your friends to join you.

3. Recruit! Set a goal for how many people you’d like to see on January 19 and create a plan for reaching ten times that number of people (assume that only 10 percent of the people you contact will show up). Sending e-mails through listservs, contacting Facebook friends who are faculty members at your campus, and reaching out to other student and community leaders with strong networks are all good ideas.

STEP TWO: MEET

Have a meeting the week before the action with your team. You can use the “Sample Action Planning Meeting Agenda” below as a template.

1. Set some goals for your sanctuary campus action. Figure out how you can make your voices heard through action.

* *What*: How will you defend your campus? Is your action directly addressing the institution? Or are you standing up with groups being targeted by Trump’s rhetoric?
* *Where*: Is there an easily accessible location where people can meet?
* *When* will your action begin and end?
* *Who* will post the action to Action Network?

2. Details, details, details. Use the script here and adapt it if you’d like. Divide up speaking roles and make sure the flow makes sense to you.

3. Designate team roles (a list of suggested roles appears below under “Sample Action Planning Meeting Agenda”). Brainstorm all the things that you will need to do before the action and everything that will happen at the action.

STEP THREE: TAKE ACTION

Demand a sanctuary campus for the entire campus community! On the big day, gather your friends and action materials and get out in the streets. Make sure everyone speaking knows the key messages you’re trying to send that day, and don’t forget to document the action with photos and video!

# ***Instructions taking a group photo:***

1. Gather your people. It’s crucial that you include everyone at your action in your photo—this is how we can show the incoming Trump administration and the campus administration just how big this movement is. Think about a location where you’ll be able to fit everyone present—the location should be scaled to the size of the crowd you expect.

2. Show your action. Be sure to capture signs, banners, the people, street theater, or whatever else your action uses. We will use your photos to tell the story of why sanctuary campuses are so desperately needed in this moment.

3. Show us where you are. If possible, include local landmarks or surroundings typical of your area in your picture. If you’re in the administration’s office, show the name plate of the president on the door; if you’re creating a human line at the edge of campus, try to include the campus sign to show people where you are. Make sure everything in the picture is big enough.

4. Take more than one picture! It’s easy to take a few shots of groups, and you will want to have multiple pictures to choose between. Try using different angles or moving closer and further away. Be creative with some of your shots!

5. Check the pictures. Make sure they look okay before everyone goes home.

6. Post the best photo on social media (Facebook, Twitter, and Instagram) with the hashtags #SanctuaryCampus and #HandsOffOurCampus and tag the AAUP (@American Association of University Professors on Facebook, @AAUP on Twitter and @AAUPNational on Instagram).

7. Afterward, e-mail us your best image. We ask that you submit your best photo as soon as you can—you can send it to mquinn@aaup.org. We will repost the images we receive on our social media channels.

STEP FOUR: DEBRIEF

Report back and keep organizing. We’re asking everyone to send in their photos and videos after the event to help us create a shared story. After your media has been uploaded, take a deep breath and celebrate with your team. Be sure to thank everyone who helped, and plan a follow-up meeting as soon as you can. Assess what went well and where you could have improved, and start planning your next steps for building the movement.

**Additional resources**

Sample Sanctuary Campus Letter to Administrators

Dear [chancellor and/or president],

We, [the faculty of department or school/AAUP chapter at X institution], wish to express our commitment to an environment that is supportive, welcoming, and respectful for students of different religious backgrounds, sexual orientations, gender identifications, and immigration statuses.

This letter outlines specific actions our university can take publicly to express its commitment to the security and safety of all students and especially of those benefiting from DACA (Deferred Action for Childhood Arrivals). President-elect Trump has vowed to repeal many of President Obama’s executive orders. These include DACA, which is of great importance to undocumented students across the country. Here at [institution name], without the provisions afforded by DACA, undocumented students who have excelled in and outside of the classroom will be denied the opportunity to continue their studies and complete their degrees.

We call on you to declare [campus name] to be a sanctuary campus. On a sanctuary campus, the administration, faculty, and staff establish services and a welcoming climate for students of color, Muslims, Jews, LGBTQ students, and women. Campus police and managers of data also decline to cooperate with federal agents wishing to deport undocumented students.

We wish to express public support for DACA (undocumented) students and their families, and we request that the administration of the university take the following actions:

1. Ensure that the identities of undocumented members of our community continue to be protected.

2. Assign an administrative office the responsibility for counseling DACA students on their educational situations. Advertise that DACA student counseling services are available on a strictly confidential basis.

