

# A Guide to Legislative Visits

## 1. INTRODUCTIONS (3 min) Who are we? Why are we here?

GROUP LEADER: We are part of a statewide coalition of organizations working to reduce incarceration, stop prison and jail expansion, and invest in the social safety net. We want to talk to you about \_\_\_\_\_.

The rest of the delegation introduces themselves:

- a. Name, organization, where you live/ who you are

## 2. PRESENTATION OF ISSUES (10 min) What do we care about and why?

GROUP LEADER: (5 MINUTES): Context/main argument

STORY TELLERS: (5 MIN): What is the issue/challenge? How does it impact you? What is your ask to the decision maker?

## 3. THE ASK (5 min) What can the elected official do to \_\_\_\_\_? Do they agree with the issues raised? Which issues?

- A. Can we count on you to vote **NO on the \$250 million for jail expansion?**
- B. Can we count on you to vote **YES on SB 966?**
- C. Can we count on you to vote \_\_\_\_\_ on [[your other priorities]]?

## 4. FOLLOW-UP (3 MIN)

NOTE TAKER AND/OR GROUP LEADER

- A. You have agreed to (sum up what they agreed to).
- B. Let them know what our next steps are.
- C. Which staff person should we work with moving forward? (Collect contact info)

## 5. THANK YOU

GROUP LEADER

- A. Thank you for taking time out of your busy schedule to talk with us.
- B. Ask any unanswered questions.
- C. We hope to work with you in the future to develop a sustainable plan to reduce incarceration and promote community health, safety, and well-being.
- D. Take group photo, if appropriate.

## KEY ROLES FOR DELEGATION PARTICIPANTS:

A. **GROUP LEADER:** This person opens the meeting with the elected official, introduces the group to Him/her, reviews the Legislator Packet, and facilitates the agenda to make sure we keep things moving. The Group Leader should also be the “expert” \_\_\_ to answer questions and ensure understanding.

B. **STORYTELLERS:** These 1 or 2 people share their personal stories that connect to the issues that the group cares about. The stories should last 2-3 minutes and be personal experience about how issues impact our communities.

C. **PINNER:** This person makes the hard ask to the elected official or staff on whether or not they will support the group’s policy position. The Pinner will also request next steps from the elected official and sets up follow up with their office.

D. **NOTE TAKER:** The note taker will take notes from the meeting and keep time so the visit goes along smoothly. They are the “Sharp Shooter” for the Group Leader, to back them up and keep things moving. After the delegation, the Note Taker should lead the debrief and make sure the notes cover all the information and any follow-up needed.