



HOW TO PARTICIPATE IN “BRING YOUR MP TO SCHOOL DAY”

Thank you for choosing to participate in Bring Your MP to School Day! We're happy to have you joining us. Please use this sheet to help you prepare and achieve the best possible engagement with your constituents!

Confirm your Participation

If you haven't already done so, register your event online at <http://www.unicef.ca/en/bring-your-mp-to-school-day-mps>.

Preparing for the Visit

- Share the Event Kit for MPs (available at www.unicef.ca/ncd) with appropriate staff in your office
- Raise awareness about the upcoming activity:
 - print the provided promotional poster (www.unicef.ca/ncd) and post it in your constituency office
 - share information about this initiative at your caucus meeting and encourage other MPs to participate in their own ridings
 - post information through Facebook and Twitter – consider uploading a photo of yourself from your school days in advance of your activity; use #timetobeheard and tag @UNICEFCanada
- Prepare a few opening remarks about your role as a Parliamentarian, and why you personally believe that it's important to listen to the ideas and concerns of young people

Conducting the Visit

- Arrive 20 minutes early and proceed to the head office – a contact will be there to meet you and escort you to the assembly hall/classroom.
- Deliver your opening remarks, and then participate in an open discussion with the young people about their ideas and concerns
- Thank the students for taking the time to share their ideas with you

- Provide some indication of what you will do to put their ideas into action (e.g. share their ideas in the House of Commons, make an amendment, reconsider a policy, etc)

After the Visit

- Send a thank you letter to the school
- Share the messages you heard from children in the House of Commons. You can also write about what you heard from young people in an op-ed or letter to the editor for your local paper
- On National Child Day, November 20, print off the 'quoteable photo' bubble image from the Event Kit for MPs, write your thoughts in it, and post a photo of you holding it on social media with #timetobeheard and @UNICEFCanada. You can also post an extract of your discussion with the students.
- Take action to implement the ideas that children shared with you
- Stay tuned! UNICEF Canada will be contacting you the week after your visit for the following feedback:
 - A "highlight" and/or key point raised during the activity (e.g., I didn't realize young people care so passionately about...)
 - A quote from you about the activity (for possible use in UNICEF Canada's press release)
 - A short evaluation survey on the process to gather suggestions for next year

A few Tips

- Please avoid promoting particular policy and/or party interests
- Use simple, clear and concise language and avoid jargon

For more information please visit www.unicef.ca/ncd or contact UNICEF Canada at policy@unicef.ca.

