

# MV 4A Project Outreach -- Sample Email and Script

This guide is general information. It is not legal advice. It is not tailored to specific situations. Tell people to talk to a lawyer for advice and/or legal services. Some of the content is compiled from Indivisible's Signs of Solidarity campaign.

## SAMPLE EMAIL TO BUSINESS/ORGANIZATION

### SUBJECT LINE: Protect Your Staff -- Fourth Amendment

Hello [Name],

I'm volunteering with the MV Fourth Amendment (4A) Project. We're offering free information and training for businesses about your constitutional rights and how to protect your staff if ICE or other federal agents enter your business or organization. I'm not a lawyer, but I am concerned about the increased presence of federal agents in our communities.

Our website -- [MV4AProject.org](http://MV4AProject.org) -- features a sample protocol, how to identify an actionable warrant, signage for creating private workspace areas, "Know Your Rights" information, and more. I'd like to schedule a time to meet with you to talk more about what it means to be an MV 4A Workplace and to drop off free signs. When is the best time to connect?

We're also organizing Fourth Amendment trainings on the island with the ACLU. Our next training will be held on [insert information about the next training -- date, time, location]. If you're interested in attending, please send an email to [MV4AProject@proton.me](mailto:MV4AProject@proton.me) with the subject line "4A Business Training" and we'll respond with more details. In the meantime, visit our website at [MV4AProject.org](http://MV4AProject.org) [insert link] for more information.

Thank you for considering becoming an MV 4A Workplace!

Sincerely,

[Your name]

## SAMPLE SCRIPT

### Opening:

Hi! My name is [Name] and I'm volunteering with the MV 4A Project. We're offering free information and training for businesses and organizations about their constitutional rights and how to protect staff if federal agents enter your workplace. I'm not a lawyer, but I am concerned about the increased presence of federal agents in our communities. [Depending on your situation, either ask to speak to the manager/owner, or talk with the person you know.]

If they're not the owner/manager: That's no problem. When would be a better time to come back and speak to the owner or a manager? What is the name of the owner/manager?

If they are somewhat interested: I understand. I'll leave the signs and our business card so you can get more information from our website. [If they're not the owner/manager, ask them to make sure the owner/manager gets them.]

If they're hostile: Okay, thanks. I'll be on my way.

## **The Basics:**

There has been a significant uptick in ICE agents entering small businesses without warrants and detaining people, including workers. It's created an environment where immigrants are often afraid to go to work, go shopping, and support businesses out of fear that ICE may be there.

That's not how anyone in our community wants to live. It's important that businesses do whatever they can to protect their workers and customers from these increasingly violent raids and make it clear that immigrants are welcome.

While ICE can enter any public space, ICE agents are required to have either a signed judicial warrant or the business owner's consent to enter private areas of a business, like break rooms, kitchens, or storage areas. You can exercise your Fourth Amendment rights by posting signs for a designated private space for employees that federal agents are not allowed to enter. That way, you have the legal right to refuse anyone access to those private areas, absent a signed judicial warrant.

Here's what we're offering:

- A sample protocol to use as the foundation for staff training.
- How to identify an actionable judicial warrant.
- Know Your Rights information based on the U.S. Constitution.
- LUCE verified "ICE on Island" alert.
- Signage:
  - Sign designating a private area for authorized personnel only -- law enforcement cannot enter without an actionable judicial warrant.
  - Sign saying federal agents need a signed judicial warrant to go beyond this point - - posted with the sign above.
  - Sign to be displayed somewhere public, like a front window, stating "All are welcome here" and you know your Fourth Amendment rights.

## The Ask:

Can we count on you to become an MV 4A Workplace by creating private areas, knowing your rights, and training your staff about what to do if federal agents enter your business or organization? It will make your staff and customers feel supported. We also have signs for your front door to reinforce our caring community and let federal agents know you know your rights.

**If yes:** Thank you! Here are the signs. And here's a card to scan so you can access our website. We're hosting an upcoming Fourth Amendment training with the ACLU on [share information about next training -- date, time, location]. Would you like to attend? [If yes, get contact information -- name, email, phone - and tell them we'll send them a confirmation email. Make sure you send an email to [MV4AProject@proton.me](mailto:MV4AProject@proton.me) with their information.]

**If yes:** Would you like to receive LUCE verified "ICE on Island" alert? [If yes, get email and make sure we know they want to sign up with you submit your report.]

**If maybe:** That's understandable, but what's holding you back? What do you think happens if most businesses stay quiet? Would you like to think about it and I'll check back in a few weeks? Here's a card with our website so you can learn more.

