



ADVOCACY DAY 2009

How to Schedule Meetings with Members of Congress

The chance to meet face-to-face with your U.S. Representative and Senators is an exciting and important part of the Women Work!/NAPE 2009 Professional Development Institute (PDI). We have allotted time during the PDI for Hill visits on *Tuesday, March 31st, anytime between 2:00 pm and 5:30 pm.*

We have scheduled the day's events to make this visit as logistically easy for you as possible. We will be on the Hill for a morning of policy information beforehand, so you will be close to your Members of Congress' offices. Afterward, we will be dining in DC, so there will be plenty of time and flexibility for you to successfully finish your meetings. See below for a full schedule of the day's events.

Dates to Remember

February 9th

Begin scheduling meetings with your Members of Congress. If possible, start by coordinating with other PDI attendees.

March 6th

All your appointments should be scheduled.

March 31st

Hill visits during Advocacy Day 2009.

Schedule for Tuesday March 31st*

- 8:00 Breakfast begins
- 8:30 Legislative Update and briefing to prepare for Hill meetings
- 10:00 Buses leave for Hill
- 11:00 Congressional Award
- 11:30 Policy Panel
- 1:00 Lunch on your own
- 2:00 Meetings with Members of Congress

* subject to change

It is very important that you schedule your own appointments to meet with Members of Congress well in advance. You should begin setting up your meetings the week of *February 9th* to ensure you can schedule the time that works best for you. Try to have all your appointments set by *March 6th*. Follow the steps below to set up your meeting.

1. Coordinate

Before scheduling your meeting, **check the Advocacy Day Master Schedule.** Check to see if other PDI attendees have scheduled meetings with your Senators and Representative. If so, you may want to contact them to discuss whether a joint meeting would be effective. This listing can be found at: <http://www.womenwork.org/network/conferences/advocacy/masterschedule.htm>

2. Schedule the Meeting

Start by calling the office of the Member of Congress with whom you wish to meet. If you are not sure who your Members of Congress are, find out at www.congress.org.

You can call your Senators' and Representative's offices directly, or your call can be transferred to your legislator if you call the Capitol Switchboard at (202) 224-3121.

Ask for the legislator's Scheduler. Identify yourself as a constituent from their state or district. You may also want to briefly describe your program or position. Explain that you will be in Washington, DC for the Women Work!/NAPE 2009 Professional Development Institute and that you would like to meet with the Member of Congress sometime between 2:00 and 5:30 on Tuesday, March 31st. Let them know that you wish to discuss education and job training issues focusing on new policy directions.

The Scheduler may ask that you submit your meeting request in writing. If so, send a fax, not a letter. *Sending mail to Capitol Hill is not advised* because of delays resulting from security checks. To view a sample letter that you can use to request your meeting, visit www.womenwork.org/network/conferences/advocacy/SampleLetterRequestinganAppointment.pdf.

If the legislator is not available, ask to meet with the staff person who handles the issues you'd like to meet about. You may want to ask for the legislative assistant who handles women's, labor, and/or education issues. Staff usually schedule their own appointments, so ask to speak with them directly.

After scheduling a meeting, make a note to confirm your appointment a week or two before Advocacy Day.

3. Add your meeting to the Advocacy Day 2009 Master Schedule

This is important to ensure that we maximize our influence – we want to be sure that we visit as many Members of Congress as possible. Record you meeting times at:

http://www.surveymonkey.com/s.aspx?sm=iey_2bbqwXOanr_2bYbN9e5W6g_3d_3d

Questions

If you have any questions about Advocacy Day or need any assistance scheduling appointments with your legislators, contact Helen Luryi, Women Work! Public Policy Manager, at hluryi@womenwork.org or Mimi Lufkin, NAPE Executive Director, at mimilufkin@napequity.org.

Be sure to visit Women Work!'s Policy and Advocacy webpage for additional materials that will help you prepare for your visit. It can be found at: www.womenwork.org/network/conferences/advocacy.htm.