



Federally Employed Women
Lobby Week
June 4 through June 8

Wednesday,
May 30, 2018 at
7:00 p.m. EST

Working for the advancement of women in government.



Lobby Week – Communicate with your legislators

Please be advised that as a government employee you should NOT use any government computer, laptop, or other government issued device during this webinar, or when communicating with Congressional offices, since it would be considered a violation under the **Hatch Act**.

- Email
- Phone Call
- Meeting
- Social Media
- Letter

Basic Rules to Lobbying

Define your objective.

Get to know the issue thoroughly.

Organize a small representative group
with an appointed spokesperson.

Strategically communicate with your
Legislators from several sources (phone,
email, in person, etc).

Basic Rules to Lobbying – Meeting in Person

Be on time for the appointment.

Introduce yourself and other participants. Be sure to identify yourself as a constituent and/or a representative of FEW.

In general, be brief, courteous and keep to the point.

Clearly state your position and just what you would like your legislator to do.

Identify any relevant pieces of legislation by name and number, use personal examples to emphasize your position.

Be firm in discussing the issue, but do not try to force a change of position or commitment if there is an obvious resistance.

Follow-up with a thank-you letter and a reminder of any verbal commitment you receive.

Basic Rules to Lobbying – Writing or Emailing your Legislator

Research the issue. Give thorough attention to:

- Your position
- The position of your opponent
- The status of any pending legislation relating to the issue
- Your elected official's current position and

State specifically what you want your Legislator to do

It is recommended that you FAX or email your letters to the offices since direct mail can take a month to be delivered because of security precautions.

Sign your full name, address and phone number so that your legislator can respond.

Basic Rules to Lobbying – Calling your Legislator

Identify yourself by name, address and hometown, and by any organization you may be representing.

Identify the bill of concern by name (e.g., Family and Medical Leave Act) and number (H.R. 2 or S. 5).

State your reason for calling (e.g., expressing support for a Member's position or urging the Member to vote a specific way) and ask to speak to the person who handles that issue. At this point, you may be transferred to a Staff Person immediately, or you may be asked to leave a very brief message.

If you need to leave a message, explain how the legislation affects you in one or two sentences and why you support or oppose the bill or amendment. If you would like a Staff Person to call you back, let the assistant know. Be ready to follow the suggestions below during any phone or written follow-up.

**ONE SIMPLE PHONE CALL COULD MAKE THE
CRITICAL DIFFERENCE!**



FEW Lobby Resources

- How to Meet with your Legislators Guide
 - <https://www.few.org/wp-content/uploads/2013/12/MeetingYourLegislator-AHowtoGuideforFEWMembers.pdf>
- Legislative Handbook
 - https://www.few.org/wp-content/uploads/2017/05/Legislative-Handbook5_3_2017.pdf
- United States Senate
 - <https://www.senate.gov/>
- United States House of Representatives
 - <https://www.house.gov/>



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CQ Engage for
FEW Review



Engage Example - Tell your Representative to Support the Equal Rights Amendment!

It is time to pass the ERA!

Write your legislators to ask them to pass ERA!

TAKE ACTION ►

About FEW

Federally Employed Women (FEW) is a private membership organization working as an advocacy group to improve the status of women employed by the federal government and by the district of columbia government.

The Election Map

Welcome to the interactive map of candidates running for office across the US.



- MA
- RI
- CT
- NJ
- DE
- MD
- DC

Pick a state from the menu below:

Choose One

Find your elected officials

Lookup your elected officials and candidates. Just enter your ZIP code to get started.

GO ►

Subscribe to our mailing list

Provide us with your email address and we'll let you know about upcoming engagements, etc.

GO

CQ Engage for FEW



HOME

Engage Example - Tell your Representative to Support the Equal Rights Amendment!
It is time to pass the ERA!
Write your legislators to ask them to pass ERA!

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CQ Engage – Taking Action

- Scrolling list of actions at the top of the homepage
- Use the action buttons to open up the engagement
- Scrolling list will update to next engagement automatically, but you can select the next option early by clicking the small box at the bottom left of the engagement image

Engage Example - Tell your Representative to Support the Equal Rights Amendment!

It is time to pass the ERA!



Engage Letter Example

Federally Employed Women (FEW) asks that you contact your legislators and urge them to co-sponsor and support the Resolutions in both the House and Senate that remove the deadline for States to ratify the Equal Rights Amendment (ERA) to the U.S. Constitution and/or begin the process that states:

“Equality of rights under the law shall not be denied or abridged by the United States or by any State on account of sex.”

Priority should be given to passage of the ERA since full legal equality under the United States Constitution is essential for women to be equal partners and participants in our society.

While women certainly enjoy more rights today than they did when the

...
[Continue Reading](#)

Message 1 - Mark Warner, T...

