**COSF Simulation-Communication Guidelines**

***SIMULATION WATCH PARTIES – WHAT TO DO AND NOT TO DO.***

As you all know from the [LG 100 course in COSUniversity](https://cosuniversity.com/module-1/video-legal-information-cos-leadership/) (if you have not completed this course, please do), Convention of States consists of the following:

* Citizens for Self-Governance (CSG) [parent company]
* Convention of States Foundation (COSF) [501(c)(3) which receives tax-exempt donations and **can do NO lobbying**]
* Convention of States Action (COSA) [501(c)(4) under which all volunteers work and which cannot receive tax-exempt donations and **does lobby**]

**These structures are very important to keep in mind as we communicate the upcoming simulation.** By no means do we wish to create any suggestion that COSF, which is the host of the simulation, is doing anything which could jeopardize the COSF tax-exempt status. So, please, **follow these guidelines with care** and don’t hesitate to ask questions if anything seems unclear.

#### Guidelines for communicating the simulation:

* For the purpose of **communicating watch parties ONLY**, you may use any COSA resource. In doing so, it’s important to **be explicit about COSF hosting**. Avoid including “COSA”, “we”, or “us” in the subject or body of your communication, even though you will be sharing using COSA resources.

For clarity, [see the provided email template, here](https://docs.google.com/document/d/1H0pIvW1v5lVm9Qo4AGs8narEF7hfxawoSC1WHTL1eoo). You’ll notice, in the template, how clear it is that **Convention of States Foundation (COSF) is sponsoring the simulation** and how there is no mention of Convention of States Action, COSA, we, or us. You must use this template and this template alone, please do not create one of your own. You can use this template for Notifications and social, as well.

**An example text might be:**
Join Convention of States Foundation Simulation watch partyFriday, August 4, 2023 right here in House District \_\_\_. Call ###.###.#### for more info.

Notice how even the text message does not say “join **us**” or “as **we** watch”… avoid any communication along those lines. If you are unclear about ANY of this, please contact your state team via Slack or other means.

* **For the purpose of sharing the press release, please be meticulous about NOT using COSA resources.** The press release, instead, must be shared via your private email, text, social media, etc. [You can find a copy of the press release here](https://docs.google.com/document/d/1knEeWRuGt_AkVXtXw3RxxPGU1cRQintWERZZhK_Oyxs).

#### Other useful information:

* You can get petitions signed at the Watch Party. So, if you’re inviting friends and neighbors who are not, yet, in Citizen Builder, please do encourage them to sign the petition, if they like what they witness in the simulation.
* Allow us to stress. **ALWAYS** reference COSF in your communications about the simulation.
* REMEMBER: No lobbying, no campaigning, no connection between COSA and COSF! **You can communicate the simulation to your legislators to watch, but** please do so using your private communication methods and use the template. (Note: if your legislator has signed the petition and receives your Citizen Builder emails, that is ok.)