3. Make [institution name] a sanctuary campus that protects the undocumented from deportation or detention.

4. Continue to allow qualifying undocumented students to pay in-state resident tuition where possible*. [Check if this is applicable in your state]*

5. Invest in training faculty and staff to support undocumented students.

6. Refuse all voluntary information sharing with ICE (US Department of Homeland Security Immigration and Customs Enforcement) and CBP (US Customs and Border Protection) across the university to the fullest extent possible under the law.

7. Refuse ICE physical access to all land owned or controlled by the university.

8. Prohibit campus security from inquiring about or recording an individual’s immigration status, enforcing immigration laws, or participating with ICE and CBP in actions.

9. Prohibit housing discrimination based on immigration status.

10. Take these measures during the current semester (in other words, immediately) so that DACA students can be assured of institutional support.

We ask you to consider these measures in the spirit of defending our students and affirming our commitment to shared values of inclusion and justice.

[Signatures]

***Thanks to the Rutgers AAUP-AFT for providing this sample letter.***

# E-mail Templates to Recruit Friends

Hi Everyone,

The past few weeks have been challenging for me, [briefly describe your feelings and reactions here]. Last week I decided to do something about it—I joined #HandsOffOurCampus, and I hope you decide to do so as well.

On Thursday, January 19, I’m helping the AAUP and its allies coordinate a nationwide Call for Sanctuary Campuses to demonstrate that faculty on campuses across the country will stand up to hate. Together we’ll amplify the call for #SanctuaryCampus by demanding that our administration join the wave of institutions promising to protect all members of our campus community.

Here’s the link to my action: [link to your Facebook event or Action Network event]

Across the country, thousands of us will tell college and university administrators that we must establish public spaces of resistance and protection for our country’s most vulnerable people—including undocumented immigrants, Muslims, black people, queer people, and all people of color. With this action, we are affirming for ourselves that this is a serious moment—that we will make concrete our commitment to resisting Trump’s politics of hate.

[If you have friends in other cities that might want to attend a Call for Sanctuary Campuses action, send them this link and they can enter their zip code to find an action near them.](https://actionnetwork.org/event_campaigns/sanctuarycampus?source=AAUP)

We cannot simply “wait and see.”

I hope you will join me.

# Sample Action Planning Meeting Agenda

1. Go around the room and introduce yourselves: What brings you here, and what one thing do you want to accomplish with this action?

2. Set a goal for the action—this will help clarify a location and time. Some questions to ask:

* Why are you fighting for a sanctuary campus?
* What do you want sanctuary at the institution to represent?
* How many participants will you need for the action to be successful? Can you get that many people there within the next few days? (If not, you may want to rethink how many participants you need.)

3. Use the goals to figure out your location. Some options:

* A building that is central to the campus
* An entrance to the campus to represent where sanctuary begins
* A space on campus with lots of foot traffic

4. Think about what the action will look like. Will you deliver a letter? Organize a sit-in? Make sure to look at some of the “Sample Action Ideas” above. We encourage you to think beyond teach-ins, which tend to attract only the usual suspects and generally do not garner press coverage.

5. Create a recruitment plan. This should include a point person and a list of major influencers (individuals and organizations) you want to promote the action.

6. Review the script and adapt it if needed.

7. Make a list of all the things that need to get done before the action and all the things that need to happen after the action—and divide up roles. This gives more people opportunities to contribute, become engaged, and develop leadership skills. And it helps to prevent a few people from getting burned out. Some suggested roles are listed below:

* Action leaders: two people who will run the program of the action
* Logistics coordinator: someone who can make sure you have everything you need for the action, including things that need to be printed, such as signs and banners (see ideas below) and sign-in sheets
* Social media roles: one person to record the action with Facebook Live and other people to live tweet and post on Facebook (tag your posts #SanctuaryCampus and #HandsOffOurCampus so that we can track the actions.
* Someone to take photos and videos and do Facebook Live (if you choose to do that).
* Art coordinator: someone who can make flyers, posters, and banners, create a small leaflet to hand out, and coordinate getting materials to the action
* Recruitment coordinator: someone to confirm people who have said they want to attend

and create an outreach plan to get even more people to the action

* Outreach coordinator for the day of the event: this person bring the sign-in sheet and make sure everyone there signs in, talk to passersby about what you’re doing and invite them to sign the sign in for more information

8. Make clear next steps and conclude the meeting. Set up a method of communication, like a group text thread, so that you can stay in touch in the days leading up to the action.

