



Keystone XL Pledge of Resistance  
Guide for Action Leaders

**#NOKXL**

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## ACTION LEAD USER GUIDE–Rainforest Action Network (RAN) Trainer> Action Lead

WHAT THIS DOC IS: This document is a guide that actions leads can use to reference over their two day training (by Rainforest Action Network's team of trainers.)

For downloadable versions of the materials contained here, and other crucial updates for pledge action leaders, go to: [http://nokxl.org/action\\_leaders](http://nokxl.org/action_leaders)

### Day 1

## WHY PLEDGE RESISTANCE?

In the face of a decision on the Keystone XL pipeline coming in the next few months, the Keystone XL Pledge of Resistance is a commitment to massive and historic nationwide acts of peaceful, dignified civil disobedience if President Obama takes the first step to approve Keystone XL.

The pledge is being organized by CREDO, Rainforest Action Network and the Other 98% to put direct political pressure on President Obama to reject Keystone XL.

More than 62,000 people have already signed the pledge, committing to risk arrest if necessary to protest approval of Keystone XL. In making this pledge, it is our hope that we can convince President Obama to reject Keystone XL, so that our risking arrest is not necessary.

### What's Planned?

To demonstrate our commitment and seriousness, over the summer we will have small-scale preview actions, and we will train hundreds of activists to lead civil disobedience actions in their own community, at State Department Offices, federal buildings and other strategic targets.

The administration is currently finalizing its environmental assessment (SEIS) of Keystone XL – the draft version of which was laughably inadequate. Once the SEIS is finalized, that will begin a ninety day process to issue the Draft National Interest Determination (NID).

Our actions will be prepared and ready to deploy for when the Obama administration releases its draft NID, a decision we expect to come in the fall or later. If the administration releases an NID that recommends approval of Keystone XL, that will trigger our pledge, and President Obama will be the target of the largest burst of civil-disobedience in modern American history. Tens of thousands of activists across the country will risk arrest in a last ditch effort to convince President Obama not to approve Keystone XL. If he instead finds that the pipeline is not in our national interest, our actions will not be triggered, and we will instead happily help President Obama move forward on his promise to confront climate change.

Why has it come to this?

We are at a turning point in the history of humanity. Our planet recently crossed the threshold of 400 parts per million of carbon dioxide in the atmosphere for the first time in millions of years, and the history of human life on earth. (Scientists agree that to preserve a livable climate, we must return atmospheric carbon to the safe level of 350 ppm.)

That means keeping in the ground massive pools of carbon like the Alberta tar sands and taking aggressive action to transition toward truly sustainable and carbon-free sources of energy. Unfortunately, Congress is hopelessly bought and paid for by the oil industry. Until we can change how our Congress is elected, they are likely to remain hopelessly obstructionist.

But President Obama has the power to take action. He has repeatedly promised to do so. And the Keystone XL pipeline decision is solely in his hands.

We have petitioned, and called, and submitted official public comments – but so far, President Obama has only just begun to lead against climate change.. The limited progress he has made on climate would be massively undermined by Keystone XL.

What has worked is civil disobedience. In 2011, President Obama was faced with another decision on Keystone XL. The conventional wisdom said he would approve it. But after 1,253 people got arrested over two weeks at the White House in August, he rejected Keystone XL.

President Obama inspired all of us in 2008 with his calls to end the tyranny of oil, slow the rise of the oceans, and heal the planet. And then he made a stirring call for real action on climate again in his 2013 inauguration speech. The Keystone XL decision will set the tone for if President Obama will make any real effort to confront climate change, or go down in history as a President who did nothing in the face of the greatest threat facing our nation.

Tens of thousands of activists are committing to escalating their own action to urge our President that it is finally time for him to do the same.

- See more at: <http://nokxl.org/pledge>

## WHO ARE WE?

The Pledge of Resistance is being led by CREDO, Rainforest Action Network and the Other 98%. (We have also been endorsed by organizations including 350.org, Oil Change International, Hip Hop Caucus, Bold Nebraska and the Tar Sands Blockade.)



CREDO is a social change organization that supports activism and funds progressive nonprofits. Our mobile telephone company, CREDO Mobile, generates revenue to support progressive nonprofits and our activism arm, CREDO Action. CREDO Action, powered by CREDO Mobile customers, helps channel the power of its 3.3 million members to fight for progressive change.



Rainforest Action Network (RAN) campaigns for the forests, their inhabitants and the natural systems that sustain life by transforming the global marketplace through education, grassroots organizing and non-violent direct action. RAN is headquartered in San Francisco, California with office staff in Tokyo, Japan, plus thousands of volunteer scientists, teachers, parents, students and other concerned citizens around the world. We believe that a sustainable world can be created in our lifetime, and that aggressive action must be taken immediately to leave a safe and secure world for our children.



The Other 98% is both a non-profit organization and a grassroots network of concerned people that shines a light on economic injustice, undue corporate influence and threats to democracy. It works to kick corporate lobbyists out of DC, hold elected officials accountable, and make America work not just for the elite but for the other 98% of us.

## DAY 1 AGENDA:

- Goals for the Day and Group Agreements (15min)
- Getting to Know Each Other and Why We Take Action (30min)
- Keystone XL Pledge of Resistance Context (15min)
- Introducing the Action Scenario (30min)
- Introducing Legal Support and Consequences (60min)
- De-escalation: Parallel Lines Exercise (45min)
- Action Practice (45min)
- Lunch (60 min)
- Action Role Descriptions (30 min)
- Roleplay (30 min)
- Follow up and next steps (15 min)
- Close (15 min)

## GOALS FOR THE DAY:

1. Understand our action plan
2. Know your role in our action
3. Be prepared to take safe action
4. Some become familiar with legal and media support systems
5. Come together as a team
6. STOP THE KEYSTONE XL PIPELINE!

## NON-VIOLENCE GUIDELINES AND PRINCIPLES

1. With the recognition that history is on our side in the fight against the fossil fuel industry, that we are a part of the proud and successful tradition of nonviolent civil disobedience, and that our actions also reflect on tens of thousands of others standing together across the country, we will conduct our behavior in only the most peaceful and dignified manner.
2. We are each firmly committed to the safety of all participants and the surrounding community, and will not bring with us any weapons, drugs or alcohol, or participate in any acts of vandalism or destruction of property.
3. We will work to protect everyone around us from insult or attack, including those who may oppose or disagree with us.
4. We will remember that irresponsible actions could endanger others, or lead to the arrest of people who do not want to go to jail, and will not use threatening language or threatening motions toward anyone.
5. We will act and communicate in a manner of openness, friendliness and respect toward everyone we encounter, including police officers and members of the community at large.
6. As members of this action, we will follow the directions of the designated organizers.
7. If an individual has a serious disagreement with the organizers of the action, the individual will withdraw from the action.
8. If an individual does not respect these guidelines and principles, that individual can not participate in an action as part of the Pledge of Resistance to the Keystone XL pipeline.

## GROUP AGREEMENTS:

"It's important that your group come up with agreed-upon guidelines to ensure good communication, both in this training, and in an action context. Start with the following suggestions, and add any further agreements that feel important for your group!"

Some useful things to agree on:

1. Move up, move back
2. No Acronyms
3. Use "I" Statements
4. Assume best intentions
5. Remember why we're here
6. Silence your cellphones

Add any additional group agreements:

- 1.
- 2.
- 3.



## GETTING TO KNOW EACH OTHER AND WHY WE TAKE ACTION:

Why do you want to take action to stop the Keystone XL pipeline? (Share for 2 min. with your partner, then switch!)

Who or what specifically are you taking action for? (A person, a place? Can also be an abstract idea. Share for 2 min. with your partner, then switch!)

## KEYSTONE XL PLEDGE OF RESISTANCE CONTEXT:

### Slide 1: The Keystone XL Pledge of Resistance

Say:

This slideshow explains why the Pledge is happening and what it is

### Slide 2: The Keystone XL Pipeline

Say:

The Keystone XL pipeline is a disastrous project of Canadian oil giant TransCanada and other foreign oil companies that will do serious damage to our country and provide very little benefit.

The spill-prone pipeline would carry 800,000 barrels a day of toxic tar sands bitumen, from the tar sands fields of Alberta, Canada, across our entire country — including hundreds of waterways and Nebraska's Ogallala aquifer which is one of our most important sources of agricultural water – to the shipping ports of the Gulf Coast, where it would be exported to oil-hungry nations like China

### Slide 3: Climate Change

Say:

The project will lead to “essentially game over for the climate” according to NASA's former chief climate scientist James Hansen, because it will dramatically increase production in the Alberta tar sands, one of the largest pools of carbon on the planet.

In May, our atmosphere crossed the threshold of 400 parts per million of CO<sub>2</sub> in the atmosphere for the first time in millions of years, and the history of human life on earth.

Keystone XL is the fuse to the carbon bomb of the tar sands – which we cannot afford to detonate in our atmosphere.

### Slide 4: Connecting the Fights

Say:

The struggle against the Keystone XL Pipeline is not only about climate change, but also about environmental justice.

From Indigenous territory in Canada and the United States to ranchers and farmers in Nebraska, Oklahoma and Texas, the pipeline threatens air quality and water quality.

Many across the U.S. and Canada have already taken action in opposition to the pipeline, including landowners and their allies who directly blocked construction along the southern leg of the pipeline.

Thousands of people have turned out to public hearings and rallies and over a million people submitted public comments opposing the pipeline.

## Slide 5: What is the Pledge of Resistance?

Say:

In the face of a decision on the Keystone XL pipeline coming in the next few months, the Keystone XL Pledge of Resistance is a commitment to massive and historic nationwide acts of peaceful, dignified civil disobedience if President Obama's State Department recommends approval of Keystone XL as in the National Interest

The pledge is being organized by CREDO, Rainforest Action Network and the Other 98% to put direct political pressure on President Obama to reject Keystone XL.

More than 62,000 people have already signed the pledge, committing to risk arrest if necessary to protest approval of Keystone XL. In making this pledge, it is our hope that we can convince President Obama to reject Keystone XL, so that our risking-arrest is not necessary.

To demonstrate our commitment and seriousness, over the summer we will have small-scale preview actions, and we will train hundreds of activists to lead civil disobedience actions in their own community, at State Department Offices, federal buildings and other strategic targets.

## Slide 6: Civil Disobedience as a Tactic

Say:

There is a long history of non-violent civil disobedience in the U.S.

This slide depicts a movement you might be familiar with:

During the 1960s, members of the civil rights movement staged 'sit-ins' at lunch counters to draw attention to unjust segregation – this photo was taken in Greensboro, North Carolina

Civil disobedience has been – and still is – used by many movements for justice, including: the women's rights movement, "suffragettes" who won the right for women to vote, the labor rights movement, pacifist and immigrants rights movements.

Since the 1970s, the environmental movement has used this tactic to challenge nuclear power, deforestation and fossil fuel extraction.

Now the climate movement is following in a long proud tradition to stop the Keystone XL pipeline.

