

### 2015 ADVOCACY TIPS - GENERAL

NARC urges you to meet with your Senators and Representatives during your stay in Washington for NARC's National Conference of Regions, February 8-11. While Wednesday, February 11 is the designated Capitol Hill Day, we encourage you to meet with your delegations whenever you have some free time. Below are some tips on getting the most out of your meeting(s).

### GET THE MEETING

#### **Meet with Your Senators and/or Representatives**

Call the office—the quickest way is to call either the Senate (202.224.3121) or House (202.225.3121) switchboards and ask to be connected to the appropriate office. If you know your Senator or House member and believe they will meet with you, ask for the Appointments Secretary or Scheduler; otherwise ask for the Legislative Assistant who has responsibility over your issue. Once connected, explain who you are, why you want to meet, and when you are available. If you let them know that 15-20 minutes is all you need, your likelihood of getting an appointment will improve.

#### **OPTION 2: Meet with Committee Staff**

Another option is to meet with the congressional committee that has jurisdiction over your issue. Remember that there are separate staff on each committee for Republicans (majority staff) and Democrats (minority staff). Generally it is better to meet with the majority staff but often easier to get an appointment with the minority staff.

### AT THE MEETING

Congressional staff knowledge of local government and regional planning organizations varies a great deal. We suggest you cover the following topics in your meeting(s):

#### **INTRO**

**Introduce yourself and explain what role you play in your MPO, COG, or other regional council.**

#### **WHAT'S A REGION?**

**Explain what a MPO, COG, or regional council does.**

#### **YOUR ISSUES**

**Explain the issues/legislation that are important to you, your city, county, or region.** Try to be as specific as possible. Recommend a change to legislation and explain how it would benefit your region.

#### **ASK**

**Ask if the Senator or Representative whose office you are visiting might be interested in supporting your position on the issue.**

#### **SUPPORT**

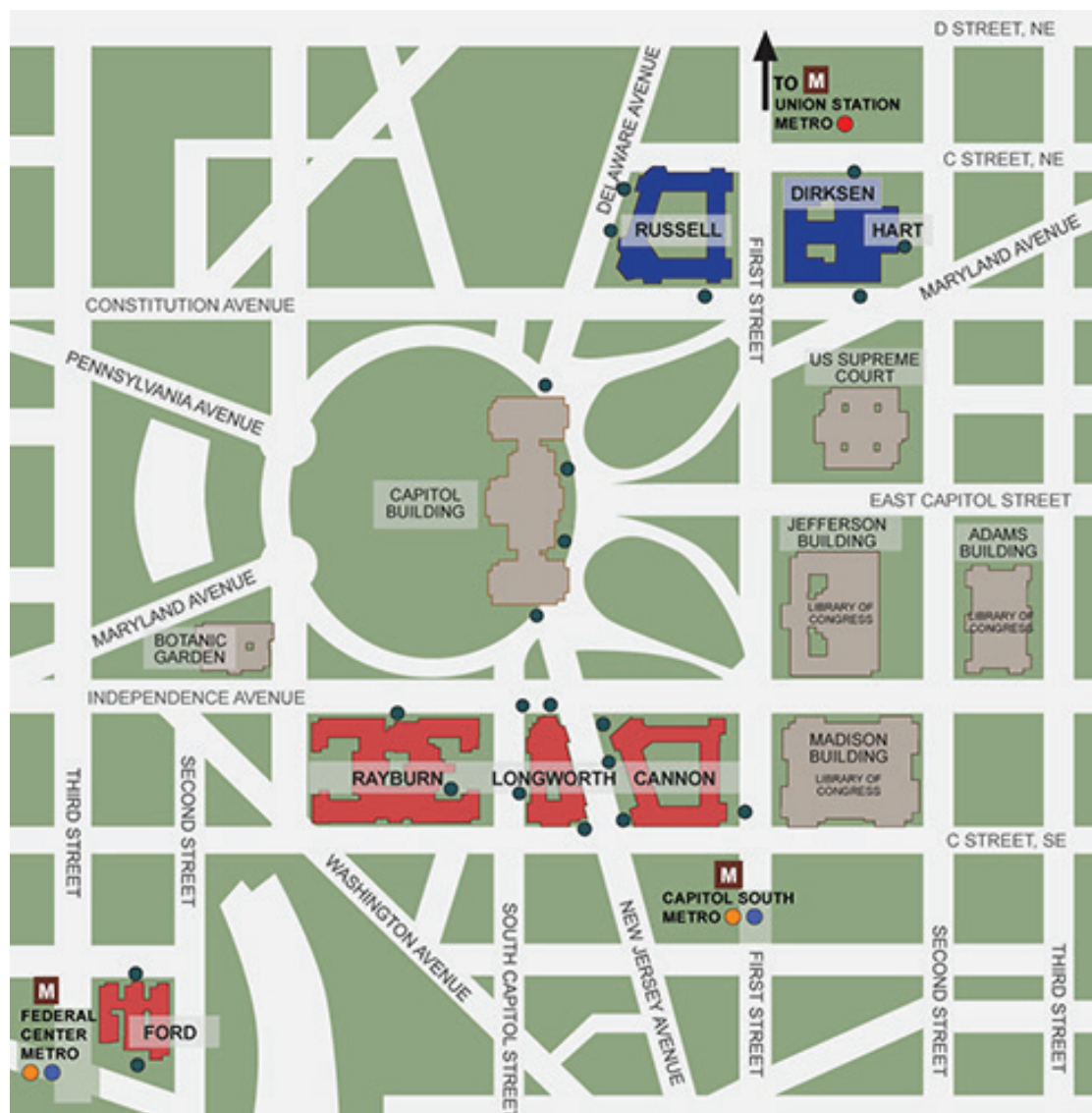
**It is helpful to have something in writing that explains your position and that you can leave with the office you are visiting.** Bring any other materials that support your issue or stance. Encourage them to see you as a resource.

## AFTER THE MEETING

After the meeting, email a thank you note to whomever you met. Let them know that you or a NARC staff member can be contacted with follow up questions.

NARC staff are always available to answer questions prior to your meeting(s). We may also be available to accompany you, depending on scheduling. After your meeting, please tell us who you met with, what you discussed, any feedback, and whether NARC staff should follow up. **Feel free to stop by NARC's office, 777 North Capitol Street NE, on Wednesday before, between, or after your meeting(s) for a cup of coffee and to share what you learned.**

## DIRECTIONS



 **House office building** (Rayburn, Longworth, Cannon, Ford)

 **Senate office building** (Russell, Dirksen, Hart)

 **Building entrances**

 **Metro station**

 Red line  Blue line  Orange line

**Senate offices** are either in the Russell, Dirksen, or Hart buildings.

- Take the Red Line and get off at Union Station.

**House offices** are either in the Cannon, Longworth, or Rayburn buildings.

- Take the Red Line, transfer to the Orange/Blue Line at Metro Center and get off at Capitol South.

**Walking Directions to NARC from the Hill:**

- From the intersection of First St. NE and Constitution Ave NE, head NORTH on First St. NE (towards Union Station);
- Turn LEFT on D St. NE;
- Turn RIGHT on North Capitol St.;
- Destination on RIGHT, 777 North Capitol St. NE, Suite 305.
- Check in at the lobby desk as a guest. You will need picture ID.

## NARC CONTACTS

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