# How to Go Viral on Facebook Live

First, [here](https://www.powerlabs.io/getting-started-with-facebook-live/) is a one-hour webinar that is extremely helpful if you have time to watch it before the action.

If you don’t have time to watch the webinar, following are the key points:

1. Have the caption you want for the video copied in a note in your phone or easily accessible since you can’t edit it once you use it.

Sample text: “Today [our institution] is joining the national call to become a #SanctuaryCampus! We are demanding that [chancellor/president] publicly announce to President-elect Trump that our message is clear: #HandsOffOurCampus.”

2. In general, you should be acting as if you’re a journalist reporting live and narrating the action for the audience.

* The average watch time for Facebook Live is only ten seconds, so you need to be working to keep people engaged and consistently update new viewers about what the action is, why it is happening, and what they can do.
* Right before the action starts, right after it ends, and when there is a dull moment, interview attendees, asking them who they are and why they are at the action.

3. You should constantly be asking viewers to do these two things:

* Share the video (“Share this video so that more people can see what the sanctuary campus movement looks like!”). This is how we get views—when these streams go viral.

4. Some other tips:

* You’re going to need a battery pack since streaming quickly drains your battery.
* Practice at home. Make sure the video appears right-side up and that you know how to add the caption.
* Hold the camera horizontally.
* Don’t get discouraged if there are not many people watching—live streams get most of their views after the streaming ends (often fifty times as many views or more).
* Ask a friend at another campus to watch the video stream in real time and text you with live feedback if there are problems (for example, if your voice is inaudible or the video is sideways).

# Banner and Sign Ideas

* #SanctuaryCampus
* #HandsOffOurCampus
* MAKE [INSTITUTION NAME] A SANCTUARY CAMPUS
* The AAUP Supports #SanctuaryCampus
* There comes a time when silence is betrayal
* Your voice matters, You matter
* No papers, no fear, sanctuary is HERE
* Faculty Against Deportations
* Protect Academic Freedom, Don’t Comply with Blacklists
* [President name], which side are you on?
* Against Xenophobia #SanctuaryCampus
* No hate, no fear. Immigrants are welcome here.

Coalition Partners

For additional resources, you can reach out to these groups, all of which have been active in the fight for sanctuary campuses:

**Cosecha**

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

Cosecha is a nonviolent movement fighting for permanent protection, dignity, and respect for the 11 million undocumented immigrants in the United States. Cosecha has held a national day of action calling for #SanctuaryCampus with more than one hundred campuses participating.

**End Rape on Campus**

<http://endrapeoncampus.org/>

End Rape on Campus (EROC) works to end campus sexual violence through direct support for survivors and their communities; prevention through education; and policy reform at the campus, local, state, and federal levels.

**MPower Change**

<https://mpowerchange.org/>

MPower Change is a grassroots movement rooted in diverse Muslim communities throughout the United States who are working together to build social, spiritual, racial, and economic justice for all people.

**The Alliance to Reclaim Our Schools**

<http://www.reclaimourschools.org/>

The Alliance to Reclaim Our Schools (AROS) is an unprecedented alliance of parent, youth, community, and labor organizations that together represent over 7 million people nationwide. It is fighting to reclaim the promise of public education as our nation’s gateway to a strong democracy and racial and economic justice.

**American Federation of Teachers–Higher Education**

<http://www.reclaimhighered.org/>

The American Federation of Teachers represents over 100,000 of the one million full and part-time non-tenure-track faculty in the United States, making it the largest union of faculty.

# Sample Media Advisory

***Fill in bracketed sections***

[Organization name (logo if you have one)]

Media Advisory

Date:

Contact: [Name—email/phone]

 **[Chapter Name or Campus] To Hold a Day of Action in Support of Sanctuary Campus Movement on January 19**

 [City-State—Campus/Chapter Name] will join with allies across the country in holding a day of action on January 19 in support of creating a nationwide network of sanctuary campuses to ensure that undocumented students have a safe, protected space in the current political environment.

[Quotes from members/leaders]

WHO:

WHERE:

WHEN:

The American Association of University Professors (AAUP) champions academic freedom; advances shared governance; and promotes economic security for all who teach and research in higher education. Since 1915, the AAUP has shaped American higher education by developing standards that uphold quality education and ensure higher education’s contribution to the common good.

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[Name of chapter], a chapter of the American Association of University Professors, is dedicated to improving classroom conditions for faculty and their students.