## Slide 7: Obama's Timeline

Say:

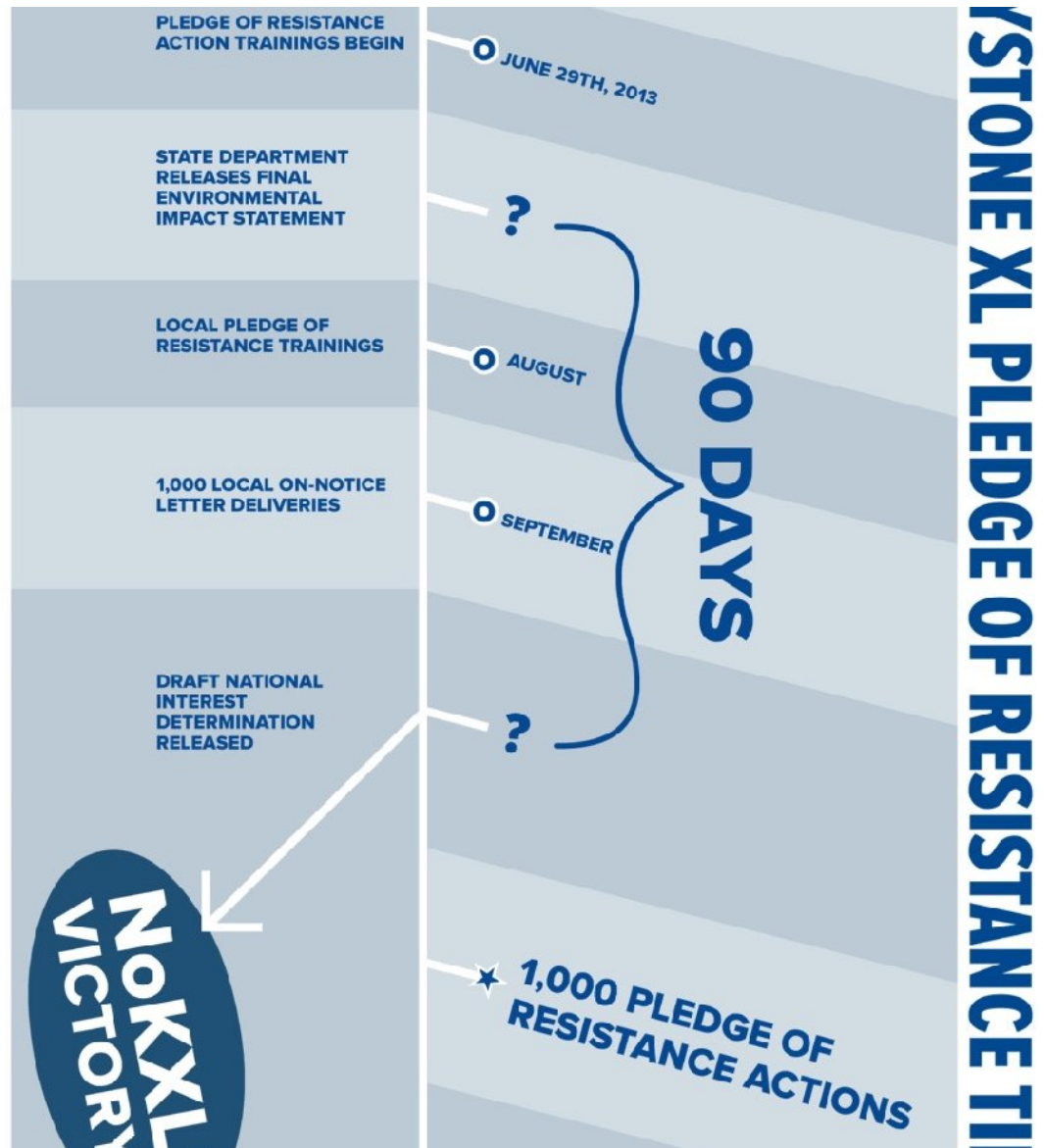
Because the pipeline crosses an international border, the decision must go through President Obama's State Department, and therefore, it is President Obama's decision and his alone. The sham environmental assessment of Keystone XL is being overseen by President's Obama State Department, through a corrupt process led by oil industry contractors. President Obama has the last word.

1. In April the State Dept. released the draft Environmental Impact Statement (SEIS) which stated that the Keystone XL Pipeline would have little to no impact on the environment and climate. The SEIS was partially written for the State Dept. by TransCanada subcontractor Environmental Resources Management (ERM).
2. The State Dept. held a 45 day public comment period that ended on April 22, 2013 (Earth Day). Over a million comments were submitted on the project.
3. Currently the State Dept. has been reviewing the public comments.
4. Once the public comment review is complete, it triggers a 90 day window for the State Dept. to write a Draft National Interest Decision (NID).
5. The NID will be a strong indicator of what decision the President will make on the Keystone XL Pipeline. If it recommends approval of Keystone XL, that will trigger our pledge to resist.
6. It's expected that Obama will make his final decision 2 weeks after the Draft National Interest Determination is released.

## Slide 8: The Pledge Timeline

1. Currently over 62,000 people have signed the KXL Pledge of Resistance. Over 2000 have signed up to be Action Leaders in their areas. Beginning at the end of June through the end of July, trainings will happen in 25 cities across the country preparing action leaders for Pledge of Resistance actions. A coaching structure is being put into place to assist action leads in organizing their actions.
2. Over the summer 4 "Flashpoint Actions" will happen in Chicago (June), D.C. (July), Houston (August) and Boston (September).
3. Beginning 2 weeks after each regional training, Action Leads will have prepared their "Action Blueprint."
4. Once the Action Leaders have been training and all Action Blueprints completed, the first Pledge training will take place.
5. In Mid-August, Action Leads will be putting their respective targets on notice with letter deliveries and "no risk" public events outside their chosen locations.

When the State Dept. releases the NID, and if it recommends approval of Keystone XL, this will trigger a rolling week of Pledge actions across the country. The strategy is to ramp up the pressure on Obama as he moves to decide what to do about the Keystone XL pipeline.



## INTRODUCING THE ACTION SCENARIO:

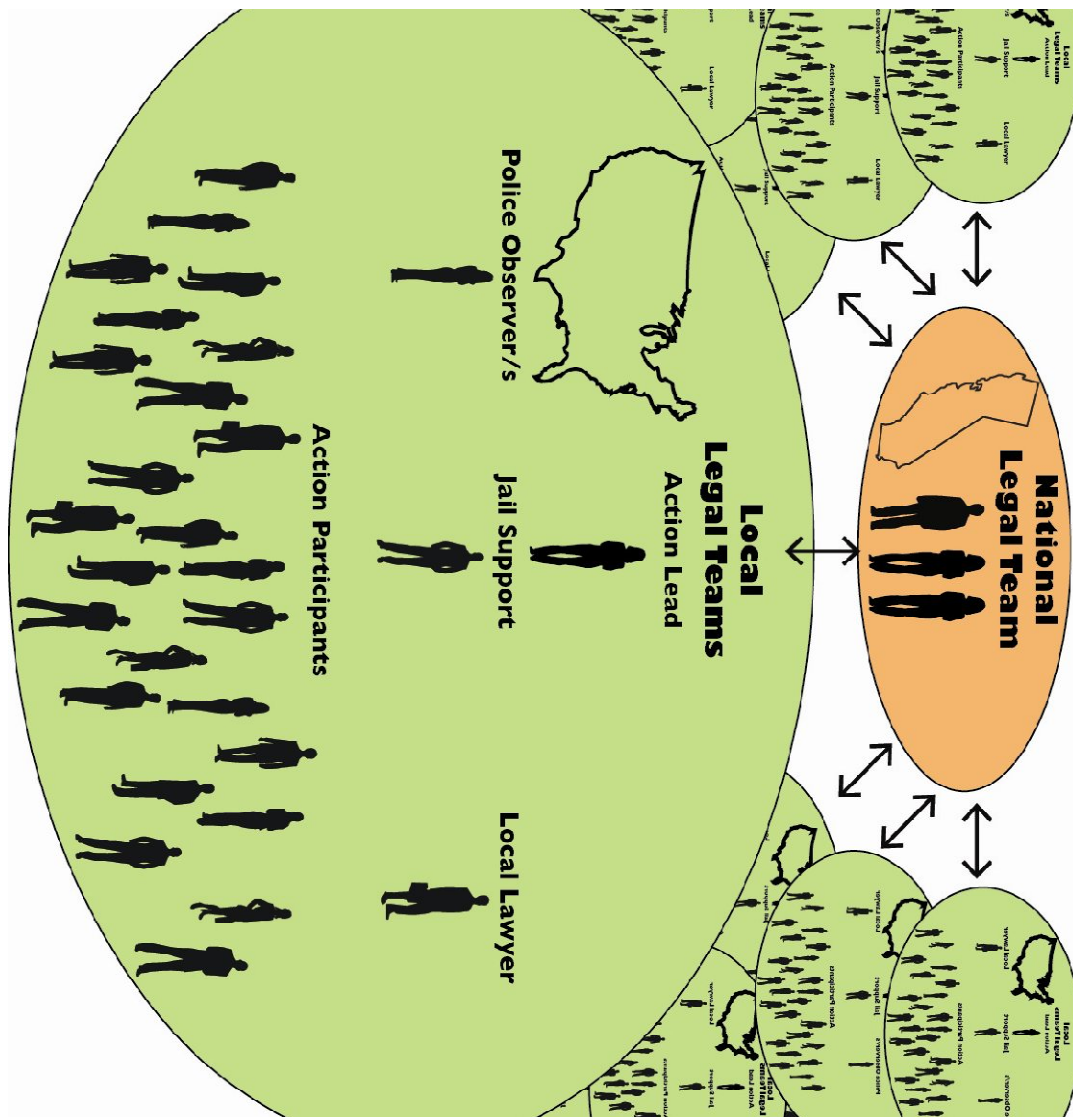
“Watch this video of a sample Keystone XL Pledge of Resistance action from Chicago, and pay careful attention to what the participants are doing. How is the message being conveyed? What is the tone of the action? What roles do you notice that help the action go smoothly?”

Before the Action	During the Action	After the Action


## INTRODUCING LEGAL SUPPORT AND CONSEQUENCES

### National Legal and Local Legal Teams

We have a small but knowledgeable national legal team working to set up local legal support for these actions. The team will help to train and give legal resources to the local legal teams, and you will designate a volunteer in your action who will take on specific legal support roles.



### Communication and Legal Questions:

The national legal team will be in touch with local legal teams, and these local legal teams will be in touch with Pledge of Resistance participants. If you have legal questions, please ask your local legal team. During the actions, we'll set up a hotline for local legal teams to call into the national legal team for information and updates.. By setting up Local Legal Teams, the National Legal Team can serve more people than it could if the National Legal Team connected directly to Pledge participants.

Creating local legal support roles will help us achieve some of our key objectives:

- Keep people safe -- physically and legally
- To help activists achieve their goals of committing dignified civil disobedience and getting arrested.
- To ensure the arrest action is as effective as possible

Your Local Legal Team will:

- Educate activists ahead of time on their rights and the legal process
- Answer legal calls and provide information to action participants
- Track people in custody. -- that means knowing who is in jail and making sure everyone gets out.
- Deal with medical emergencies and other urgent problems in jail (such as access to medication)
- Help engage volunteer lawyers such as members of the National Lawyers Guild in case additional legal help is necessary post-arrest
- Organize communications related to legal issues

If we are successful and tens of thousands of activists are arrested, we will have organized one of the biggest bursts of civil disobedience in modern history. The legal team won't be able to pay fines or provide bail if needed in certain circumstances. But we encourage local legal teams to research possible fines and consequences. If things do not go as expected and fines or bail are required local activists need to be ready individually to pay a fine or local volunteers may want to fundraise to pay any costs incurred. In some cities, it may be advisable to have bail money ready in advance of the action.

### Know Your Rights & Important Legal Tips

Here is some basic information about how to act around law enforcement. This includes police officers, highway patrol, the FBI, US Forest Service, and/or Federal Police at the State Department.

