



Your Guide to Rally for Nonprofit Funding!

Wednesday, April 24

10:00am

South Lawn of the State Capitol

210 Capitol Ave., Hartford

Before Rally Day

Register for the Rally

Please **register your organization** (rather than individually) and **estimate the number of people from your organization joining you.**

Register for the Rally:

<https://events.blackthorn.io/en/6g33SCF7/g/948Wz4pR72/rally-for-nonprofit-funding-4a1zQOVeqn/overview>

The event registration page will ask you to:

- Designate a captain (point of contact for your organization) and
- Estimate how many people from your organization are attending.

We will email a final confirmation to all registrants Rally Day reminders prior to the event.

NEW: Identify a Captain for your Organization

Please designate a member of your staff to serve as the organization's Captain. **The event registration page will ask for this person's contact information.**

Captains will:

- Serve as the point of contact of the organization with Alliance staff
- Organize their members ahead of and on the day of the event and help lead them through the rally and into the Capitol for legislative meetings.

Alliance staff will host a meeting for all Rally registrants on **Wednesday, April 17 at 12:00pm via Zoom** to answer any questions. Everyone registered will receive an invitation to the meeting.

Mobilize your Network

Please invite your staff, Board members, family advocates, people you serve and other supporters of your organization to the Rally for Nonprofit Funding! Feel free to forward [our event announcement](#) or use the text/links in your own message.

Invitation Template/language

Dear colleagues,

Please join us/**name of your organization**, The Alliance and nonprofits from around the state on **Wednesday, April 24 from 10:00am-2:00pm** for the [Rally for Nonprofit Funding and Advocacy Day](#) at the State Capitol! T-shirts, stickers, and signs will be available for attendees.

It is critical our local legislators hear from their constituents of the importance of increasing funding for community nonprofits in the state budget. **Add a sentence or two about how the state budget funding impacts your organization**

Please contact our organization's Rally Captain (**insert name, title, cell phone, email**) if you plan to attend. Our captain will reply with additional information, such as parking/carpools, t-shirt pick-up, links to request a meeting with your local legislators and instructions on completing a note for your legislator.

Thank you in advance for taking the time to fight for nonprofit funding!

Sincerely,

Your Name

Request a Meeting with your local legislators

Request a meeting with your legislators [just by clicking here.](#)

It will be difficult to find your legislators inside the Capitol if they are not expecting you.

Coordinate Carpools/Transportation

We expect the free parking at the Legislative Office Building Garage and State Capitol to be full early. Please carpool to reduce the number of people who need to find alternative parking.

Capitol Police are expecting a large number of buses, vans and other vehicles dropping off attendees at the Capitol, but none of these vehicles can park at the Capitol.

Ample parking is available within a short walk of the Capitol near Bushnell Theater and in Downtown Hartford. Please see the [Parking options guide](#) for more information about where to park.

Print and Complete Leave Behind Forms for your local legislators

We encourage you to print out and complete [Leave Behind Forms](#) prior to coming to the Capitol. We will have a limited number of clipboards and limited seating.

Quick tip:

- Print out one Leave Behind form;
- Write your note in the blank lines;
- Photocopy the form – make 4 copies - and then, add the names of your 2 legislators in the ***town you work*** (complete your contact information with your ***work address***); 2 legislators in the ***town you live*** (complete your contact information with your ***home address***), and address the last one to the Governor.
- Bring your completed forms to the Capitol!

T-Shirt Pick-up (for groups only)

The Alliance has ordered 1,000 green t-shirts for Rally attendees. The t-shirts are exactly the same as the ones worn at last year's rally.

Please **wear your t-shirt from last year so we can provide t-shirts for people who do not have one.** Thanks!

We are offering large groups the opportunity to pick up t-shirts on **Monday, April 22, between 9:00am-1:00pm** at our office, 35 Cold Spring Road, Building 5, 2nd Floor, Rocky Hill.

Please only take what you know your group needs. We should have extras at the event. Individual t-shirts can be picked up at the t-shirt table on the South Lawn.

Please [email Jeff Shaw](#) if you plan to pick-up t-shirts and sizes preferred.

Signs

We have printed a couple hundred small signs, but we encourage you to create your own!

Please note, **signs that enter the Legislative Office Building or State Capitol can only be as large as the size of someone's mid-section/stomach/torso.**

However, since our rally is outside, as long as someone can transport a sign to the South Lawn without going inside the LOB/Capitol, a sign can be as large as anyone wants it to be!

ON RALLY DAY

Parking

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Rally Location

The Rally will be located on the South Lawn (facing Capitol Avenue/CT Supreme Court) at the State Capitol. While the stage and most people will be on grass, a paved walkway will be clear for people to move to and from the Capitol grounds.

Meeting with Legislators

After the Rally concludes, attendees are encouraged to gather inside the State Capitol to meet with their local legislators (where they live/vote) and be seen by all legislators and the Governor's office. [Click here to look-up your local legislators.](#)

Help us fill the hallways of the State Capitol so policymakers see how many people care about funding nonprofits!

We recognize not every legislator will schedule a meeting with you ahead of the Rally. Further, legislative session days are always hectic and meetings can be rescheduled. It can be difficult to track down your legislators on a busy day.

Alliance staff will try our best to help you find your legislator or tell you where to stand in a best attempt to catch them.

We appreciate your understanding.

Security

Everyone entering the Legislative Office Building or State Capitol must go through a metal detector and place their items in a scanner. Be ready to remove all metals from your pockets – keys, phone, etc. Belts and shoes stay on.

If you are making signs for the event, please note that you cannot bring in any signs wider than the width of your body into the building.

Bathrooms

Bathrooms are located on the first and second floor of the Legislative Office Building.

Bathrooms are also located on the first (second, third and fourth) floors of the State Capitol. As you get off the escalators, the women's bathrooms are located on the left side (west side of Capitol); men's bathrooms on the right (east side of Capitol), behind the interior stairwells.

If you exit the Capitol or Legislative Office Building at any point, you must go (back) through security to use the bathrooms.

There will be a folding table for changing if needed in each of the men's and women's bathrooms.

Food and Drink

We encourage you to bring food and water for yourself and your organization's attendees. Plan a picnic on the Capitol lawn for your organization! Bring blankets or folding chairs to sit on, coolers with wheels, snacks, etc. We will have a limited amount of water and light snacks available.

Local restaurants cater legislative events and may be able to deliver lunch if ordered in advance. We have the Capitol South Lawn reserved from 9:00am-2:00pm.

There is also a full-service cafeteria in the Legislative Office Building. Vending machines can be found on the 2nd and 3rd floors of the Capitol, in the same interior stairwell hallway as the bathrooms.

Finding Alliance Staff for Q&A

Alliance staff will be wearing yellow t-shirts that say "staff" on the back and member volunteers will be located:

- outside the entrance to the Legislative Office Building (9:30-10:45am)
- inside, near the escalators in the State Capitol (9:30-10:45am)
- outside at the t-shirt and Leave Behind form tables (10:00am-12:00pm)
- inside, 1st floor, at the "Genius" Statue in the middle of the Capitol (12:15-2:00pm)
- inside, 2nd floor State Capitol, both sides (12:15-2:00pm)
- inside, 3rd floor State Capitol, both sides (12:15-2:00pm)

If you need anything else, please also feel free to ask security or officers with the State Capitol Police Department. They can help you find your way if you need.