

Table of Contents

How to Use This Guide

Hosting Elected Officials at Your Program – Section 1

Sample Invitation Letter – Appendix 1

Sample Media Advisory – Appendix 2

Sample Thank You Letter – Appendix 3

Federal Legislative 101: How a Bill Becomes a Law – Section 2

Federal Legislative Glossary – Appendix 1

Meeting with Your Legislator – Section 3

Sample Thank You Letter – Appendix 1

Appointment Request Template – Appendix 2

Engaging Clients in Advocacy – Section 4

Creating an Advocacy Action Calendar – Section 5

Advocacy Planning Worksheet – Appendix 1

Using Data/Telling Stories – Section 6

Interview Questions for Compiling Client's Success Stories – Appendix 1

Example of a Success Story – Appendix 2

Budget and Appropriations 101 – Section 7

Managing the Media – Section 8

Building Relationships with Your Legislator – Section 9

Women Work! The National Network for Women's Employment is a nonprofit, nonpartisan organization that advances economic justice and equality for women through education, advocacy and organizing. Since 1978, the Network has assisted more than 10 million women to successfully enter, re-enter and advance in the workforce. Through supporting, advocating and increasing women's economic self-sufficiency, Women Work! members strengthen families and communities. For more information visit www.womenwork.org.