**If no:** Thanks for hearing me out. Would it be okay if I check back at another time?

## Talking Points for Reluctant Businesses

If you encounter an owner or manager who does not want to display a public sign that expresses support for immigrants/opposition to ICE because they are concerned it will upset some of their customers or be "too political," here are some talking points to guide your conversation.

- We're an apolitical organization. Our work is focused on protecting the Constitution.
- There's solidarity in numbers. The more businesses that put up these signs, the bigger impact they have and the more we can show we care about each other.
- Courage is contagious: when other people in the community see your signs, it can embolden them to take action. Other businesses will want to put up signs too and customers and passersby will start thinking about what they can do to protect the Constitution.
- Stating you know your rights may be a deterrent. Federal agents have left encounters when people demonstrate they know their rights.
- It will take all of us standing up -- and standing together — to successfully oppose authoritarianism.
- The Trump administration is deploying ICE to spread fear and terror amongst immigrants and anyone who dares to oppose their authoritarian crackdown. Standing up now will turn the tide.
- ICE is conducting increasingly violent and lawless raids in small businesses across the country, and in communities like ours across the Cape.

- Displaying a sign at the front of your business sends a message of solidarity – not just with immigrants but with everyone who supports our rights, our democracy, and due process.

## Afterward

After you've reached out to a business or organization, make sure you report back using [this form](#)! The form lives on the bottom of the "[For Volunteers](#)" page on our website. We'll update the information in our business spreadsheet and monitor how we're doing with blanketing the island.

If people signed up for the alerts and/or the 4A Training, make sure to share their information so we can send them materials and add them to the alert list. Make sure you collect the business name, contact name, and contact information during your visit so you can include it in your report.

## Do's and Don'ts

**DON'T GIVE OUT LEGAL ADVICE.** We don't want to accidentally give anyone the wrong information, especially when the stakes are so high. If an owner or manager has questions, direct them to the QR code, which will bring them to the website where they can access resources from vetted partner organizations.

**DO keep track of the businesses and organizations you visit.** Make sure to submit that information via the [volunteer report back form](#). Note: If you canvass over multiple days, you can submit the form as often as needed!

**DO offer to talk to every manager on shift** at the business and then offer to come back and explain the campaign to other managers. That way every manager understands why these signs are so important.

**DO follow up with businesses and organizations** that take information or post signs to check in after a few weeks. If the signs are up, say thank you! If they're not, ask why and if there's some way you can help.

**DO bring tape** (like scotch and masking tape) to help put up the signs if wanted.

## FAQ's

**What type of business or organization should I start with?**

- High profile – well known in the community
- High visibility – have a lot of foot traffic; are seen by many
- Shared values
- At higher risk – employ many immigrants like restaurants or landscaping companies.

- Business owners/operators you know and will be supportive -- tap into your network

### **What if businesses just want to put up a sign designating a private area instead of a sign showing public support for immigrants?**

Try to understand why they aren't willing to put up a public-facing sign. If they have immigrant workers and are afraid a sign will make them a target for ICE, thank them for creating a safer work environment for their employees and let them know that if they would like to get the other sign at a later time, they can send an email to [MV4AProject@proton.me](mailto:MV4AProject@proton.me) and someone will drop one off.

If their concern is that they don't want to be perceived as "political" or don't want to upset some of their customers, talk them through why it's so important for all of us to show up courageously in this moment. You can remind them this is a non-partisan group and the signs reinforce the caring community we want on the island. If they still aren't willing, that's OK. Thank them for putting up the interior sign and move on.

### **What should I do if an employee at one of the businesses shares other worker's rights violations or workplace issues with me?**

Employees at the businesses you visit may confide in you about other issues they're having in their workplace. If that happens, please do not give out any legal advice and make it clear that you are there as a volunteer and not an attorney (if you are actually an attorney, please make it clear you are not there in your capacity as an attorney) and that no confidentiality exists in the conversation.

### **What information do I need to report back?**

Make sure to complete the [volunteer report back form](#) after every visit. This will help us track our successes and help us learn what works best, so we can continue to grow this campaign. Don't forget to get the business name, owner/manager's name, and their contact information. Make sure to let us know if they want to be added to the alert list serve.

### **Are the signs available in any other languages?**

We decided to focus on Brazilian Portuguese, Spanish, Haitian Creole, and Chinese in addition to English as they represent the languages of the largest immigrant populations on the island.

### **What if I have a question that isn't answered here?**

You can email your question to [MV4AProject@proton.me](mailto:MV4AProject@proton.me).