



Organizer's Toolkit

Our communities are stronger with immigrants. We all belong here and deserve dignity, safety, and respect. But right now, the Trump administration is detaining and deporting community members, tearing apart families, and creating a culture of fear.

We refuse to stand by while this happens.

From Dec. 10, International Human Rights Day, through Dec. 18, International Migrants Day, communities across the U.S. are uniting for a Stronger With Immigrants Week of Action.

Join the American Friends Service Committee, Detention Watch Network, Immigrant Justice Network, and National Network for Immigrant and Refugee Rights in organizing actions and taking a stand for immigrant rights. Together, we will denounce immigration raids, detention, and deportation—and affirm everyone's right to safety, belonging, and justice.

JOIN US!

Organize an event in your community—a protest, vigil, press conference, rally, art exhibit, or other gathering. Use this toolkit to plan a powerful action to demonstrate how communities are stronger with immigrants.

REGISTER YOUR EVENT AT

[AFSC.ORG/ACTION-WEEK](https://afsc.org/action-week)

TABLE OF CONTENTS

OUR DEMANDS	3
HOW TO DESIGN A POWERFUL ACTION.....	5
SPREAD THE WORD!.....	7
MEDIA ADVISORY TEMPLATE.....	9
DAY OF ACTION CHECKLIST	10

OUR DEMANDS

1. Together, we demand the U.S. government:

Stop violent immigration enforcement.

The Trump administration is carrying out brutal immigration enforcement across the country. Masked federal agents are racially profiling people and violently arresting community members—including U.S. citizens outside immigration check-ins, courthouses, schools, and workplaces. They have broken car windows, thrown people to the ground, and tear-gassed neighborhoods. We demand an immediate end to violence against community members.

Halt efforts to expand detention.

Today, there are around 60,000 people locked up in federal, private, and locally run jails and detention facilities. They face inhumane conditions, inadequate medical care, abuse, and neglect. Since the Trump administration took office, at least 25 people have died in immigrant detention. Yet under the Trump administration's current plans, 46 states would have at least one detention facility, increasing the number of detention beds from 44,000 to 150,000. We demand that elected officials oppose any efforts to expand detention.

End mass deportations.

The Trump administration has forcibly removed hundreds of thousands of people from our communities, separating parents from children and tearing families apart. People are being deported to countries they have never lived in—ripped away from their communities, jobs, and loved ones. We demand an immediate end to mass deportations and protection from deportation for all immigrants.

Protect all programs that support immigrants.

Since taking office, the Trump administration has canceled Temporary Protected Status (TPS) for hundreds of thousands of immigrants and ended humanitarian parole for immigrants from Cuba, Haiti, Venezuela, and Nicaragua. It has also barred people from seeking asylum in the U.S. We demand the restoration and protection of these vital programs and a pathway to citizenship for all.

2. We also call on state and local officials to:

Note: These demands depend on your state, county, or city. Please adapt and add demands as needed to ensure they reflect the needs of your community.

End harmful enforcement practices.

- End collaboration between U.S. immigration enforcement agencies, other federal agencies, and local law enforcement.
- Speak out against the dramatic expansion of immigration detention.
- Oppose policies that lead to racial profiling of immigrants.

Safeguard access to essential services.

- Guarantee immigrants can safely access government services and benefits regardless of status.
- Protect the confidentiality of immigrant families seeking services.

Protect our schools and communities.

- Urge local school districts to implement policies protecting students and families from immigration raids.
- Ensure schools remain safe havens for all children.

Refuse to order the use of our state's National Guard for immigration enforcement.

- Governors must use their power to decline the use of the National Guard.
- Support legislation limiting how our state's National Guard can be used.

HOW TO DESIGN A POWERFUL ACTION

From Dec. 10-18, we are calling on everyone to hold events in their communities. Here are some ideas to help you plan:

PLANNING TIPS

- **Find the ICE field office, detention center, or other symbolic location for your action.** You can look up your local ICE office at: <https://www.ice.gov/contact/field-offices>. Other locations could be an immigrant detention center, federal courthouse, city hall, state capitol, congressional district office, public park, or other high-visibility space.
- **Research your location ahead of time if you can.** If you haven't already been there, stop by ahead of time just to get a sense of where you might set up, what the security is like in the area, and anything else it would be good to know before your event.
- **Find allies:** Who are your existing partners in this work? Who should be involved? Reach out to them early so they can participate in the planning if they wish to.
- **Assess your resources:** What skills does your group have? How many people will participate? How much money and supplies do you have access to?
- **Make an action plan:** Think through the action from start to finish. Assign action roles, make a time schedule, list supplies and equipment needed, finalize logistics. Make backup plans just in case.
- **No action is too big or too small!** If you live in a rural area or an area with limited support for immigrant rights, even five people participating in a protest helps to demonstrate that people across the country care about our community members.

PROGRAMMING TIPS

- **Plan what you want your action to be like beforehand.** Identify speakers, an emcee, and any other elements you might want (chants, music, prayer, etc.)
- **Lift up the voices of immigrants and their experiences.** If possible, invite immigrant leaders or other community members impacted by U.S. immigration policies who want to participate.
- **Include visuals to clearly communicate our demands.** We want everyone—event attendees, media, elected officials, social media followers, and others—to understand our demands and the depth of our conviction. You can download and print signs here: TBD
- **Take photos and video and share on social media.** Please also send us photos of your event along with the location to socialmedia@afsc.org

POST-ACTION

- **Debrief the action:** What were the action highlights? Where was there room for improvement?
- **Follow up:** Reach out to participants – keep them updated. Make calls to media – get the story out.

