

TABLE ACTIVITY #1

- Introductions (Name, age, pronouns)
- What CIL/SILC or state do you represent?
- What is your favorite thing or something to highlight about your CIL/SILC or state and why?

TABLE ACTIVITY #2

- Introductions (Name, age, pronouns)
- What did you learn from the previous table activity?
- Could you relate to what was shared? Yes/no, why?

TABLE ACTIVITY #3

Create a goal. What do you want to do for your community when you get back from the conference?

At this time, think about what goal do you want to set for yourself to help your community and/or your CIL. What do you want to work on when you return from the conference?

Topics of conversation to help you come up with a goal:

- Have you set goals before?
- Have you volunteered before?
- Why / why not? What has been difficult?
- What are barriers/obstacles/ limitations that prevent you from volunteering or accomplishing goals?
- What kind of support do you think you would need to volunteer or reach those goals?
- What are some issues or challenges that you see in your community?
- What is something you think you could contribute to make your CIL/SILC/ or community better?
- Who are the people that you need to talk to, to get involved?

Today we will be using SMART goal acronym to help you create a goal.

1. Decide on your broad, overarching goal

For example, “I want to improve public transit in my community”.

The outcome of this step is to have a general idea of what you want to achieve. By doing so, you are able to further narrow it down using the framework in the following steps. Apply the following steps so that you can take your broad goal and turn it into a SMART goal.

Specific	Vague goals are hard to follow as you never clarify exactly what you need to do to achieve them. For this reason, it is easy for these goals to get overlooked and forgotten. Your goal should be clear and specific. To do this, be sure to think about the five “W” questions: • Who: Who is responsible and involved? • What: What exactly do you want to accomplish? • When: When do you want to achieve this goal? • Where: Where does this goal take place? • Why: Why do you want to achieve this goal?
Measurable	The next step is to make your goal measurable. If a goal is not measurable, it becomes hard to track progress and stay motivated to achieve it. It is helpful to have certain milestones as part of the goal and a way to assess how far you are in achieving it. To do so, make sure you answer the following questions in your goal setting: • How much/many? • How will you know when it is accomplished?

	• Are there any benchmarks on the journey to reaching the goal?
Achievable	Ensuring your SMART goal is achievable is necessary. This will help you recognize if the goal is within your capabilities and how to work towards it. To determine if a goal is achievable, you can think about these questions: • Do you have the needed resources and time to reach the goal? • If not, what do you need? • Has this goal ever been accomplished before?
Relevant	Make sure your SMART goal is realistic and relevant. You know best what is realistic for your career or personal life trajectory, so keep that in mind. Ask yourself these questions: • Is the goal reachable? • Can you commit to achieving the goal? • Is this the right time? • Is this goal worth achieving to you? • Why is this important to you?
Time-bound	Every SMART goal should have a target start and end date to keep you on track. This helps you stay organized and make sure that the goal stays at the forefront of your day-to-day instead of being lost after setting it. Timely goals will answer these questions: • When does the goal begin? • What can I do today to work towards it? • What can I do in X time from now? • When does the goal end (what is the deadline)?

My example:

Step 1: Define the General Goal

- ☐ Initial Statement: "I want to improve public transit in my community."

Step 2: Make it Specific (S)

- ☐ Questions to answer: What specific part of transit needs improvement? Who is involved? Where will this happen?
- ☐ Make it specific: Narrow the scope from "improving transit" broadly to a tangible project, such as increasing bus frequency and adding accessible shelters along a key municipal corridor.

Step 3: Make it Measurable (M)

- ☐ Questions to answer: How will progress be tracked? What are the key success metrics?
- ☐ Make it measurable: Define concrete milestones, such as gathering 500 community signatures, attending 3 transit authority/city council public hearings, and submitting a formal proposal with transit usage data.

Step 4: Ensure it is Achievable (A)

- ☐ Questions to answer: Is this realistic given current resources, time, and sphere of influence?
- ☐ Make it achievable: Rather than attempting a multi-million-dollar citywide transit overhaul single-handedly, focus achievable advocacy efforts on a single high-need route or a specific policy change (e.g., peak-hour service frequency) through community organizing.

Step 5: Ensure it is Relevant (R)

- ☐ Questions to answer: Why does this matter? How does it align with community needs and broader priorities?
- ☐ Make it relevant: Highlight the impact: improving route reliability directly enhances independence, employment access, and daily mobility for non-driving residents, youth, seniors, and disabled community members.

