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|  | Tour Across Texas Agenda |

Below is a sample agenda of what a Tour Across Texas at your local chapter might look like. Please know that each agenda is going to look different depending on if you operate out of a building, have upcoming events or weekly programs, how long you’d like our visit to last, and what presentations you would like for The Arc of Texas to share with your team. We want our visit to be best suited for your chapter’s specific needs so please use this agenda as an opportunity to provide us with a detailed outline of what you would like to get out of our visit.

# [Date of visit, chapter name]

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| [9AM] to [4PM] | [Tour Across Texas] |

# [Date of visit]

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| [9AM] to [10AM] | [Arrival and Introductions] |
|  | We would love to meet your team and see your space if you have a physical location. If you do not operate out of a building, no problem! We can plan our visit at another location in your area. |

# [Date of visit]

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| [10AM] to [11:30PM] | [Chapter Staff and Arc of Texas presentations] |
| Local Chapter Presentation  [10AM]  Arc of Texas Presentations  [10:30AM] | We want to learn more about your chapter! The local chapter presentation could include items such as chapter specific programs and day-to-day operations.  We want to provide you with the tools and resources necessary to help you better advocate for Texans with IDD and succeed as a local chapter! Sample presentations from The Arc of Texas could include “Giving Legislative Testimony”, “About the Master Pooled Trust”, “Working with the Media” and more. Please indicate in the survey and include in your sample itinerary what topics your team would be most interested in hearing. |

# [Date of visit]

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| [11:30AM] to [12:30PM] | [Listening Session]  We want to know more about the issues affecting your chapter and the policy issues you care about the most! Listening sessions provide your community the opportunity to express your opinions and share your ideas and experiences and allows The Arc of Texas to get feedback on our initiatives and the ways we support our local chapters. |

# [Date of visit]

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| [12:30PM] | [Lunch]  We want to get to know you! We would love the opportunity to get to know your team better over lunch at a local restaurant. |

# [Date of visit]

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| [1:30PM – 3:30PM] | [Community Event]  Does your Arc chapter have an upcoming event or weekly program that we could be a part of? We’d love to see your work in action! The tour visit does not need to take an entire day; however, if you have an upcoming event or program that could coincide with our visit we would love to be invited, help you with any set-up needs, and share our resources with your community. |

# [Date of visit]

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| [4PM] | [The Arc of Texas staff departure] |