1) Prepare before the Action: what you and your Local Legal Team should prep:

- Establish your legal team! Know who is who on your team: who is filling the role of police observer, police liaison, and jail support. For actions with more than 10 arrestees, if you can have 2 people in each of those roles, that's great.
- Research: Reach out to the National Lawyers Guild or local assigned legal help to get familiar with legal process in your city. get familiar with legal process in your city.
- Bail: Find out if bail might be required (as opposed to just a fine) and what typical bail may be, in some circumstances activists might want to carry that cash during the action.
- Local Lawyers: Are there local volunteer lawyers who can support your action? Contact your local office of the National Lawyers Guild or other lawyers that support progressive activists in your community.
- Roles: Fill your legal roles on your team and check in with them often: make sure you have a legal observer and jail support volunteers prepared to support your team
- Legal Support Forms: Have jail support forms on hand to collect action participant contact info
- Jail Support Phone Number: This is the number people will call from jail to report on how they are doing. This must be a landline. Jail support phone number should be written on each action-taker's person in sharpie. **\*\*DO NOT DISCUSS THE ACTION OVER THE PHONE WITH ANYONE IN JAIL. \*\***

2) During the Action: Know Your Rights



## Police

If police ask you questions, direct them to the police liaison. You do not need to answer questions - you have the right to remain silent and anything you say can be used against you and other activists. When a police officer asks you anything besides your name and address, it's safest to say: "I am going to remain silent. I want to see a lawyer." Just keep repeating that.

## Physical Safety

Never touch the police or their equipment (vehicles, flashlights, animals, etc.) — you could get charged with assaulting an officer if you touch the police. Keep your hands in view and make no sudden movements.

Don't physically resist when police detain or arrest you. Our action calls for you to willingly be arrested when approached by a police officer. Respond to police commands and be respectful. If you do anything that could be interpreted as resisting arrest, you could put yourself and others in a circumstance where activists could get hurt and charged with resisting arrest and assault.

## After Arrest

Don't expect the police to read you your rights; they usually don't. Police aren't required to tell you the truth about your processing and release. They may try to ask you for information which could prove unhelpful to our cause.. The only thing you should say to the police once arrested is your name, address and social security number if requested. . If they ask you specific questions about the action it's best for everyone if you respectfully say: "I am going to remain silent. I want to see a lawyer." You should be truthful when you do talk to the police. Be certain not to give false information (like a fake name). This could lead to additional charges and serious legal consequences.

## Legal Observers Take Notes:

Write down police officers names, ID#s, and physical descriptions. Your legal observers and police liaison volunteers should be recording details about by notebook, camera, and cell phone. Get contact info of any witnesses.

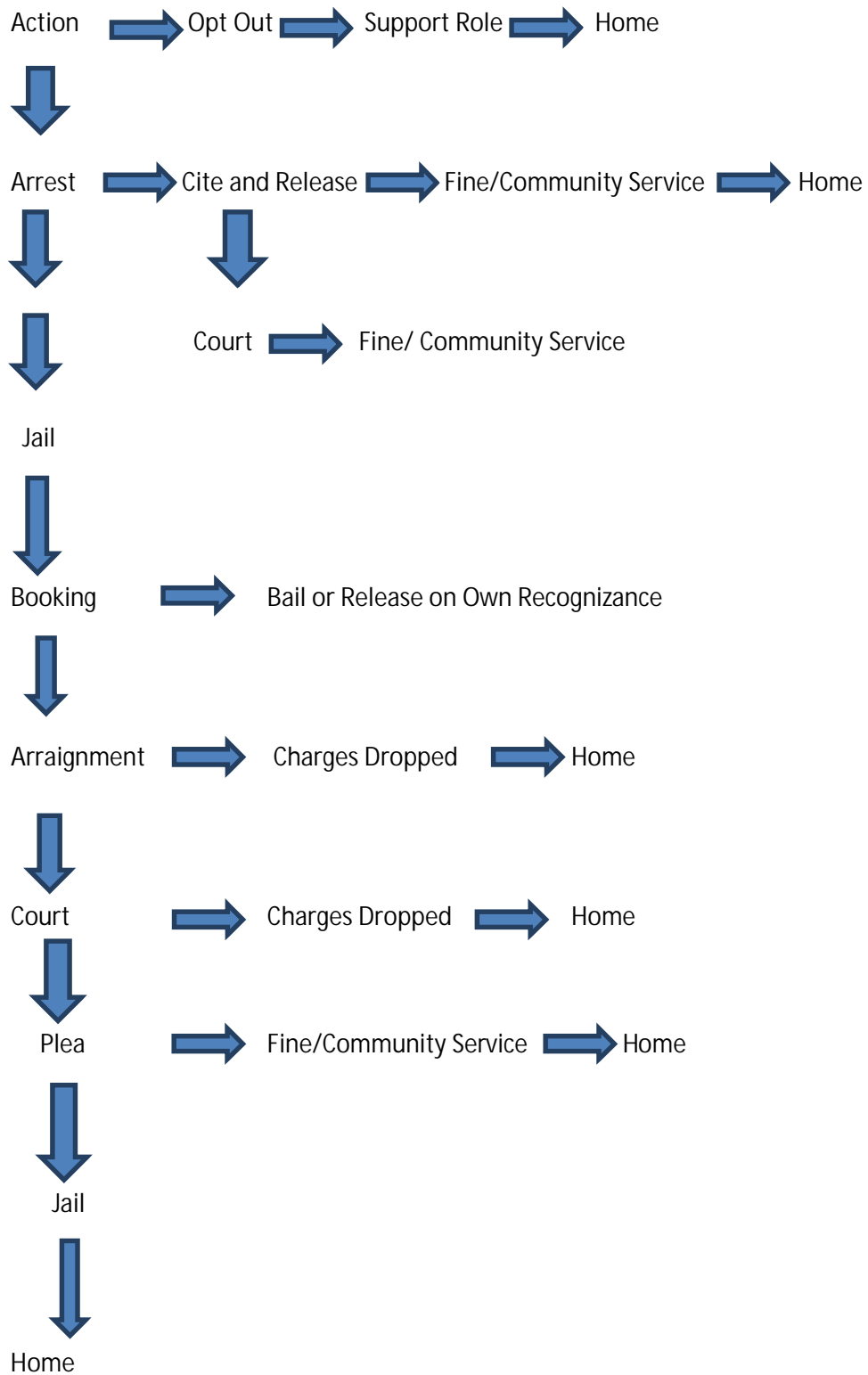
In Jail - what to talk about in jail

Anything you say in jail can be held against you and your friends later. So, DO NOT TALK about the action. Besides not talking about it, especially do not brag about it or express how cool it was. Also, in jail you may find yourself alongside people who do not want to be there and did not plan to be there, so show respect by not discussing your action or your plan.

A few ideas of things to talk about in jail: what inspired you to get involved? What inspires you about working on climate change? And if you need more topics: sports, celebrities, what you had for breakfast. Anything other than the action.

Other ideas of what to do in jail: nap, meditate, play 20 questions, just do not talk about the action.

## A LEGAL PROCESS FLOWCHART



## WHAT TO BRING/NOT BRING

Bring only what you need for the action itself.

Avoid bringing unnecessary items. Any additional items you bring -- wallet, jewelry, phone, wedding ring, etc. -- must be tagged individually by the police and will just make it slower for the authorities to process our group. Also, items can get lost in the police processing system.

What to wear or bring:

- Government issued picture ID (for example, drivers license)
- \$20 for cab fare in case necessary
- wear closed-toe shoes
- long sleeves, long pants, and/or layers to protect from sun and ensure you are warm enough if weather change
- sunscreen and/or a hat if you are sensitive to light
- rain gear if necessary
- if you need to take medication at specific intervals, bring your prescription medication in the pharmacy bottle with your name on it.

What NOT to wear or bring:

- anything that has laces (drawstring jacket, shoes) that you can't remove at the request of police.
- open toed shoes
- belt
- your cellphone
- jewelry (including wedding ring)
- any non-prescription drugs (including marijuana even if you have a prescription for it)
- anything that could be construed as a weapon (pocket knives, nail files, scissors, etc.)

## DE-ESCALATION: PARALLEL LINES EXERCISE:

Dealing with and de-escalating conflict.

An integral component of civil disobedience is directly confronting unjust decisions or actors. Often, this will involve a certain amount of conflict. This section is designed to keep you safe during instances of conflict and confrontation. It is more important to be safe and de-escalate conflict than it is to debate with agitated people about climate change or the Keystone XL Pipeline.

Finding the courage to step up and act is the first step in de-escalation. The second step is to learn how to act in a disciplined, non-violent way, making intentional choices.

Before entering into your action think about your intentions. Remember that in the heat of the moment, if you are prepared and have developed “muscle memory” on how to respond to conflict that you’ll be much safer and successful in your action. That’s why it’s so important to practice.

Here are some tips on verbal and non-verbal communication in de-escalation:

Body language- Keep your hands in front of your body with palms out. Put the center of your gravity in your stomach. Ground yourself.

Eye Contact- Maintain limited eye contact. Loss of eye contact may be interpreted as an expression of fear, lack of interest or regard, or rejection. Excessive eye contact may be interpreted as a threat or challenge.

Volume- How do we get someone to lower the volume in their voice? Listening. Matching their volume. “I can’t hear you.” “I want to understand what you are saying.”

Speed, motion- De-escalation favors slower rather than faster. Smooth over choppy.

Content- Introduce yourself. Clear. Compassionate. Non-judgmental. Humorous. “I want to understand what you are saying.” Refer agitated people to police or police liaison.

Touch- Don’t touch unless a person’s hand is extended to you. Never touch the police, their vehicles, their equipment or their animals (horses, dogs).

## ACTION ROLES DESCRIPTIONS:

Local Action Leader: Scout and decide action target and tactic. Coordinate the action, assign all roles and hold people accountable to them.

Arrestees: Risk arrest. We recommend a minimum of 4 people.

Police Observer: Monitor, record and report on any unlawful or improper behavior of the police or other law enforcement officers during the action.

Jail Support: Supports arrestees through the arrest and subsequent legal process.

Volunteer lawyer: Provides professional legal opinion on the scenario, including potential legal infringements and possible consequences.

Media Support: Send out media release, makes follow up calls to media outlets. Distributes talking points to action participants. Greets the press at the action and directs press to key spokespeople.

Social Media Support: Coordinates photographers and video and ensures these get uploaded, tweets and updates Facebook.

Visual Coordinator: Coordinates visual 'look of the action', brings placards/banners to the action and makes sure they are tidied and collected at end of the action.

