## HOW TO LOBBY

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AAUW – MA Public Policy Chair

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### AAUW – MA PUBLIC POLICY TEAM

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#### PUBLIC POLICY RESOURCES

- Action Alert Newsletter (www.aauw.org/issue\_advocacy/actionalert/index.cfm)
- AAUW Action Network (www.aauw.org/issue\_advocacy/actionnetwork/index.cfm)
- Position Papers (www.aauw.org/takeaction/policyissues/index.cfm)
- 2003-2005 Public Policy Program brochure
- Two-Minute Activist (www.capwiz.com/aauw/home)
- AAUW Voting Record (www.aauw.org/takeaction/Voting\_record\_108<sup>th</sup>.pdf)
- Workshops, Manuals, and Other Grassroots Tools

## FORMS OF ADVOCACY

- Public Policy Team
  - ◆ Letters to the Editor
  - ◆ Public Testimony
- You
  - ◆ Letters and E-mails
  - ◆ Phone Calls
  - ◆ Visits to Elected Officials

# EFFECTIVE E-MAIL AND LETTER WRITING

- Be brief.
- Be specific.
- Be personal.
- Be sure to give your name and address.
- Be persistent.

### PREPARING FOR THE VISIT

- Make appointment on a long weekend or congressional recess.
- Make clear which issue(s) you want to discuss (no more than three).
- Gather information.
- Prepare materials to leave with legislator or staff.
- Work in coalition.
- Confirm appointment. Arrive on time.

## **DURING THE VISIT**

- Identify yourself as an AAUW member.
- Start on a positive note.
- Clearly state the position of AAUW.
- Explain your position with facts, but also use personal stories when possible.
- If you don't understand something, ask for an explanation.

### DURING THE VISIT

- Ask legislator to clarify his/her position on the issue.
- Ask legislator to take some specific actions.
- If you don't know the answer to a question, say so but offer to get an answer.
- Thank legislator and staff as you leave.

### AFTER THE VISIT

- Write or call legislator and staff to thank them for their time.
- Share results of your meeting with your branch and AAUW public policy staff.
- Find out when legislator will be in your home district, and organize a group to attend.
- Maintain communication with legislator and staff through letters, calls, and visits.