

Welcome to VCA Legislative Day 2019

Power through participation

A primer for making the day a success

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What we hope to achieve by our presence

- Increased visibility among Virginia's legislators and their aides
- Better understanding by legislators and aides of the work we do and how we help our clients
- Communication to them about our issues of importance
- Beginning (or continuation) of an ongoing relationship with legislators

What can I do to prepare for VCA Legislative Day?

- Make an appointment with your delegate and senator.
 - [Click here](#) if you do not know who they are and also for information on them and their contact info.
 - Call for your appointment after January 11 and before January 24. You may email the office, but if you do not hear back from them by January 24, please call. Use their **capitol telephone number** when making your appointments.
 - If several of you from the same region are planning to attend, if at all possible, coordinate your visits so that all of you visit your legislators at the same time. Power in numbers!
- Know the issues that VCA is working on. (We will review the issues in our briefing session on January 29).

What to expect at the U of R Downtown

- We will meet beforehand for breakfast and a briefing session.
 - [University of Richmond Downtown](#), 626 E. Broad Street, Suite 100. Please plan to be on time.
- Briefing
 - Go over bills and budget issues of importance
 - Discuss the climate for legislating
 - Answer any questions you might have

When I leave the U of R downtown, where do I go?

- To the [Pocahontas Building](#) (PB) at the corner of N 9th and E Main Streets.
- The U of R Downtown is located at 626 E Broad St, so you will need to walk east on E Broad to 9th St, turn right and walk to E Main (3 blocks). Turn left on E Main, and the Pocahontas Building will be on your left.
- Depending upon your speed, the walk will take 10 minutes.
- Enter through the Main Street entrance (across from the SunTrust Building).
- The PB has two wings—east and west.
- All legislative offices are located by their number and E or W. E elevators are directly across from the PB entrance. W elevators are to the left, up several steps, and to the right.

What to expect at the PB

- Expect lots of people (many people wandering the halls doing the same thing we are doing)
- You will have to carry your coat.
- When in doubt, look for signage OR ask questions.
- Expect last minute schedule changes (even if you make an appointment, it may need to be changed)
- Wear comfortable shoes and expect lots of walking.
- Enjoy this exercise in participative democracy!

When I get to the legislator's office, what is the protocol?

- Look for the secretary for your legislator (signs are fairly good) and announce who you are and that you have an appointment.
- Offer your business card if you have one.
- Follow the secretary's instructions. Be kind and courteous (there are lots of people doing the same thing you are doing).
- You may meet with the member's legislative aide or the member him or herself. Either one is good.
- Explain why you are there and ask if they have any questions.

What is the protocol for meeting with the legislator?

- Be on time. If you are going to be late, call the office (make sure you have their capitol number) and offer apologies. Try not to be late.
- Be courteous and polite.
- Deliver your message and ask for the support of your legislator.
- Listen to what is said and ask questions.
- Thank them for their time.
- Offer yourself as a contact person for counseling issues in the district.

What should you do after the meeting?

- **Write a personal letter of thanks when you get home. (very important). Email is OK; letter is better, but don't let the perfect be the enemy of the good (go for email if you know you'll procrastinate)**
- If you learn something that you believe the VCA lobbyist should know, email Becky at bowerslanier@gmail.com with the information.
- Be on the lookout daily for "Action Alerts." We will be using a software application that will enable you to send editable emails to your legislators on our issues of importance.
- Because of the brevity of the General Assembly session, you must send the email within 24 hours!

Thank you for participating
in VCA Legislative Day!!

Power through Participation!