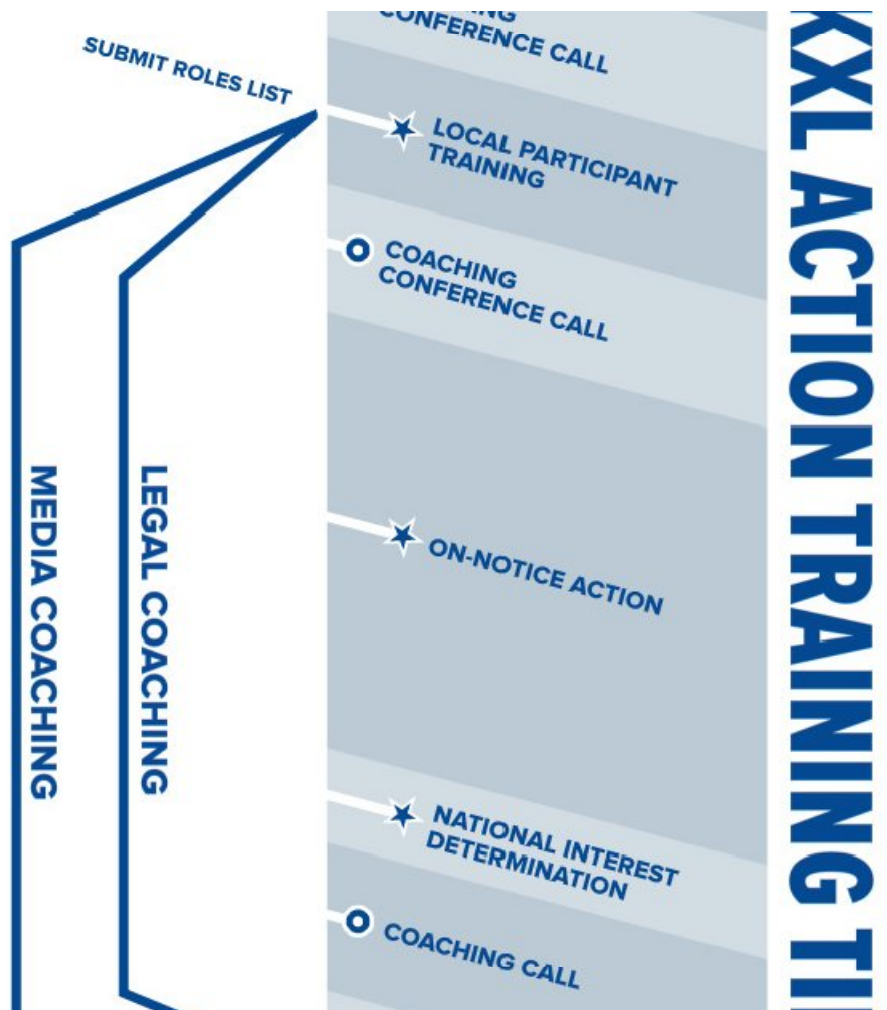
Police Liaison: Conveys information back and forth between the police and the group doing the action.

Support Rally Coordinator / Peacekeeper: (as needed) If there are additional non-arrestee folks at the action who do not have roles, this person will coordinate them in a support rally.

## ACTION ROLE FORM

Role	Name	Phone	Email
Local Action Leader (REQUIRED, involves coaching)			
Police Observer (REQUIRED, involves coaching)			
Police Liaison (REQUIRED, involves coaching)			
Jail Support (REQUIRED, involves coaching)			
Volunteer Lawyer (REQUIRED)			
Media Support (REQUIRED, involves coaching)			
Social Media Support			
Visual Coordinator			
Support Rally Coordinator/Peacekeeper			
Arrestees:			

ACTION LEAD MUST SUBMIT THIS FORM VIA  
[WWW.RAN.ORG/ROLEUPLOAD](http://WWW.RAN.ORG/ROLEUPLOAD) UPON COMPLETION OF LOCAL PARTICIPANT  
 TRAINING.



## DAY 2 AGENDA

- Day 1 Review and Goal Review (20 min)
- Group Management and Facilitation Basics (45 min)
- Running Roleplays and Debriefing Training (60 min)
- Action Design: Developing the Blueprint (60 min)
- Lunch
- Legal (60 min)
- Communications and Media (60 min)
- Kit Review (15 min)
- Next Steps (30 min)
- Close (15 min)



## DAY 1 REVIEW AND GOAL REVIEW

"Welcome back! You covered a lot of material yesterday, went through the whole participant training, and are on your way to leading your own local action. Take a few minutes to reflect on yesterday's material. What are you excited about? Surprised by? Nervous about? Anything you hadn't thought of before?"

"Take a few minutes to write down your thoughts about yesterday and how you're feeling today."

"Yesterday, you received the training that all participants in the Keystone XL Pledge of Resistance will go through. That training included a background on the project, a description of how to prepare for a safe action, and served to build a team and guide people into their action roles.

Today, we will prepare you to give that exact training to pledge-signers in your hometown. We will also be preparing you for your other responsibilities as an Action Lead, including scouting for your action, preparing your action blueprint, and interacting with the different support structures the Pledge of Resistance coalition can offer."

### GOALS:

- Build group facilitation and leadership skills, as well as an understanding of your commitment
- Understand your action plan and how to coordinate it
- Prepare you to teach and take safe action
- Familiarize you with the Pledge of Resistance support structures: legal, media, and coaching
- Come together as a team
- STOP THE KEYSTONE XL PIPELINE!

## GROUP MANAGEMENT AND FACILITATION BASICS

Module Objectives: Develop the AL's small group facilitation and coordinating skills. Outline roles and responsibilities of and action team. Practice group selection process.

Think of a time you solved a conflict:

What happened?

What did you do?

Think of a time you were a good friend

What happened? Remember an incident.

How did you feel?

What did you do?

Write down three things you did to be a good friend.

Break into groups of three and discuss the things you did. As a group, develop three principles of how to solve conflicts and how to be a good friend.

The skills we use to mediate conflict and that we employ to care for people in our lives are the same one's that make a good facilitator.

You probably mentioned:

- Listening with an open mind
- Staying calm and collected
- Assuming best intentions
- Communicating honestly
- Managing to hold multiple perspectives
- Being accountable
- Having compassion for the other person

There are many more.

Now you're going to practice facilitating a discussion. Use preparing for your action as an example. You'll need to make sure people chose roles, figure out their positions, and know who's talking when.

Some tips for facilitating a strong meeting

- Have a plan
  - Have an agenda that everyone understands
  - Have agreed upon goals for the meeting
  - Know how long each piece of the meeting will take and keep to time
- Broaden participation
  - Keep everyone accountable to “move up/ move back
  - If you notice someone is talking a lot encourage them to listen
  - If you notice someone hasn’t been speaking, assure them the room would benefit from their perspective
- Listen for agreement
  - People may decide things quickly without realizing it
- Hold the space
  - This is a phrase that encompasses protecting people who enter the space
  - Making sure everyone feels safe and heard
  - Building trust

Lao Tzu says, "Of the best leader, when the job is done the people say 'we did it ourselves.'"

Practice

What happened?

What was difficult?

## RUNNING ROLE-PLAYS AND DEBRIEFING TRAINING

Role-plays are common tools used by non-violent direct action trainers to train non-violent direct action.

Why do we role-play?

- To develop skills
- Create a controlled experience to build emotional readiness and critical thinking around difficult situations.
- Identify possible problem areas and participant anxieties and fears in these difficult situations.
- Put the participants into the “discomfort zone” (vs. the “comfort zone” or the “panic zone”) where participants are much more open to learning.
- Build individual and team confidence.

Helpful reference: <http://www.trainingforchange.org/roleplays>

## HOW TO FACILITATE PARALLEL LINES

Module Objectives: Develop participants’ discipline, or “muscle memory,” in dealing with conflict during an action. Identify possible problems participants may have with an action scenario. Reveal fears and anxieties people may have with the event or action. Develop individual confidence and competence.

SAY: So finding the courage to step up and act is the first step. The second is to learn how to act in a disciplined, non-violent way, making intentional choices.

SAY: Before entering into your action think about your intentions. Remember that in the heat of the moment, if you are prepared and have developed “muscle memory” on how to respond to conflict that you’ll be much safer and successful in your action.

DO: First, get participants standing and into two parallel lines facing each other. Every participant should have a “partner” – one person standing in front of them. Make sure that’s true (if there is an odd person out you can tell them to be an observer).

DO: Explain that participants are going to get a chance to experiment with the current topic (nonviolent intervention outside of a State Dept. office).

SAY: This is not a physical exercise, so let’s not touch each other. This exercise is about the one-on-one with the person across from you, not about what is happening next to you. No joining with your neighbors against your opponents. This is an exercise to test your de-escalation skills, so no walking past the protestors.

SAY: Explain the roles for those people on one line (we can call it the "A" line). Then explain the role for those on the "B" line (see role explanations below). Give participants (an A and B pair) a moment or two to get into character, and then have them begin!

DURING: When the role-play is going, watch to see the kinds of interventions/behaviors various participants try out. After a few minutes cut off the role-play and begin the debrief.

DEBRIEF: Debriefing takes three phases: feelings, behaviors in the role-play, and generalizing lessons.

- Feelings: While they are still standing, begin by asking the protesters how it felt.
- Behaviors: Ask the workers what their protesters did that worked?
- Generalizing Lessons: At the end of the initial debrief, share the verbal/nonverbal communications tips (listed below).

AGAIN: After the initial debrief and review of the tips set up the role-play again, explaining people will be switching roles this time. Then go through the complete debrief.

TIPS: on verbal and nonverbal communication in de-escalation to share in between parallel line role plays.

Body language- Keep your hands in front of your body with palms out. Put the center of your gravity in your stomach. Ground yourself.

Eye Contact- Maintain limited eye contact. Loss of eye contact may be interpreted as an expression of fear, lack of interest or regard, or rejection. Excessive eye contact may be interpreted as a threat or challenge.

Volume-How do we get someone to lower the volume in their voice? Listening. Matching their volume. "I can't hear you." "I want to understand what you are saying."

Speed, motion- De-escalation favors slower rather than faster. Smooth over choppy.

Content-Introduce yourself. Clear. Compassionate. Non-judgmental. Humorous. "I want to understand what you are saying."

Touch- Don't touch unless a person's hand is extended to you. Never touch the police, their vehicles or their animals (horses, dogs).

Helpful reference: [http://www.trainingforchange.org/parallel\\_lines](http://www.trainingforchange.org/parallel_lines)

## ACTION DESIGN: DEVELOPING THE ACTION BLUEPRINT

Module Objectives: Make sure the ALs have a clear understanding of action design and how to use the blueprint in doing this.

Theory of Change (why we're taking this action):

It's clear to us that the White House is not heeding the public comments or the consensus of scientists but instead is bowing to political pressure from the oil companies and politicians who receive funding from dirty energy companies. With only months to go before the White House decides whether or not to issue a presidential permit for the Keystone XL pipeline, we believe nothing short of preparing for a massive escalation by activists nationwide can break through to the president's team and force them to shift course before it's too late.

Thousands of people across the nation are preparing to deploy local actions of resistance to make it politically unfeasible to approve the Keystone XL Pipeline.

Overall Goal	Stop the KXL pipeline by sending a strong message to Obama
Strategy	Prepare to carry out the national threat of civil disobedience if the State Department's draft National Interest Determination recommends Presidential approval of KXL.
Local Objectives	Organize plan and train local activists to engage in a safe local Pledge of Resistance civil disobedience action and document it. Be prepared to deploy that action following the release of a National Interest Determination if it recommends approval of Keystone XL. If action is deployed, document it. Get great photos of our action that connect to the national story of the Pledge to resist KXL Earn local media coverage of our protest in one newspaper and one TV or radio report Get 3 updates about the local action that people can follow on facebook or twitter
Tactic 1	Stage a sit-in outside the office/building doors to block the office/building entrance.
Tactic 2	Clear visuals (placards/banners) and message to attract media and social media attention and spread the word about the protest

What will trigger these actions?

