

August Lobbying for Healthcare Reform Checklist

Make an appointment with your Congressperson

- Find your legislator's contact information on the Legislative Action Center

Name: _____ Number: _____

- Schedule an appointment

Date & Time: 8/ /2009, _____ Contact Name: _____

Organize your friends and fellow students

- Email your school listservs)
- Contact your Regional Director to spread the word (Info here: <http://www.amsa.org/about/bot.cfm>)

One week before

- Download the talking points from <http://www.amsa.org/hp>
- Use the talking points to decide on your "ask", what you want your official to do.

One day before

- Assign roles for the members of your group: Spokesperson, Note-taker, Background, Ask, etc.
- Go over the talking points and ensure everyone knows what they are going to say. Think of a personal story that relates to your message. These are the most powerful and influential statements.
- Establish a meeting time for the next day

On the Lobby Day

- Hold a 15 minute pre-meeting outside the office
- Show up 10 minutes early to the appointment
- Take Notes and make sure you get contact information for the staffer
- Have business cards and information sheets available to hand out following your meeting

After the Meeting

- Outside the office, write a thank-you card reiterating your "ask"; drop it into the government building mail system or leave it with the receptionist
- Send a follow-up email to the staffer asking for an updated stance from your Congressperson
- Log onto HPAN's track via page (http://www.amsa.org/hp/hpan_lobby_visits.cfm) and take 4 minutes to report the topic of the meeting and what you were told by the legislator's office.
- Congratulate yourselves on a job well done!