



LEGISLATIVE ADVOCACY INSTRUCTIONS

Before Visiting Your Legislators:

- ❖ If in a group, select one or two people to do the initial talking. Also, designate someone to take notes.
- ❖ Remember to be respectful and positive. Avoid criticism. Even if your legislator cannot support the issues raised, he or she may be helpful to you on another issue or occasion.

Asking to Meet with a Legislator

1. Locate the office, knock on the office door, and then walk right in.
2. If door is locked, write a name, town, zip code, and contact phone number and/or email for the group leader(s) in the top corner of the WCC State Budget Issue Brief and slip it under the door.
3. If a staffer greets you and you don't have an appointment, identify yourself as a constituent and ask if your legislator is available to speak. Even with an appointment, you might have to wait.
4. If the legislator is unavailable, ask to speak to staff. Legislators depend upon staff for information and legislative staff are extremely knowledgeable.
5. If no one is in an open office, leave the Issue Brief with your contact information in the "In" box.

Meeting with a Legislator

- a. Introduce everyone in the group, explain that you are a part of *Catholics at the Capitol* and are constituents.
- b. Hand the legislator/staffer the Issue Brief for their records.
- c. Explain that as Catholics you support the dignity of every human person and the common good.
- d. Briefly and concisely explain the issues outlined on the Issue Brief.
- e. Ask the legislator/staffer for their position on these issues and how they would vote on them.
- f. Give your legislator/staffer a chance to respond. Respect their knowledge of the issue and answer any questions they may ask to the best of your ability. If you don't know an answer, state you don't know, but that you can check with the WCC staff.
- g. Let others in the group respond by talking about their experiences and how the issues affect them or those in their community. Personal examples can be among the most persuasive arguments.
- h. Ask if the legislator/staffer could use any additional information.
- i. Thank the legislator/staffer for their time and attention.

After Meeting Follow-up

- ❖ Complete the blue form, "Summary of Meeting with Legislative Office." Include any positions and questions the legislator/staffer had, and if they asked for additional information. If you are part of a group, only ONE form needs to be submitted.
- ❖ Drop off the blue Summary and green Evaluation forms in the marked boxes on the ground floor of the Rotunda.
- ❖ Follow up your visit with a thank you note to the legislator/staffer.

Thank you for being a voice for human dignity, justice, the voiceless, and the vulnerable!

PRAYER FOR CIVIC LEADERS

God our Father,
You guide everything in wisdom and love.
Accept the prayers we offer for our nation.
In your goodness,
watch over those in authority
so that people everywhere
may enjoy freedom, security and peace.
We ask this through Christ our Lord.
Amen.

Catholic Household Blessings and Prayers
(United States Conference of Catholic Bishops)