The State Department is working over the summer to finalize its environmental evaluation of the Keystone XL Pipeline. Once it does, that begins a 90 day process to release the crucial draft finding that will signal the president's likely action on Keystone XL. This will be the State Department's draft National Interest Determination (NID) Which will either recommend KXL as in the national interest or not. The President will then have two weeks to finalize his decision. If the NID recommends approval of the Keystone XL, it will be exceedingly difficult for the president to change course and reject it, so we

must influence the direction before that draft NID is released. So our goal with the pledge is to build pressure with the threat of massive civil disobedience before the NID is released, so that we may influence its direction. We believe that if tens of thousands of people stand up as President Obama mulls his decision, and participate in civil disobedience if necessary, we can convince the White House that it will be politically unfeasible to get approval of Keystone XL. That is, our goal is not to get arrested. Our goal is to stop the Keystone XL pipeline -- by showing enough opposition to Keystone XL that President Obama will reject it. But if he shows clear signs that he is preparing to approve it when the draft NID is released we will be ready to resist, and our pledge will be triggered.

Key Steps to prepare for the action:

Select Your Target:

The overall target of the Pledge of Resistance is President Obama – who has the power to reject KXL. You will also have a target that is specific to your local action, an office or corporation that is directly connected to KXL, this will be one of the following: local state department office / TransCanada office / Canadian consulate / EPA regional office / Toronto Dominion bank / Army Corps of Engineers building / Federal building or other targets. One of the critical early tasks as you plan your action will be selecting the best target location for your local action. The Pledge coordinating team has created a database of local targets for you to identify.

Target Map: <http://act.credoaction.com/go/kxlTargetMap>

PW: stopthePipeline

Go into the database and identify a local target for your action in your town. In order to select the most effective target for communicating with President Obama, use the target prioritization listed on the map. (If different than below, defer to the map).

1. Organizing for Action Offices
2. State Department Offices
3. 'Real' TransCanada Offices
4. US Army Corps of Engineers/EPA/other Federal Buildings
5. Canadian Embassies
6. Toronto Dominion Bank Branches
7. Any federal target (like a local post office,) or other federal office, if you don't have one of the above listed in your town.

Scout the location for your protest:

The next step is to visit your target location and answer the following questions:

## SCOUTING LOCATION FORM

Question	Notes
<p style="text-align: center;">Is the target here?</p> <p style="text-align: center;">(Check that the address is correct and that the target office is still in this building)</p>	
<p style="text-align: center;">Who else occupies the same building?</p> <p style="text-align: center;">(If there are other offices/businesses in the same building, consider whether this will affect the message of your protest. How will you make it clear who you are protesting?)</p>	
<p style="text-align: center;">Is this a good location?</p> <p style="text-align: center;">(Is the target easy for getting local media to attend the protest?)</p>	
<p style="text-align: center;">What is your estimation of the doorway dimensions?</p> <p style="text-align: center;">(How many demonstrators can fit in the spot? How many would be required to block the doorway?)</p>	
<p style="text-align: center;">Briefly describe the space.</p> <p style="text-align: center;">(Be sure to take several photos of your location to help you remember the details of how it looks.)</p>	

**ACTION LEADS MUST UPLOAD THIS SECTION TO [WWW.RAN.ORG/BLEUPRINT](http://WWW.RAN.ORG/BLEUPRINT) WITHIN TWO WEEKS OF TODAY.**



Using Key Messages and visuals:

If you are preparing to deploy your action that means the President is on the verge of approving Keystone XL.

The biggest messages we want to convey is: President Obama: Stop the Keystone XL Pipeline.

We want our action to communicate that:

- Keystone XL is President Obama's decision.
- We are his supporters, and are holding him to his commitment to fight climate change.
- Approving Keystone XL will undermine his progress, his legacy, and our future.
- The overall impression of your action should be dignified and sober – this is a serious situation we are facing. We recommend that action participants demonstrate that they mean business, by wearing the clothes they might wear to a business meeting or a family reunion.

In order to demonstrate that all of our localized actions are part of the overall pledge of resistance, we ask all participants to make a sign that includes their personal reason for fighting the Keystone XL pipeline. During the protest, and after the group has read the 'pledge statement together', each person protesting should take a turn to state their reason for opposing the Keystone pipeline.

Audience:

While Obama is our target, your action will have several different audiences, including:

- The employees of the office you are protesting
- Local news media and their readers/viewers

Project Output Goals:

	Deliverables
Participation	<ul style="list-style-type: none"><li>• 4-20 people risking arrest, 5-15 people in support roles. The number of people in support roles will vary, depending on how many people are risking arrest.</li></ul>
Social Media Action	<ul style="list-style-type: none"><li>• fb page and twitter feed with 3 strong updates during the action, send photos and video to flickr</li></ul>
Media Hits	<ul style="list-style-type: none"><li>• Coverage in at least 1 local newspaper and 1 local TV or Radio report</li></ul>

### Team Roles and Responsibilities:

You will need to build a strong team of people to carry out your action.

Name	Role	Responsibilities
You!	Local Action Leader	Scout and decide action target and tactic. Coordinate the action, assign all roles and hold people accountable to them
	Arrestees	Risk arrest. We recommend a minimum of 2 people
	Police Observer	Monitor, record and report on any unlawful or improper behavior of the police or other law enforcement officers during the action
	Jail support team	Supports arrestees through the arrest and subsequent legal process
	Volunteer lawyer	Provides professional legal opinion on the scenario, including potential legal infringements and possible consequences
	Press support	Send out media release, makes follow up calls to media outlets. Distributes talking points to action participants. Greets the press at the action and directs press to key spokespeople.
	Social media support	Coordinates photographers and video and ensures these get uploaded, tweets and updates Facebook
	Visual guru	Coordinates visual 'look of the action', brings placards/banners to the action and makes sure they are tidied and collected at end of the action
	Police liaison	Conveys information back and forth between the police and the group doing the action.
	Support rally coordinator / Peacekeeper	(as needed) If there are additional non-arrestee folks at the action who do not have roles, this person will coordinate them in a support rally

Assignments: These are the core tasks that need to be completed

Assignment	Date Completed	Deadline
Identify action target from database.  Target Map: <a href="http://act.credoaction.com/go/kxITargetMap">http://act.credoaction.com/go/kxITargetMap</a> PW: stopthePipeline		Two Weeks from Today
Arrange scout of location, take photos.		Two Weeks from Today
Complete the 'blueprint' action plan and upload to <a href="http://www.ran.org/blueprint">www.ran.org/blueprint</a>		Two Weeks from Today
Schedule a 'blueprint' review with your assigned Pledge of Resistance Coach, have 'blueprint' approved.		Three weeks from Today
Schedule your local Pledge of Resistance training during the designated window		TBA
Identify roles you will need for the action and fill them, uploading roles form to <a href="http://www.ran.org/roleupload">www.ran.org/roleupload</a> .		Upon completion of training
Work with your local team to participate in the On-Notice Action		TBA
If National Interest Determination recommends Keystone XL Approval, TAKE ACTION!		TBA
Follow-up: debrief with your group		Within one week of action
Follow-up legal support for all in legal process		Ongoing

## ACTION BLUEPRINT

Please complete the following section and upload to [www.ran.org/blueprint](http://www.ran.org/blueprint) within TWO WEEKS of today.

Question	Notes
What is your name? (First and Last)	
What is your email address?	
What is your phone number?	
What Action Lead training did you attend? (Date and Location)	
What target have you selected for your local action? (Venue and full address)	
Is the target here? (Check that the address is correct and that the target office is still in this building)	
Who else occupies the same building? (If there are other offices/businesses in the same building, consider whether this will affect the message of your protest. How will you make it clear who you are protesting?)	
Is this a good location? (Is the target easy for getting local media to attend the protest?)	
What is your estimation of the doorway dimensions? (Guestimate measurements. How many demonstrators can fit in the spot? How many would be required to block the doorway?)	
Briefly describe the space. (Be sure to take several photos of your location to help you remember the details of how it looks.)	

**ACTION LEADS MUST UPLOAD THIS SECTION TO [WWW.RAN.ORG/BLUEPRINT](http://WWW.RAN.ORG/BLUEPRINT) WITHIN TWO WEEKS OF TODAY.**

## NEXT STEPS:

As an action lead, we are counting on you to make the Keystone XL Pledge of Resistance a reality...no one else can do this for you. Over the coming months, there are non-negotiable structures and report-back features you will need to engage in to receive Pledge of Resistance support and coaching. These will insure that we can manage hundreds of actions around the country, and that your action will be amplified by and connected to every other action. Please read and understand the following responsibilities of your role.

Within 2 weeks of today:

- You will need to access the target map to determine the location for your Pledge of Resistance action.
  - Target Map: <http://act.credoaction.com/go/kxlTargetMap>
  - PW: stopthePipeline
- You will need to scout your location, and fill out your action blueprint. You must complete your blueprint within two weeks of today.
- You will be contacted by an action coach within two weeks of today, and submit your completed action blueprint to this person. You will need to schedule a 1-hr call with your coach in order to have your action blueprint approved.
- You will work with the Pledge of Resistance coaches set up a training in your hometown for Keystone XL Pledge of Resistance signers
- You will train local Pledge of Resistance signers for action before the end of August. Your team will fill the roles outlined in the action blueprint, and upload attendee and role information to: [www.ran.org/pledgeteam](http://www.ran.org/pledgeteam)
- Your team will hold an on-notice rally to announce your readiness to engage in civil disobedience if the pipeline is approved.

## LEGAL

Module Objectives: Share knowledge of what to expect in jail and if necessary in a court process, how to prepare for legal support and what the core Pledge of Resistance legal team will do. Increase understanding and confidence with regard to legal support.

Clarify what support the Pledge of Resistance provides (conference call coaching for police liaisons, police observers, and jail support teams; a network of lawyers to provide legal opinions; a legal hotline for actions; infrastructure for answering important individual questions.)

Clarify what support the Pledge of Resistance does not provide (bail money, for example).

### Know Your Rights & Important Legal Tips

Here is some basic information about how to act around law enforcement. This includes police officers, highway patrol, the FBI and the US Forest Service.

#### What to Prepare before the Action:

- Forms for collecting action participant contact info
- Jail support number written on you in sharpie

#### What to Bring / What not to Bring:

Bring only what you need for the action itself.

Avoid bringing unnecessary items. Any additional items you bring -- wallet, jewelry, phone, wedding ring, etc. -- must be tagged individually by the police and will just make it slower for the authorities to process our group. Also, items can get lost in the police processing system.

#### What to wear or bring:

- Government issued picture ID (for example, drivers license)
- \$20 for cab fare in case necessary
- wear closed-toe shoes
- long sleeves, long pants, and/or layers to protect from sun and ensure you are warm enough if weather change
- sunscreen and/or a hat if you are sensitive to light
- rain gear if necessary
- if you need to take medication at specific intervals, bring your prescription medication in the pharmacy bottle with your name on it.

#### What NOT to wear or bring:

- anything that has laces (drawstring jacket, shoes) that you can't remove at the request of police.
- open toed shoes
- belt
- your cellphone

- jewelry (including wedding ring)
- any non-prescription drugs (including marijuana even if you have a prescription for it)
- anything that could be construed as a weapon (pocket knives, nail files, scissors, etc.)

#### Police

If police ask you questions, direct them to the police liaison. You do not need to answer questions - you have the right to remain silent and anything you say can be used against you and other activists. When a police officer asks you anything besides your name and address, it's safest to say: "I am going to remain silent. I want to see a lawyer." Just keep repeating that.

#### Physical Safety

Never touch the police or their equipment (vehicles, flashlights, animals, etc.) — you could get charged with assaulting an officer if you touch the police. Keep your hands in view and make no sudden movements.

Don't physically resist when police detain or arrest you. Our action calls for you to willingly be arrested when approached by a police officer. Respond to police commands and be respectful. If you do anything that could be interpreted as resisting arrest, you could put yourself and others in a circumstance where activists could get hurt and charged with resisting arrest and assault.

