

2008 COE POLICY SEMINAR

INSTRUCTIONS FOR WESTOP TEAM LEADERS

Responsibilities: As a Team Leader you are asked to complete the following tasks:

1. Identify Policy Seminar attendees from the districts your team will be covering.
2. Make certain that the Representatives from your districts are visited.
3. Schedule and confirm Congressional appointments for the members of your team.
4. Attend a planning meeting on the Monday evening prior to Congressional visits.
5. Meet with the members of your team and tally the results of your visits.
6. Submit your written results to the WESTOP President by 4:00 pm on the day of the visits.

Scheduling Congressional Visits:

1. Following the start of the second session of the current Congress in late January/early February, begin contacting appointment secretaries/schedulers to set appointments during Policy Seminar.
2. Try to have a team member from each institution within the district visit his/her Representative.
3. Ask to meet with the Senator or Representative. If this is not possible, ask to meet with the Legislative Aide or Aide for Education or Appropriations.
4. State your goals clearly. Explain that you are a concerned citizen and want to speak with your Representative about TRIO.
5. Appointments should be no longer than 20 minutes unless you know your Representative or his/her aides well and are invited to stay longer.
6. Leave plenty of time between visits to travel from one appointment to the next. Buildings are far apart and sometimes confusing. Tip: The Longworth Building is in the middle of the three House office buildings.
7. Consider logistics when scheduling appointments. Try to set meetings progressively in the same building or buildings adjacent to one another. Maps will be distributed to all Team Leaders prior to the visits.

Before Your Visits:

1. Make certain that all team members are aware of times/locations of appointments. If possible, set a meeting time and travel to the Hill together.
2. Be sure that everyone is clear about the agenda for the meeting. COE will request that we obtain certain commitments and document them. If other items are to be discussed, agree upon them ahead of time. Distribute or duplicate any materials you plan to hand out.
3. If several team members will be visiting together, determine who the initial spokesperson will be and how the conversation will open. Special note: Legislative Aides can be extremely helpful; treat them with courtesy and respect, and ask them to relay the message to the Representative.
4. If the team is splitting up on the Hill, agree to a common meeting place after the visits.

After Your Visits:

1. Return to the hotel and begin to tally the results of your team's visits. Submit the final tally to the WESTOP President before 4:00 PM.
2. Send a follow-up "Thank You" letter when you return home.