

Suggested Timeline for Actions in Gender Non-Specific Housing (GNH) Campaign

Month	Actions Taken	Additional Comments or Resources
Early April	Identify the number of your peer institutions that have GNH	This information should be available from the Provost's Office at your university
	Review & Adapt the Key Concepts Sheet	Provided in tool kit resources
	Build small group (10-20) students who are committed to the GNH campaign.	Students should plan to commit at least 5-10 hours per week on the initiative.
	Identify a supportive staff member or faculty who can partner with and support you throughout the initiative. Get them on board.	
Late April	Meet with your Vice Chancellor for Student Affairs.	Outline your plan and request recommendations for actions or information she/he/ze thinks should be included. Request support of the office.
	Meet with a representative from your Housing Department	Outline your plan and request recommendations for actions or information she/he/ze thinks should be included. Request support of the office.
May	Identify Key Organizations and Student Leaders to Educate	For example: RHA, Executive Branch of Student Government, Advisory Board for Housing Department, Chancellors Advisory Board, and Large &/or Influential Student Organizations on your campus.
May-July	Continue building a core group of 15 or so students who can assist you with meetings with key campus stakeholders	
July-August	Finalize edits on all educational materials	E.g., Proposal, Key Concepts Sheet, Power Point Presentation, Survey to Collect Student Stories, Letter of Support Template, Petition
Late August	Send out initial letter to organizations and student leaders that tells them about the initiative, why they should support it, and request a meeting with leadership or opportunity to give presentation to group	

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September 10	<p>Launch Educational Campaign</p> <ul style="list-style-type: none"> • Get a letter published about the initiative in your school paper • Begin educating people and collecting petition signatures • Begin meeting with student organizations to present key concepts and proposal. Ask for letters of support & for them to collect signatures for the petition • Launch a survey or other way to collect student stories • Incorporate those stories into proposal, presentations, and conversations about why GNH is important • Send a letter to your school's Board of Governors introducing the initiative and why it is important that they support GNH 	UNC-CH GNH Coalition has provided examples of the materials we used in the GNH Tool Kit
Late September	Continue to collect petitions	Make sure that you copy each page of signatures. Place the original in the binder to be turned in and the copy in a binder you will keep for your records.
	Schedule and begin publicizing forum and speak out opportunities	See agenda outline in GNH Tool Kit. Make sure to invite key stakeholder to hear the information and stories.
Mid October	Final Public Forum	Ditto above comment
Late October	<p>Meet with Vice Chancellor for Student Affairs (and perhaps also Director of Housing) to submit the proposal, letters of support, and signed petitions.</p> <p>Ask that she/he/ze represent the proposal up to the Chancellor and request a specific date by which you would like to have a response to the proposal.</p>	Suggested response deadline should be informed by spring housing applications deadlines. Our deadline was January 31 st so Housing would have enough time to adapt housing application forms.
Week of Deadline	Send email to Vice Chancellor to say that you are looking forward to hearing the upcoming response to the proposal.	