#### After Arrest

Don't expect the police to read you your rights; they usually don't. Police aren't required to tell you the truth about your processing and release. They may try to ask you for information which could prove unhelpful to our cause.. The only thing you should say to the police once arrested is your name, address and social security number if requested. . If they ask you specific questions about the action it's best for everyone if you respectfully say: "I am going to remain silent. I want to see a lawyer." You should be truthful when you do talk to the police. Be certain not to give false information (like a fake name). This could lead to additional charges and serious legal consequences.

#### Legal Observers Take Notes:

Write down police officers names, ID#s, and physical descriptions. Your legal observers and police liaison volunteers should be recording details about by notebook, camera, and cell phone. Get contact info of any witnesses.

#### In Jail - what to talk about in jail

Anything you say in jail can be held against you and your friends later. So, DO NOT TALK about the action. Besides not talking about it, especially do not brag about it or express how cool it was. Also, in jail you may find yourself alongside people who do not want to be there and did not plan to be there, so show respect by not discussing your action or your plan.

A few ideas of things to talk about in jail: what inspired you to get involved? What inspires you about working on climate change? And if you need more topics: sports, celebrities, what you had for breakfast. Anything other than the action.

## LOCAL LEGAL TEAM ROLES (THAT EVERY ACTIONS SHOULD HAVE):

### Police Observers- AT LEAST 1 per Action

Police observers watch and record the actions of all law enforcement officers. The presence of police observers helps keep people safe by discouraging police misconduct. The information you collect can be useful in criminal defense of activists. As a police observer, your only job is to watch the police and to not focus on the protesters at all.

If possible, there can be two police observers so that you can work in pairs to corroborate each other's testimony and to keep each other safe. If one person is using a still camera or video camera, their partner should be taking written notes.

### Police Observer: Preparation in the Weeks Before the Action

1. Make sure the national legal team has your phone number and contact info.
2. Get familiar with the action plan and with the area: Learn key street names and landmarks and be able to orient yourself.
3. In your cell phone, input all phone numbers you'll need handy: national legal team hotline, your jail support team members, the action lead, a local legal team.
4. Have a notebook and pencil or pen ready on the day of the action.
5. Be ready to tell police and media that you are just there as an observer, and will not speak to media or law enforcement.

### Police Observer: What to Bring:

- Cell phone AND charger!
- Notebook and pens (waterproof ink in case of rain)
- Watch or phone to track time
- Police Observer hat / armband / write on masking tape on your shirt
- Extra water
- Optional: Voice recorder (tape recorder with extra battery / smartphone with recording capacity) and camera / video camera. Note: in some states, by law (in California), you must tell people that you are recording them with video or audio. You don't have to announce it – having the device in plain view is enough. Be careful: Having a tape recorder and especially a video camera makes you a cop magnet.

### Tips on Taking Notes for the Police Observer

As the action may unfold quickly, taking notes is a skill that takes practice. Under extreme circumstances, the info you collect could mean the difference between conviction and dropped charges for activists.

In the unlikely event that there is any police misconduct, it can be extremely helpful for you to write out your notes in longhand, based on your notes, after the action is over. Do this as soon as possible after the action, before your memory fades. Number and date each page you take notes on and write "Attorney Work Product – Privileged and Confidential" on top of each sheet.

### Police Observer: Notes to Take During the Action

- Name, rank, badge number, agency, and description of each officer present, and of the commanding officer (note if officers refuse to give this information)



- License plate and ID # of law enforcement or emergency official vehicles, or of any private cars moving through the demonstration
- Names and contact information of any witnesses, including media (corporate or independent)
- Name of arrestees and anyone who might be the victim(s) of police misconduct
- Though unlikely, take down any force used by police: pushing, shoving, grabbing arms, tripping, striking people, which weapons police used and how
- Detailed description of arrests and anything the police do that seems inappropriate
- Any inappropriate language, including swear words, identity-based insults (racist/sexist/homophobic, etc.) and rude language ("You idiots," "Moron," etc.)
- Not warning people to disperse or stop the action before arresting them, refusing to let them disperse, etc., or if dispersal warnings are not audible and/or intelligible
- Exact date, time and location of anything you take notes on – update this throughout the action
  - Include street names, address, landmarks, what side of street you're on, etc.
- If the police are blocking traffic – with their vehicles, hand motions, etc.

#### Police Liaison - AT LEAST 1 per Action

The purpose of the police liaison is to:

1. Let the police know you are coming, and that you will be carrying out a peaceful action.
2. Work to time the arrests -- perhaps slowing down the action if possible without resisting -- so that activists have time to get their message out.
3. Give the police someone to negotiate with. You are here to represent and speak on behalf of the activists so that the cops aren't talking to 10 different activists and hearing different things.
4. Assure police that activists are carrying out a nonviolent action - that they are committed to prevent any physical violence, or damage to property, and absolutely will not resist arrest.

#### How to Be the Police Liaison: During the Action

1. Do not participate in the activity - do not sit down with activists (if it's a sit-in), do not chant or march.
2. Separate yourself from the group to be able to meet with police as soon as they arrive on the scene. It's best to be able to talk to the police out of immediate vicinity/earshot of protesters, so they're not distracted or intimidated by the police.
3. Avoid getting arrested. Activists should know ahead of time to not talk to police. If police try to talk to them, they should explicitly say, "Talk to [name]. They are our police liaison."
4. Immediately introduce yourself to the police (don't touch them), so that they have one person to negotiate with regarding the duration of the activity and when or how to start the arrest process.
5. Explain why the activists are here today; assure the police that activists are intending to practice nonviolence and will not resist arrest
6. Make small talk as appropriate, ask how they are doing, and be professional. Remember that you are not here to confront or resist the police; you are here to confront and resist the Keystone XL pipeline!
7. If the police don't feel like negotiating or cooperating in any way, there is a small chance they may arrest you first. Try to explain that it'll be faster and easier for them to talk to you than with 10 or more different individual activists.
8. Negotiate. Ask the police what you can communicate to the whole group, then go communicate that to the group, but don't rush through it. Your negotiating back and forth can help maintain order and help slow the action down.

### Jail Support: AT LEAST 1 per Action, but the more the better

A legal support person helps coordinate support for those arrested.

Jail Support Volunteers: Preparation in the weeks before the action

- Arrange ahead of time, and let all of your action participants know, a local landline phone number that accepts (collect) calls from jail where they can contact the local legal team during the action.
- Have everyone planning to be AT the action (even activists who don't think they'll be arrested), fill out the Jail Support Form, including their full legal name and any medical conditions.

Jail Support Volunteers: during the action:

- DON'T GET ARRESTED. Don't even go to the action. Stay by the local landline phone.
- Remind people who call the legal phone line not to talk about the details of the action.
- If and when you hear from activists in jail, contact the national legal team and send them the full legal names of the people arrested and the total number of arrestees.
- Get (and keep track of) arrested people's booking and arrest numbers and upcoming court dates.
- Keep communication flowing - share updates with everyone involved frequently, even if nothing has changed! Be able to get messages from the outside world to arrestees. This is a HUGE morale booster.
- Help arrange travel home for arrestees - especially if people are released in the middle of the night. This can mean arranging something with a friend with a car, collecting bus money...
- Be available until everyone arrested is out of jail.

Jail Support Volunteers: once people start getting out of jail

- Give emotional and moral support to activists being released from jail.
- Copy (and keep track of) everyone's paperwork from the cops (arrest reports, etc.), jail (booking info, property reports) and court (hearing dates, info on charges, etc.).
- Remind arrestees about their upcoming court dates by calling and emailing them.

Jail Support Volunteers: (if necessary) jail visits

Depending on the city and the circumstances you are in, activist legal team members may or may not be able to do jail visits with lawyers. If you can visit:

- First, get info about any medical or other emergencies in jail, if any.
- Get pertinent but legally sensitive info from arrestees.
- Give arrestees emotional and moral support.
- Call national legal team with updates from jail.

### Optional Role: Video Police Observer

If you have two people who can do police observing, then having this role filled is an added benefit. Video can show a whole scene from beginning to end. It's a lot harder for the police to make excuses for video footage of violence than it is for them to excuse a single photo. Here are some tips to help you make the most of videotaping the cops.

Note: Your job is not to make an inspirational video about the action. Your only job is to record the police to deter police misconduct and for possible legal defense later.

1. Charge your batteries; bring an extra battery, or charger.
2. Date / Time stamp: it is extremely important to record WHEN activities are happening.
3. Pan in and out from street signs, building addresses, and landmarks to prove your location.
4. Shoot long shots (more than 10 seconds) for important scenes.
5. Value the audio: don't stop recording if you can't see well. If something important is happening, or cops tell you to stop pointing the video at them, keep it on for audio purposes.
6. Do not erase the video! For various legal reasons, lawyers may not want to watch your video right away. It's not uncommon for lawyers to ask for evidence months or even years later. Even if it doesn't seem important, keep your video.

## COMMUNICATIONS AND MEDIA

Module Objectives: To support action leads in learning communications basics, so that action can receive local media coverage. In this 60 minute session, trainers will review a step by step plan and receive handouts with tips and tricks for effective media outreach.

### Amplify the Power of Your Action with Good Media!

In this section, we want to underscore the importance of media and the responsibilities for people who volunteer to provide media support. This is not an arrest-able role.

The goal of the Keystone XL Pledge of Resistance is to convince President Obama that approving the pipeline isn't politically feasible. To make sure Obama understands that thousands of people across the country are taking action to stop Keystone XL, we need to use media to publicize our story and build pressure on the president.

Importance of media discussion:

Can anyone think of an example when a story has accelerated social change?

How about this very famous story from the civil rights movement:

Rosa Parks sat down on a bus and refused to move, because she knew she had the right to be there. This story of historic courage and support could have stayed with eye-witnesses who watched the protest, who watched her get arrested, but it didn't. What people may not know about Rosa Parks and the courageous action she took was that she was not acting alone! She one person in a large, coordinated strategy to highlight the unfair laws that African American people faced, every single day. The team that promoted her story used an integrated campaign and media strategy that was able to get the nation's attention, and helped accelerate the rate of change that would be seen in the years following Rosa's arrest.

Why was this important?

Words to the Wise for Action Leads on Media:

In your local organizing efforts, it will be key to identify someone in the group that can help amplify our message to local media and our group's social media channels. The people that fill these roles will not necessarily be the spokespeople for your group. Instead, they will develop and carry out a simple and effective communications plan to both build national momentum and allow room for individual spokespeople to carry the message from the local action into the media.

The organizations coordinating the pledge to resist will provide the following tools for media volunteers:

- Conference call style trainings
- Talking points and suggested quotes for spokespeople
- Press Advisory and Press Release templates
- Op-Ed Guides
- Media Outreach Tips & Tricks
- Talking to the Media

Here are the steps the media person will be responsible for taking:

- Step 1 Schedule and attend a conference call training
  - \*A complete guide and updated information will be available during the call, and individual coaching will be available for those who need it.
- Step 2 Identify spokespeople, get the facts about the action, build/request media contact list
- Step 3 Work with spokesperson to create short, simple quote.
- Step 4 Complete press advisory and press release templates
- Step 5 Email press advisory to local media outlets
- Step 6 Call media outlets/reporters
- Step 7 Email press release and make follow up calls before action
- Step 8 Greet media at or near action and point them to spokesperson for interviews.
- Step 9 Share your media coverage with CREDO! We would love to hear how your action was covered and weave the amazing stories of local actions into our national press strategy. Please send an email to [press@credoaction.com](mailto:press@credoaction.com)

## KIT REVIEW

Module Objectives: Review the docs in the Action Lead Kit. Make sure that the ALs have a clear understanding of what is in the kit.

