

2019 Hunger Free Communities Summit

Lobby Day

November 6, 2019



Thank you for registering for the 2019 Hunger Free Communities Summit.

This year, since the Summit will be held in Washington, DC, we are asking attendees to arrive a day early on November 6 and meet with their congressional representatives. We are partnering with RESULTS to help coordinate and provide support for this Lobby Day.

In addition to discussing hunger in your community, we hope you will discuss the Alliance to End Hunger's and RESULTS' advocacy priorities—Child Nutrition Reauthorization (CNR) and the Earned Income Tax Credit (EITC) when meeting with your congressional representatives. To help you talking points and leave behinds will be provided.

Participating in Lobby Day entails:

1. Scheduling your meeting
2. Letting us know about your scheduled meetings
3. Preparing/reviewing the talking points
4. Having your meeting
5. Following-up after your meeting

You will find guidance for each of these steps below:

Logistics and Schedule for November 6:

The offices of the Alliance to End Hunger are located near Capitol Hill and can serve as your base of operations for Lobby Day. You are free to drop-off and pick-up luggage, meet anyone accompanying you to your meeting, have lunch, drop-off your meeting report forms and/or debrief with staff.

It is not required to meet at the Alliance to participate in Lobby Day, we are making our offices available for your convenience.

Logistics:

- Please register for Lobby Day to let us know you will be participating. Use this link: <https://lobbyday2019-hfcsummit.eventbrite.com>
- If you will be going to the Alliance to End Hunger office:
 - It is located at 425 3rd St SW, Suite 1200, Washington, DC 20024.
 - The closest metro lines are the orange, blue or silver to Federal Center SW (1.5 blocks away). The next closest are the green or yellow lines to L'Enfant Plaza (6 blocks away).
 - If you plan to come to the Alliance office (not required to participate in Lobby Day) please indicate it in the registration form. This is a secure building and we must provide your name to the security guard on duty.
 - Upon arrival, you will need to present ID at the security desk. The security guard will unlock the elevator for the 12th floor.
 - Announce yourself at the reception desk.

- A map of Capitol Hill can be found here: <https://www.visitthecapitol.gov/plan-visit/us-capitol-map>. The Alliance office is close to the Ford House Office Building (lower left).

Schedule for November 6:

- 9:00am-5:30pm Access the Alliance office for any of your lobby day needs.
- Attend your pre-arranged meeting(s).
- 11:00am-1:00pm Lunch will be provided at the Alliance.
- Meet with a RESULTS volunteer to discuss the talking points or help plan your visit.
- 4:30-5:30pm Debriefing at the Alliance (optional).
- Drop-off your meeting report forms (these forms will also be collected at the summit registration at UDC on Nov. 7 & 8).

Scheduling your meeting

- During the week of November 4th, the Senate will be in session. The House of Representatives will be in recess, so your Representative is likely to be in his/her home district. Don't be discouraged, you should be able to meet with someone on their staff. Creating a relationship with a staff member is very valuable since elected officials can't be everywhere and they rely on staff members to keep them informed and help guide their decisions.
- Do you know who your Members of Congress are?
 - Find your Senators (every State has 2). Go to: http://www.senate.gov/general/contact_information/senators_cfm.cfm
 - Find your Representative (every district within a State has 1). Go to: <http://www.house.gov/representatives/find/>
- Call their offices and ask for the scheduler. If you don't get the scheduler on the phone, make sure you note their name and email. Try back. Follow up with an email to the scheduler if you don't get him or her on the phone.
- Ask for a meeting. Make sure you say you are a constituent who will be visiting DC on November 6th and you'd like to schedule time to talk about your concerns. You can ask if they have someone who specifically works on the issues you will be discussing.

Letting us know about your scheduled meetings

- Once your meeting(s) is set, let Minerva Delgado (mdelgado@alliancetoendhunger.org) and Meredith Dodson (mdodson@results.org) know. It's possible that someone from RESULTS or the Alliance network may be able to join you.
 - Be sure to include: Your name and organization, Name of Member of Congress, Name of staff member, State and district (if applicable), Date, Time and Location of Meeting in the email.

Preparing/reviewing the talking points

- It helps to prepare for your meeting in advance.
- Bring information on the number of food insecure people in your community (use Feeding America's [Map the Meal Gap](#) to find helpful information on your county). Let us know if you need help gathering this information.

- It's also helpful to talk about why you care about this issue and what kinds of issues the people in your community are facing.
- We hope you will also discuss the Alliance to End Hunger's Advocacy priorities, Child Nutrition Reauthorization (CNR) and the Earned Income Tax Credit (EITC).
- Talking points and materials to leave behind are forthcoming.

Having your meeting

- Be on time! If others are attending with you be sure to meet a few minutes early.
- Tell your story. Remind yourself that you are the expert on your life and experiences and that will help you speak with confidence.
- Be polite and respectful. Even if you disagree with your elected official or feel they aren't doing enough at the moment.
- Share the talking points about the priority issues discussed above.
- If appropriate, invite the elected official to your community to see some of the challenges or programs that are working to solve the problem.
- Leave behind the handouts and any materials about your organization/program.

Following-up after your meeting

- Send a thank you letter. This is also an opportunity to suggest a follow-up action or invitation.
- Report back to the Alliance about your meeting using the form below.

If you have any questions, please contact Minerva Delgado at 202-688-1139 or mdelgado@alliancetoendhunger.org.

You can find additional guidance on advocacy at <http://alliancetoendhunger.org/advocacy-playbook/> and <https://results.org/volunteers/lobbying/>.



Lobby Report Form

Date of your lobby meeting: _____

Name of Senator/Representative in attendance: _____

Name(s) of aides in attendance: _____

Name(s) of all advocates in attendance: _____

Please List the Issues You Discussed

(Such as hunger in my community, Child Nutrition Reauthorization, EITC, SNAP, etc.)

What challenges or opportunities did you encounter in your meeting?

FOLLOW UP

Who will send thank you? _____

Who will follow up on any requests? _____

How can the Alliance help? _____

Form Submitted by: _____

Your Phone and E-mail: _____

Please return this form to Minerva Delgado (mdelgado@alliancetoendhunger.org) or drop off at Alliance office or 2019 Hunger Free Communities Summit.