

How to Lobby Your Congressperson

1. How to Prepare Before the Meeting

To schedule a meeting with your Member of Congress, go to their website to find the office closest to you. You can find their websites at www.house.gov and www.senate.gov. Call the office and ask to speak to the District scheduler. Tell them you are a member of the Laborers' Union (LIUNA) and that you would like to make an appointment to meet with the Congressperson about Federal employee issues over the Spring recess (March 30-April 10) in their home state. Before you go to the meeting, review your fact sheet so you are ready to discuss the issues. Bring a copy of the fact sheet for each LIUNA member attending, one for the Congressperson, and one for the Congressional staffer. Ensure that the Congressperson has your contact information. If more than one LIUNA member is attending, decide who will speak and who will take notes. To find out how many Federal workers live in your Congressperson's state/district, you can go to: http://www.eyewashington.com/few_map_2014/index.html

2. What to Expect During the Meeting

Introduce yourself and your members. Let the Congressperson know you are a member of LIUNA and tell them how many members/BUEs you represent at your Local Union. Tell them what city you live in and what city you work in, as well as the Agency you work for and your job title/duties. Give the Congressperson (and staffer) the fact sheet. Tell them about your issues, one at a time, and ask if they have any questions. Ask them their position on each issue. If they support our bills, thank them for our support. If they oppose our bills, ask why. Give the Congressperson/staffer your contact information. Take notes during the meeting on the Lobby Day Visit Form (or after the meeting if you are the only LIUNA member in the meeting). Get the staffperson's contact information to follow up. Be careful about using abbreviations/technical terms that the Congressperson may not know.

3. Follow Up After the Meeting

Send a thank you note/email to the Congressperson/staff. Follow up about their position on the issues if they don't give a position during the meeting. Engage your members/BUEs back at your workplace – fill them in on your meeting, publicize your Lobby Day activities in your Union newsletter/website/Facebook/Twitter.

RETURN THE LOBBY DAY VISIT FORM TO THE PED: dleclair@liuna.org

Calling Your Member of Congress

1. To find out who your Senators are, go to: www.senate.gov, click "Senators" in the top left, and look for your home state. The phone number for each of your Senators will be there.
2. To find out who your Representative is, go to www.house.gov and enter your zip code in the top right part of the website.
3. Before you make the call, have your talking points ready on your Lobby Day Fact Sheet-2015.

4. When the Congressional office answers the phone, ask to speak to the Legislative Assistant who handles Federal Employee issues.
5. Tell them that you are a constituent and live in the Member's state/district and that you want the Congressperson to SUPPORT the 3 bills (give them the bill numbers and titles from the Lobby Day Fact Sheet) and OPPOSE cuts to the federal workforce.
6. Ask them what the Congressperson's position is on those bills/issues and for a written response by providing your home address.
7. Fill out the Lobby Day Visit Form
8. Thank them for their time.

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