SPREAD THE WORD!

Now that you've decided what you're doing and when, it's time to invite others to join you.

Visit [afsc.org/action week to:](https://afsc.org/action-week-to)

Register your event so others know there is an event in their area. You can also create a Facebook event to reach more people in your

Download

- ☐ Promotional graphics for social media
- ☐ Posters and signs



Here's are some Canva templates for event promo:

Instagram post



Facebook Event Cover image



Here's some promotional language you can adapt for your event.

Sample Invitation/Facebook language :

On Dec. [date], we are holding [event type] at [insert location] and raising our collective voice to demand that Congress stop detaining and deporting our community members! We all belong here and demand that the U.S. government respect the rights and dignity of all people.

Our event is part of a national Stronger With Immigrants week of action coordinated by the American Friends Service Committee, Detention Watch Network, Immigrant Justice Network, and the National Network for Immigrant and Refugee Rights.

We ask that you join us in urgent action by coming to our event on [DATE AND TIME] at [LOCATION].

HOW TO CONTACT THE MEDIA

One important way to amplify the effect of your action is to get the press to cover it. To get reporters there, you need to inform them in advance.

You can modify the template below to create your own media advisory. The media advisory should be emailed to reporters in your area several days before the event, and then followed up with calls to make sure they got it and to encourage them to attend.

Tips for contacting reporters:

- **Email the media advisory (see the template below) to the reporter** with a personal note at the top. Paste the advisory in the body of the email. If you don't have a reporter's email, you can look up their news desk online.
- After you have emailed, **follow up by phone** to make sure they received it.
- When they answer, you can say something like *"Hello, my name is [your name] and I am calling on behalf of [your organization]. I'm calling to follow up on the advisory I sent you about a protest at [location]. Did you receive the release?"* If they say no, ask if you can resend and confirm the correct email address. If you get a voicemail, you can just leave a message with the event details.
- If you do get a real person, tell them a little bit about the details of the event and why they should come to cover it. Try to get a commitment from them to report on it. If they are not sure, ask them when you can follow up.
- Reporters get a ton of calls and emails, so they'll be trying to rush you. Make sure you're prepared to resend the release if they didn't get it. Don't feel bad if it seems like they are blowing you off, just be as polite and persistent as you can be!

Note: If you have higher-security concerns for your event, consider doing targeted media outreach with trusted reporters or sending the advisory without sharing the exact type of action or location until the day of. Then send the advisory again the morning of your action.

MEDIA ADVISORY TEMPLATE

FOR IMMEDIATE RELEASE

Press contact: [Name, Phone, Email]

[Type of event] planned at [Location] to protest
immigrant detention and deportations

[A subhead further describing event can go here if needed]

[CITY, STATE] –On [date], community members will gather at [location] for [type of event] to denounce the Trump administration's violent immigration enforcement and call for an end to detention and deportation.

The action is part of a nationwide Stronger With Immigrants Week of Action, taking place Dec. 10–18. The week of action is coordinated by the American Friends Service Committee, Detention Watch Network, Immigrant Justice Network, and National Network for Immigrant and Refugee Rights.

Participants will demand the U.S. government immediately stop violent immigration enforcement, halt efforts to expand detention, end mass deportations, and protect programs that support immigrants.

[Optional: Add 1-2 sentences about local context, recent enforcement actions in your area, or specific local demands]

What: Name of the event

Who: Speakers/participants and their organizational affiliations

When: Date and Time

Where: Address and any specific details that folks will need to get there

Visuals: Include a note about the great photo opportunity you're creating for the press, e.g. banners, signs, candles.

For more information about the Stronger With Immigrants Week of Action, visit afsc.org/action-week

DAY OF ACTION CHECKLIST

Materials to have on hand

- ☐ Banners, posters, and other visuals
- ☐ Flyer to give to passersby explaining the action
- ☐ Fully charged phones to document the event and stay in touch with organizers
- ☐ Bullhorn or sound system
- ☐ “Just in case” box (Contents of box: packing or duct tape, scissors, stapler, huge markers, sidewalk chalk, extra paper, first aid kit)

Suggested roles

- ☐ **Emcee:** Welcomes attendees, introduces speakers, and facilitates program.
- ☐ **Speakers:** A few people who can speak directly to the situation immigrants are facing in your community and what we must do to change it.
- ☐ **Security/police liaisons:** Help keep participants safe by directing them to correct locations; isolates provocateurs from the event attendees; liaises with police if they appear.
- ☐ **Marshalls:** Keep event participants focused on the event and direct the movement of the group, block traffic if marching.
- ☐ **Press point person:** Greets press, gets their contact information, explains the program to the press, and then directs them to people to be interviewed.
- ☐ **Documenting:** Takes pictures/video
- ☐ **Song/Chant/Activity leaders:** A couple of people who can confidently (not necessarily the best singers but have confidence) sing the song or chant the chant first and then lead attendees.

Questions?

Reach out to Amy Gottlieb at agottlieb@afsc.org.