## KNOW YOUR RIGHTS KIT

- Remain silent: anything you say can be used against you and other activists. When the police ask anything besides your name and address, it's safest to say: "I am going to remain silent. I want to see a lawyer." Just keep repeating that.
- Miranda rights: you will likely not be read your rights, and police are not required to tell the truth about the process or your release. Do not sign anything without a lawyer present. Practice "I am going to remain silent. I want to see a lawyer." You have the right to talk to a lawyer before answering questions, whether or not the police tell you about that right. Once you say that you want to talk to a lawyer, officers should stop questioning you, and, if they don't, you still have the right to remain silent.
- Searches: Though unlikely this will occur, if police try to search anything connected to you, say: "I do not consent to this search." This may not stop them, but could get evidence thrown out in court later. Keep saying it, loudly enough for witnesses to hear. This is true for your body, your car, your house, your garage – anything.
- Never touch the police or their equipment (car, flashlights, animals, etc.). Keep your hands in view and make no sudden movements. If you do anything that could be interpreted as resisting arrest or assaulting an officer, you could put yourself and others in a circumstance where activists could get hurt and charged with resisting arrest and assault.
- Take notes: Anyone who can take notes, should. Write down police officers' names, ID#s, and physical descriptions. Your legal observers and police liaison volunteers should be recording details about by notebook, camera, and cell phone. Get contact info of any witnesses.

## LEGAL RESEARCH

Doing research ahead of time is crucial for knowing what to expect during your action.

### Laws

The most obvious thing to research is the law. Here are some ideas to get you started.

#### Criminal Law

What are typical charges for activists?

What are typical charges for poor folks? (loitering, etc.) These are frequently used against activists.

What are typical penalties for these charges? Typical options? (e.g. Fine, community service, in rare circumstances jail time) Who is eligible for a free, court-appointed attorney? What forms do arrestees have to fill out to get one?

#### Civil Law

How would getting convicted affect arrestees' right to sue?

What is the process for making a complaint against the police? Is it worth it?

#### Administrative Law

How do victims of police misconduct file a formal complaint?

### Processes

What happens after an arrest is made? These processes change from state to state, and even between cities in the same state.

### Court

Where are arraignments held (address and room)? What time? Who can observe? Can they take notes?

Where do you physically go to pay bail? What forms of payment do they accept? (money order, cash...)

Who are the best bail bonds people, if any? (see below)

How can supporters wire money for bail? What are the fees and logistics involved?

### Jail

Where are people taken after arrest? Does this match where authorities say they'll take protest arrestees? Can lawyers visit them there? If so, at what point in the process? (after booking, etc.)

Where are minors taken? How can they be released?

Can non-lawyers visit arrestees? When and how? (This is a huge morale booster.)

When do arrestees get phone calls? How many? Are they free, collect, or via another payment system?

What food do arrestees get? What options exist for those with dietary restrictions?

### Post-Arrest

Where and when are arrestees released?

How do they get their property back? What paperwork do they need? (arrest reports, court docs, etc.)

What happens to large property like bicycles? Impounded cars?

How and when do arrestees (or their supporters) get bail money back?

How do arrestees reclaim evidence that's been confiscated?

### Pressure Campaign Information

One of the best things arrestees' supporters can do is to call the people with the power to get them out of jail, to get their charges dropped, or, at least, to get them better treatment while in custody. Try starting with the Mayor, the District Attorney, the Jail Warden and the Police Chief. (This works especially well if the latter are elected officials.)

### Logistical Information

There's a bunch of common sense information you should research beforehand so you're not frantically looking it up when you need it most.

### Addresses and Directions

Various jails and other holding facilities, courts (and court rooms inside them), law libraries, city hall and the bail bonds offices. Look up and write down the address of all these places and their hours. You never know when a visiting attorney will need to quickly find a law library before filing a motion.

### Phone Numbers

There are a bunch of different numbers you'll be calling: the property room, the arraignment court, the person at the jail who can tell you who's been processed, etc.



## WHAT TO WEAR OR BRING:

- Government issued picture ID (for example, drivers license)
- \$20 for cab fare in case necessary
- wear closed-toe shoes
- long sleeves, long pants, and/or layers to protect from sun and ensure you are warm enough if weather change
- sunscreen and/or a hat if you are sensitive to light
- rain gear if necessary
- if you need to take medication at specific intervals, bring your prescription medication in the pharmacy bottle with your name on it.

## What NOT to wear or bring:

- anything that has laces (drawstring jacket, shoes) that you can't remove at the request of police.
- open toed shoes
- belt
- your cellphone
- jewelry (including wedding ring)
- any non-prescription drugs (including marijuana even if you have a prescription for it)
- anything that could be construed as a weapon (pocket knives, nail files, scissors, etc.)

## PARTICIPANT INTAKE FORM

*PLEASE NOTE THAT THIS WILL BE KEPT CONFIDENTIAL BY THE ACTION LEAD & JAIL SUPPORT VOLUNTEERS, WHO WILL SHARE IT WITH THE NATIONAL LEGAL TEAM AND THEN SHRED THIS AFTER THE RELEASE*

Personal		Arrest (your jail support team will fill this out)			
* First name		Arrest date			
* Legal last name		Time of arrest			
Preferred name		Any Notes			
* Date of birth					
Gender ID		Location			
US citizen? ( Y / N )      Minor? ( Y / N )					
Phone 1		Charge(s)			
Email		Arresting officer			
Address		Badge #			
City, State, Zip		Incident ID#			
Emergency Contact Name		Citation #			
Emergency Contact Phone		Witness name			
Notes:		Witness phone #			
Medical		Jail			
* Med conditions		Facility			
		Booking #			
Medications & dosage instruct.		Exact location			
		Bail Info			
		Release Date			
Doctor name		Court Dates			
Doctor phone		Location			date
Medical Notes		Location			date
Notes					

## DIFFICULT PARTICIPANT GUIDE

All of us encounter people whose behavior we find difficult, and many of us are difficult ourselves, at least at times! This can pose a particular challenge for action leads trying to organize a Keystone XL Pledge of Resistance action. The problem of "difficult people" needs to be recognized and addressed in a safe and effective way.

Ideas about dealing with difficult behaviors can be drawn from a variety of areas. We have outlined some ideas from a few areas (based on the work of Australian activist and academic Brian Martin); there are many others to be explored. What is significant is that there are numerous insights available, many of which can be taken up by activists

Here are some key points:

- A vital first step is to acknowledge that difficult behaviors and difficult group dynamics exist. Furthermore, some people exhibit difficult behaviors so regularly and predictably that it makes sense to call them "difficult people" - though it may still be better to focus on the behaviors. Not all difficult behaviors can be attributed to hierarchies and other damaging social structures.
- Standard techniques of facilitation, mediation, and effective communication should be learned and used before contemplating "stronger" measures. However, it may not be possible to deal with some difficult behaviors or people using means based on rationality and dialogue.
- Action groups need to find a balance between action and support. People will burn out or be turned off if there is insufficient support. On the other hand, providing support doesn't mean placating disruptive behavior.
- Separation - cutting off contact, for example with a person who won't take no for an answer - may be needed. Before proceeding, a lot of evidence is needed about the seriousness of the behavior and its persistence. Furthermore, extreme care is needed before expelling a person from a group, since it could well alienate them indefinitely and possibly fuel their persistence. Another version of separation is splitting, when a group finds it easier to break up rather than continue to work together. This may be the best resolution to some problems.
- Direct action against persistent or serious abusers can be effective, especially if done collectively. Again, extreme care is needed before resorting to direct action.
- Learning how to respond to violence, as well as to nonviolent difficult behaviors, can be put on a group's agenda. It can also go on individual agendas, since each of us needs to learn how to deal with internal conflict.
- An experimental approach is valuable. Try one type of response first, usually a mild one, noting what happens. Adopt stronger responses as necessary.
- We each need to work on ourselves. We are all difficult in some ways in some circumstances. By learning about our own difficult aspects, we are better able to understand others.
- Most of the impact of difficult behaviors comes through their emotional impact. This applies even with violence in many cases. Therefore one way to deal with difficult behaviors is to develop control over one's thoughts, attitudes, and emotions so that one can respond in the most effective fashion. Rather than treating emotions as autonomous of one's self, at the mercy

of others, emotions can be "self-managed." Control of thoughts and emotions has been the goal of several spiritual systems, sometimes criticized by activists for changing the self while leaving society unchanged. But changing self and changing society can be mutually reinforcing; indeed, it might just be the only way forward. By having some control over one's responses to difficult behavior by both fellow activists and by oppressors, greater insight is possible in how best to foster social change.

- The key thing is not particular answers, but proceeding with the search with an open mind and a kind heart. That, most of all, is compatible with the quest for a better society.

## SOCIAL MEDIA CHECKLIST FOR YOUR #NOKXL LOCAL ACTION

This checklist will help you promote your local civil disobedience action on social media, and give you the resources you need for any future actions.

### BEFORE THE ACTION (Check These Off As Completed)

\_\_\_\_ Set up a Facebook page and Twitter account for your group/event (optional).

If you intend for your local group to put together future civil disobedience actions, you can set up a Facebook page and Twitter account for it now.

For Facebook, go to [www.facebook.com/pages/create](http://www.facebook.com/pages/create) - a perfectly good name for your group is "[Your Town Name] NoKXL" - and sign up for your account on Twitter.com.

\_\_\_\_ Set up an event page on Facebook for your local action.

Just go to [www.facebook.com/events](http://www.facebook.com/events) to set up an Event page for your action.

\_\_\_\_ Identify who's taking on what roles.

Can one person do all of these tasks for your group? Do you need to delegate them out? Some of the roles you might want to identify (depending on the size of your group) are:

- Taking Action Photographs: The quality of the images posted on social media is key.
- Posting Pre-Day-Of-Action Content on Facebook: It's a great idea to post articles that explain why you're doing this, updates on the event, or anything else related to your action.
- Posting Day-Of-Action Content on Facebook Page: Whoever is going to be posting the photos from the action onto Facebook and directing people to them - ideally someone who can post photos in a timely fashion with compelling and concise messaging. This should include a link to the Pledge of Resistance page so it's clear your action is part of a larger movement.
- Live-Tweeting from the Event: Having live Tweets go up during the action can be a great way to let people know about the events unfolding moment-by-moment. Some best practices include: Use the hashtag #NoKXL to link it with the broader movement; Ensure there is enough space for a user to be able to retweet your tweet (generally leave up to 15 characters); Develop a list of local reporters and allies to mention in your Tweet to help gain broader press coverage for your event

### DURING/AFTER THE ACTION (Check These Off As Completed)

\_\_\_\_ Reach out to local press and allies online and off.

\_\_\_\_ Upload photos and post them to Facebook/Twitter.

On Twitter, use the hashtag #NoKXL where at all possible; on Facebook, please consider also posting them to the national NoKXL page, [www.facebook.com/NoKXL](http://www.facebook.com/NoKXL).

\_\_\_\_ Ask participants if they have any photos, video or stories they'd like to share.

\_\_\_\_ If you made a group Facebook page, keep updating it with future events.