Step 6: Make it Time-Bound (T)

- ☐ Questions to answer: What is the deadline? What are the phased checkpoints?
- ☐ Make it time-bound: Set a distinct target timeframe (e.g., 6 months) with internal milestones (Month 2: complete community survey; Month 4: finalize petition; Month 6: formal presentation to the transit board).

Final SMART Goal Statement

"Over the next 6 months, I will organize a community advocacy campaign to increase peak-hour service frequency on Route 12 from 30 minutes to 15 minutes. Success will be measured by gathering 500 resident survey responses, securing support from 2 local community organizations, and formally presenting our petition and policy brief at the November Transit Board meeting."

Now your turn!

Initial Goal	Write the goal you have in mind:
Specific	What do you want to accomplish? Who is going to be involved? When do you want to do this? Why is this a goal?
Measurable	How can you measure progress and know if you have successfully met your goal?
Achievable	Do you have the needed resources and time to reach the goal? If not, what do you need?
Relevant	Is this goal realistic for your career or personal life trajectory? How does it help my community?
Time-bound	What is the deadline?
SMART Goal	Rewrite your goal using the steps above:

How to reach out to your CIL template:

Email version:

Subject: Youth Self-Advocate Connection / Proposal: [Your Project/Idea Topic]

Dear [CIL Name/Contact Person],

(Introduction & Background)

My name is [Your Name], and I am reaching out to introduce myself to [CIL Name]. I am a [person with a disability / family member / community ally] and passionate about disability advocacy. [Select one option below to describe your connection to the CIL]:

- A. Option 1 (New Participant): I am not currently involved with [CIL Name], but I am eager to participate in your programs and learn more about your services.
- B. Option 2 (Returning Volunteer/Leader): I was involved with [CIL Name] in the past, and I am excited to reconnect as a [volunteer / board member candidate / mentor].
- C. Option 3 (Current Youth Leader): I am currently a participant in youth programs, and I am looking to step into a larger advocacy or leadership role.

(Idea & Goal)

I am writing to share an idea I have to support young people with disabilities in our community. Specifically, I would love to explore [briefly describe your goal or project idea, e.g., starting a youth peer support group, organizing an accessible event, or developing a transition workshop]. I believe this project aligns well with [CIL

Name]'s mission to promote independent living and youth empowerment because [briefly explain the benefit or impact].

(Next Steps & Invitation)

I would appreciate the opportunity to discuss this idea further with you and hear your perspective. Would you be open to scheduling a brief conversation over the phone, via Zoom, or ideally sitting down for an in-person meeting at [CIL Name]'s office? Please let me know a few dates and times that work best for your schedule over the next couple of weeks.

Thank you for your time, leadership, and dedication to our community. I look forward to connecting soon!

Warm regards,

[Your Name]

[Your Phone Number]

[Your Email Address]

Walk-In / In-Person Introduction Script

Section 1: Greeting & Self-Introduction

"Hi, good morning/afternoon! My name is [Your Name].

I'm stopping by today because I'm very passionate about disability rights and youth leadership. I am a [person with a disability / community ally / former consumer, etc], and I've been following the great work [CIL Name] does in our community."

Section 2: Stating Your Goal & Connection

[Choose the option that fits your situation best]

- A. Option A (Brand New): "I'm not currently involved here, but I'm really interested in getting connected, learning more about your programs, and seeing how I can start volunteering or helping out."
- B. Option B (Returning Volunteer/Participant): "I used to be involved with [CIL Name] in the past, and I'm hoping to reconnect! I'd love to see how I can get involved again as a volunteer, mentor, or maybe explore opportunities to join a committee or board."
- C. Option C (Bringing an Idea): "I actually have a project idea I'd love to pitch to the team—specifically focused on [briefly mention idea, e.g., youth peer support, accessible community events, or transition workshops]."

Section 3: Pitching Your Goal (1-2 Sentences)

"My main goal is to [briefly state your goal, e.g., gain leadership experience, help support other young adults with disabilities, or

help organize new youth initiatives]. I think bringing more youth energy here could really help expand the center's impact."

Section 4: Closing & Asking for Next Steps

"Is there someone on the team—like a Youth Coordinator, Volunteer Director, or Program Manager—who might be available to chat for a few minutes today?"

If everyone is busy, I'd completely understand! In that case, could I get someone's contact information to follow up and schedule a time to come back for a quick phone call, Zoom, or formal sit-down meeting?"

Quick Tips for the Walk-In:

- **Bring a Note:** Have your name, phone number, email, and a brief 2-sentence summary of your idea written down on a piece of paper to hand to the front desk in case staff members are in meetings.
- **Be Flexible:** Staff at CILs are often running workshops or in appointments, so offering to schedule a follow-up shows great professionalism!