

# Making the Difference: What you can do!

## Helpful Lobbying Tips

- **E-mail**
  - Identify yourself as a constituent
  - Have a concrete request up front
  - Be polite and say thank you for consideration of your request
  - FOLLOW UP!
- **Calls**
  - Prepare talking points/notes in advance
  - Identify yourself as a constituent and explain briefly why you are calling
  - Have a concrete “ask”
  - Be polite and brief
  - FOLLOW UP!
- **Request a Meeting**
  - Meetings can be requested by emailing or calling a representatives local or district office.
- **When meeting with a Member or staff**
  - Identify yourself as a constituent
  - Express thanks and appreciation
  - Share a brief personal story
  - Have a concrete “ask”
  - Be polite and respectful
  - Be a good listener
  - Exchange contact info
  - Try to get a commitment
  - Bring informative materials to leave behind
  - FOLLOW UP!
- **Attend a town hall meeting**
  - Town Hall Meetings are held in a variety of locations (check your member’s website), and they often lead to good connections, including with local media.
  - Invite someone to go with you
  - Ask a question!
  - Thank the representative if he/she has taken the action(s) you recently requested
- Reiterate your requests and express concern if he/she has not yet been responsive
- FOLLOW UP!
- **Following Up**
  - After a phone conversation, email response, in person meeting, or town hall it is always appropriate to send a follow up communication (email preferred) thanking the congressperson or staff member for taking time to consider your concerns and requests.
  - Reiterate your request and provide brief information about your organization.
  - Identify and express thanks to any staff person who met with you.
  - Be polite and respectful even if member or staff person could not commit to any of your requests.
- **Recipe for a successful relationship:**
  - Remember: staff are the gatekeepers and decision-makers, spend time getting to know them
  - Invest time into developing and sustaining it
  - Keep communication lines open
  - Be a good listener and be helpful (send articles of interest, but not too frequently)
  - Be polite, persistent, but not a pest
  - Say thank you and appreciate their time and attention
  - Offer yourself as a resource (e.g., occasionally send an article or item of interest)
  - Always ask how you can be of assistance and follow-through (be reliable!)