

Setting Up Your Lobby Visit

United States Student Association 2007



National Student Lobby Day (March 6th) is your opportunity to take the national student agenda directly to your elected officials. Each campus is responsible for making appointments with their U.S. Senators and Representatives. During the National Grassroots Legislative Conference, there will be many sessions and materials to give you all of the skills and information that you will need to fully prepare for a successful lobby visit. We have included these tips to help you set up your lobby visits.

Before Your Visit

- Check with your state student association (if you have one) to see whether it is scheduling any appointments for your state.
- Coordinate meetings with other schools in your state for Senators.
- Find your elected officials and their contact information from www.studentaidalliance.org. Click "Contact Washington" and enter your zip code.
- Call the Washington, D.C. offices to schedule appointments with your elected officials. The sooner you do so the better chance you have to meet in person with your actual member of Congress. You can also e-mail or fax a lobby visit request letter.
- Make sure to specifically request a meeting with your elected official. If s/he is not available, ask to meet with their education staff person.
- Set up your lobby visit for Tuesday, March 6th after 12:30pm. We are holding a press event until 12pm, so the earliest meeting you will be able to attend is after 12:30pm.
- Purchase a USSA congressional directory from any USSA staff member to help you prepare for your visit.
- Refer to the USSA Factsheet "7 Steps to a Successful Lobby Visit" to help prepare.

Before Your Visit (cont...)

- Don't schedule a single lobby visit with multiple elected officials present. This will make it more difficult for you to retain control of the meeting. Asking for commitments and keeping track of answers will be difficult. Instead, schedule different meetings for each elected official.
- Allow at least 1 hour between lobby visit times. Lobby visits usually last 15-20 minutes but can last up to an hour. Budget time for getting lost, security, debriefing, and prepping for the next meeting. An alternative would be to split your delegation and conduct different visits at the same time.
- Contact USSA Legislative Director, Rebecca Thompson with any questions.

During Your Visit

- Be clear about the topics you want to discuss (access to higher education) and the number of people you intend to bring so they can accommodate your group. Remember to mention that you are lobbying in conjunction with USSA on National Student Lobby Day.
- Don't argue or debate with your elected official/ staff member. While they may disagree with you, always be respectful.
- Thank your elected official or staff member for meeting with you.
- Be sure to obtain 2 business cards; one for yourself and another for USSA.

After Your Visit

- Fill out the "Evaluating Your Lobby Visit" form and return to any USSA staff member.
- Follow up with your elected official or staff member by e-mail or with a note card thanking them again for their time.

Lobby Visit Request Form



United States Student Association 2007

Delegation Leader Name: _____

School: _____

City/State: _____ District/Zip Code: _____

Please fill out and fax/mail to USSA by February 19th, 2007. Include all appointments you have scheduled.

United States Student Association

815 16th Street, NW, 4th Floor,

Washington, DC 20006

Fax: 202.637.3931

1. Senator _____

Appointment with _____

For Tuesday, March 6th at _____ (after 12:30 PM)

2. Senator _____

Appointment with _____

For Tuesday, March 6th at _____ (after 12:30 PM)

3. Representative _____

Appointment with _____

For Tuesday, March 6th at _____ (after 12:30 PM)