## SAMPLE SOCIAL MEDIA CONTENT

### Sample Tweets

LIVE: x citizens are risking arrest at x protesting the #KeystoneXL pipeline. #NoKXL<link to photo or other action link>

PHOTO: x citizens are risking arrest at x demanding #Obama and the @StateDept to end #KeystoneXL. #NoKXL<link to photo or other action link>

### Sample Facebook Updates

Today, x citizens in (name of town) are risking arrest protesting the construction of the Keystone XL pipeline. To find out more about how you can join the movement and take the Pledge of Resistance, go to: [http://act.credoaction.com/sign/kxl\\_pledge/?rc=homepage](http://act.credoaction.com/sign/kxl_pledge/?rc=homepage)  
<insert photo>

Today, x citizens who have taken the Keystone XL Pledge of Resistance are risking arrest protesting the construction of the pipeline. To find out more about how you can join the movement and take the Pledge yourself, go to: [http://act.credoaction.com/sign/kxl\\_pledge/?rc=homepage](http://act.credoaction.com/sign/kxl_pledge/?rc=homepage)  
<insert photo>

## KIT FOR SCOUTING YOUR LOCAL ACTION TARGET

Visit your target location. We recommend visiting during the week, as the building may be closed at the weekend.

Answer the following questions:

- Is the target still in this building? (Sometimes offices move! Check that the address is correct and that the target office is still in this building: take a look at the building directory and ask the reception desk if your target office is in the building)
- Who else occupies the same building? (If there are other offices/businesses in the same building, consider whether this will affect the message of your protest – how will you make it clear who you are protesting?)
- Is this a good location for media to get to? (Is the target easy for getting local media to attend the protest? The closer to 'down-town' you are, the easier that will be)
- What does the door-way look like? (Are they rotating or swing doors? How many doors? How many people will you need to stand or sit in front of it to 'block it'?)
- How will your group of protesters get to the building? (Will you take public transit? Will you need to drive and park nearby – is parking metered?)

Take several photos of your location to help you remember the details of how it looks.

Examples:



## MEDIAKIT

A key component to any action for justice includes our ability to tell our group's story! We want to be sure that when people are stepping up for the climate by taking the pledge to resist the Keystone XL, the world knows about it. Together, the noise we make in the local media and on our own social media channels will amplify our message and help build pressure on our target.

**EXERCISE:** Ask the group: Can anyone think of an example when a story has accelerated social change? (Examples like civil rights movement: Rosa Parks story of historic courage and support. The Trayvon Martin slaying "I am Trayvon" meme and solidarity hoodie-wearing that reached tens of millions through the internet).

Why was this important? How did it spread to various audiences? (Did the stories start with the New York Times or start small and local and trickle out to the world, gathering momentum as they grew?)

### Words to the Wise for Action Leads on Media:

In your local organizing efforts, it will be key to identify two spokes roles that can help amplify our message to local media and our group's social media channels. The people that fill these roles will not necessarily be the spokespeople for your group. Instead, they will develop and carry out a simple and effective communications plan to both build national momentum and allow room for individual spokespeople that can carry the message from the local action into the media.

Now, the group will go through the following 9-step checklist, so each action lead can understand basic elements for small-scale, local media outreach.

### #NoKXL Local Action: 9 Step Checklist for Media Coverage

This checklist will help groups planning an action receive quality local media coverage.

#### 1. Identify Media Goal: Why do we need media for this?

Suggestion: To amplify the No Keystone XL pipeline message through the media and add to the national story about people power rising up to defend our climate and resist the KXL.

#### 2. Identify Media Outcomes: How will we know we succeeded?

Suggestion: 1 local print (newspaper) and 1 local broadcast (television/radio station)

#### 3. Think about Your Target Audiences: Who do you need to reach? The more specific you can be the better.

Suggested audiences: (more specific audiences should be added)

1. Obama and other key decision-makers
2. People in our local community
3. Reporters, bloggers



4. Identify Roles: Who will be fulfilling the roles for media outreach? Can one person do all of these tasks for your group?

a. Press Support: This role can be 1-3 people who will be responsible for:

- Completing checklist by consulting with others
- Writing press docs
- Creating target media contact list
- Reviewing talking points at training
- Sending out Press Advisory
- Pitching press on phone
- Emailing/printing Press Releases before Action
- Greeting reporters during protest, help guide them to spokespeople
- Coordinating with social media, photographers, videographers

b. Spokespeople: Depending on the size of your group, identify 1-3 spokespeople that your group would like to be featured in the media.

5. Hone in on Your Message:

After you've thought about your target audience, it's important to customize your message! Review your action plan and choose a "top level" message that you want to communicate through the media. Use the talking points included to help guide your message. Write your top-level message on the wall for people to review through trainings.

Suggestion: Answer the following questions:

- a. Which of the talking points applies best to your action?
- b. How do we need to shape what we say to reach our target audiences?

6. Create list of Target Outlets and Reporters:

For this step, identify outlets that are likely to cover your action and that your target audiences will see. Then make a list of contact information, including phone numbers, emails and a contact name if possible. One tip: sometimes less is more! We recommend finding 10-12 targets and focusing energies on them.

We will help media representatives find contacts at:

- a. radio and television stations
- b. newspapers
- c. online outlets (blogs, etc)

## 7. Prepare your team for media opportunities:

- a. Remember, anyone might speak to the press! Please allow 30 minutes at a group training to:
  1. Discuss plan, goals and roles with group
  2. Practice talking points, including top message
  3. Review tips for interviews

## 8. Create your Press Documents:

In the world of media relations, a number of standard format documents come into play. While we are in an ever changing media environment, two staple docs can help you get your general information and messaging into the hands of target reporters and outlets-- and improve your chances of receiving good coverage in local press. Templates for these are available in your media kit. Contact [kerul@ran.org](mailto:kerul@ran.org) for any help you might need!

a. Press Advisory alerts reporters to the event, and often answers Who, What, When, Where and Why.

b. Press Release: A press release is a written like a standard news story, with the most important information first, quotes and supporting facts second, and background last. The idea is that if the reader only reads the first paragraph (the lede) they will understand, direct and to the point, peppered with quotes and supporting facts.

## 9. Timeline: Reach out to the Press

This is arguably your most important step. Obviously if the media doesn't know about your action, how can they cover it? Steps 1-8 should be completed with 3-5 days remaining before the action, if possible.

### a. 2-4 days before Action:

1. Email Press Advisory target reporters
2. Call reporters to ensure receipt of advisory, pitch
3. Print out copies of press release and any other materials to distribute to reporters during protest.

### b. Day of Action--early morning:

1. Send out Press Release: email press release to target reporter list (the more individual emails the better).
2. Call backs: After your press release has been emailed to your target list, go through list and call each contact to see if they plan to cover the story.

### c. During Action Onsite:

1. Wranglemedia: identify reporters, request contact information and offer spokespeople for them to interview.
2. Support visual cohesion and photo/video pieces.

## ACTION VISUALS

We have two goals in taking action. To make a powerful statement in the moment, and amplify that statement to a larger audience. Ensuring that the look of your action clearly conveys our message will be essential to its effectiveness.

The biggest messages we want to convey is: President Obama: Stop the Keystone XL Pipeline. We want our action to communicate that: It is his decision; We are his supporters, and are holding him to his commitment to fight climate change; Approving Keystone XL will undermine his progress, his legacy, and our future.

Use the resources below to create clear, simple, **visuals** that connect your action with the hundreds of other actions in the Pledge of Resistance. Download and print these signs: <http://nokxl.org/visuals>

ACTION PLACARD - To communicate who you are or why you are taking action:

**PRESIDENT OBAMA, I OPPOSE  
KEYSTONE XL BECAUSE:**

**#NO KXL**

Sample Messages:

GRANDMOTHER

ANOTHER PRIEST

I'M A VETERAN

OBAMA VOLUNTEER

FARMER

BELIEVER IN HOPE AND CHANGE

## BANNERS

If you would like, you can create a larger banner to send your message. Here are two designs.



## FINAL PRODUCT

When you put it all together, it should look like this.



## CREDO EVENT TOOL

When your event has been posted, you'll get an email to a page that looks like this.

Event: KXI Pledge of Membership Corporate Meetings  
Tools page intro

**EVENT DETAILS** 1

**Event:** Credo Pledge Incent Training

**Location:** Location TDA  
Shelton, WA 98124

**Date:** Sunday, June 22, 9:00 AM

**Description:** This event will be held on Saturday and Sunday, ending at 6pm. Reception to be held both days. Please see below.

We'll train you to organize your own Pledge of Membership within your community for sign-up, supporting roles in your local action plan. We will help you find a team of leaders for safety, organization and coordination. These skills will be invaluable as you continue to be involved in our mission beyond the Keynote Q1 Night.

**Visibility:** This event is public.

**Event URL:** [http://credomembership.com/pledge](#) 5  
or: [http://credomembership.com/pledge](#)

**MANAGE EVENT**

Tools page intro  
You are logged in as a manager

[Edit Event Details](#) 1

[E-Mail Attendees](#) 2

[Cancel Event](#) 3

[Logout](#) 4

**LIST ATTENDEES**

	NAME	PHONE
<input type="checkbox"/>	James Smith	555-555-1234
<input type="checkbox"/>	Mary Johnson	555-555-1234
<input type="checkbox"/>	John Williams	555-555-1234
<input type="checkbox"/>	Patricia Jones	555-555-1234
<input type="checkbox"/>	Michael Brown	555-555-1234
<input type="checkbox"/>	Linda Davis	555-555-1234
<input type="checkbox"/>	William Rodriguez	555-555-1234
<input type="checkbox"/>	Barbara Moore	555-555-1234
<input type="checkbox"/>	David Taylor	555-555-1234
<input type="checkbox"/>	Jennifer Anderson	555-555-1234
<input type="checkbox"/>	Joshua Thomas	555-555-1234
<input type="checkbox"/> <span>6</span>	<input type="checkbox"/> <span>7</span> Ann Smith <span>8</span>	555-555-1234

[Email](#)
[Remove](#)
[Make Co-host](#)

- You will not need to edit the details for your event.
- Opens a box to compose and send an email to all attendees.
- Don't do this!
- You don't need to logout.
- This is the public link for people to sign up for your event. Share the link to invite others. Make sure everyone on your action team has signed up for your event.
- Check individual boxes above and click this button to email individual attendees.
- Check individual boxes above and click this button to remove attendees from your event (if they signed up in error or decide not to participate).
- Check individual boxes above and click this button to make someone a co-host. That means they can access this page, see who has signed up, and contact those people. You shouldn't have more than one co-host.

## NEXT STEPS

As an action lead, we are counting on you to make the Keystone XL Pledge of Resistance a reality...no one else can do this for you. Over the coming months, there are non-negotiable structures and report-back features you will need to engage in to receive Pledge of Resistance support and coaching. Please read and understand the following responsibilities of your role.

Within 2 weeks of today:

- You will need to access the target map to determine the location for your Pledge of Resistance action.

Target Map: <http://act.credoaction.com/go/kxlTargetMap> PW: stopthePipeline

- You will need to scout your location, and fill out your action blueprint. You must complete your blueprint within two weeks of today.
- You will be contacted by an action coach within two weeks of today, and submit your completed action blueprint to this person. You will need to schedule a 1-hr call with your coach in order to have your action blueprint approved.
- You will work with the Pledge of Resistance coaches set up a training in your hometown for Keystone XL Pledge of Resistance signers
- You will train local Pledge of Resistance signers for action before the end of August. Your team will fill the roles outlined in the action blueprint, and upload attendee and role information to: [www.ran.org/pledgeteam](http://www.ran.org/pledgeteam)
- Your team will hold an on-notice rally to announce your readiness to engage in civil disobedience if the pipeline is approved.
- When the National Interest Determination is announced, your team will either celebrate our victory...or take action to stop the Keystone XL pipeline.



