

WELCOME TO VCA LEGISLATIVE DAY 2017 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 during the week of January 23rd. Do not email. 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 30).

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, in the Gallery Room. 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

What to expect at the reception at the General Assembly Building

- VCA will host a reception in the 4 West conference room from 9:30-11:30.
- Invite your legislators when you call for your appointments. They can stop by at any time.
- Plan to spend some time in the 4 West Conference room when you are not visiting in offices.
- We'll have coffee and carbs.

What to expect at the General Assembly Building

- Chaos (many people wandering the halls doing the same thing we are doing)
- Last minute schedule changes (even if you make an appointment, it may need to be changed)
- Getting lost (although there is fairly adequate signage, sometimes it's hard to find)
- Lots of walking. Wear comfortable shoes.
- An exercise in participative democracy!

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

- To the General Assembly Office Building (GAB), southeast corner of E Broad Street and N 9th street (a few blocks east on Broad from U of R)
- Enter into the GAB on the Capitol side (follow the crowds). Pass through security (like the airport).
- The elevator bank is behind the receptionist desk. From security, walk to the right or left.
- Elevators to the floor where your legislators' offices are located or to the 4th floor, if you are going to the VCA reception first.
- Look for the signs for the office numbers and follow them.

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

- Look for the secretary for your legislator 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)**
- If you learn something that you believe the VCA lobbyist should know, email Becky at becky@B2Lconsulting.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!