Recipients

- U.S. Senate
 - Sen. Mark Warner (D-VA)**
- Misc.
 - Test Test**
- U.S. Senate
 - Sen. Tim Kaine (D-VA)**
- U.S. House of Representatives
 - Rep. Donald Beyer (D-VA)**

Instructions

Talking Points (2)

* Message Subject:
Engage Example - Support the Equal Rights Amend

Dear [Recipients],

* Your Message:
Engage Example

As your constituent and a member of Federally Employed Women (FEW), I urge you to co-sponsor the Equal Rights Amendment Resolutions (H.J. Res 33) that was introduced by Rep. Carolyn Maloney (NY) which would restart the process of passing the ERA, and H.J. Res 53 that was introduced by Rep. Jackie Speier (CA), would remove the deadline for States to pass the original ERA.

I firmly believe that priority should be given to passage of the ERA, in any form, since full legal equality under the United States Constitution is essential for women to be equal partners and participants in our society.

CQ Engage – Taking Action (cont.)

- Engage will match you to your legislators from the start, either by zip code or address
- For some engagements, will be able to decide if you want to take action for all, or just a selection of your legislators
- May see additional instructions and/or talking points to the left to help you complete and/or edit the content of the engagement you are taking action on
- Note: there are engagements that require specific information to complete – often necessary to ensure delivery



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GO

CQ Engage – Expanded Engagement/Action Options

Write a Letter
Make a Call

Tweet Officials
Sign a Petition
Share Your Story
Act on a Regulation
Advocate Notes
Register to Vote
Facebook Comment



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Engage Example - Tell your Representative to Support the Equal Rights Amendment!

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Test

TAKE ACTION ►

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CQ Engage – Lookup Officials

- Enter your zip code to pull up a list of your current elected officials
- Note: you may need to enter your full address on the next page if you live in a split district
- Click on official photo or name to open up information page on official



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Find your elected officials

You may search by ZIP code, full address, or official's name.

22301

GO

We found multiple officials serving this ZIP code. You can narrow your search by entering your street, city, state and ZIP code OR your nine-digit ZIP code (ZIP+4).

Federal



Donald Trump

President



Mike Pence

Vice President



Mark Warner

Senator for Virginia, Democrat



Tim Kaine

Senator for Virginia, Democrat

Take Action Now

Engage Example - Tell your Representative to Support the Equal Rights Amendment!
Write your legislators to ask them to pass ERA!

Engage Example - Tweet Your Legislator!
Tweet your legislators to pass ERA!



HOME

Sen. Tim Kaine (D-VA)

Senator for Virginia, Democrat



Take Action Now

Engage Example - Tell your Representative to Support the Equal Rights Amendment!
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Engage Example - Tweet Your Legislator!
Tweet your legislators to pass ERA!

Score

We agree **100%** of the time.

Biography

Home town: Richmond

Born: February 26, 1958

Born in: St. Paul, MN

Occupation: Attorney

Religion: Catholic

Marital status: M

Spouse: Anne Holton

Previous political experience: Richmond City Council, 1994-2001; VA Lt. Governor, 2002-06; VA Governor, 2006-10; Democratic National Committee Chair, 2009-11, US Senate 2013-current

Elected in year: 2012

Next election in year: 2018

Family: 3 children

Education: JD Harvard Univ., 1985

Ethnicity: Caucasian

Online

Website: <http://kaine.senate.gov>

Twitter Handle: @timkaine

Facebook Address: SenatorKaine

Committees

Offices

Washington, D.C. Office:

231 Russell Senate Office Building
Washington, DC 20510
Phone: 202-224-4024
Fax: (202) 228-6363

Richmond Office:

919 East Main Street, Suite 970
Richmond, VA 23219
Phone: 804-771-2221
Fax: (804) 771-8313

Virginia Beach Office:

222 Central Park Drive, Suite 120
Virginia Beach, VA 23462
Phone: 757-518-1674
Fax: (757) 518-1679

Abingdon Office:

121 Russell Road, Suite 2
Abingdon, VA 24210
Phone: 276-525-4790
Fax: (276) 525-4792

Danville Office:

308 Craghead Street, Suite 102A
Danville, VA 24541
Phone: 434-792-0976
Fax: (434) 792-0978

Manassas Office:

9408 Grant Avenue, Suite 202
Manassas, VA 20110
Phone: 703-361-3192
Fax: (703) 361-3198

Roanoke Office:

611 South Jefferson Street, Suite 5B
Roanoke, VA 24011
Phone: 540-682-5693
Fax: (540) 682-5697

Scorecard

We Agree
100 %
of the time

Title	Level	Sponsored	Our Position	Their Vote	Agree/Disagree	Year
Vote: S46 GOP Budget Plan - Cuts Fed Benefits	Federal	N/A	Oppose	No	Agree	2013

Show N/A Rows

CQ Engage – Vote Scorecard

- At bottom of official information page you will find the vote scorecard
- Will update as FEW adds new votes and the organization's position on those



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CQ Engage – Election Map

- Look up candidates by state using the Election Map
- Select a state by clicking it on the map, or via the dropdown option
- Resulting page will show candidates for Federal, State and/or Local races
- Resulting page will also provide basic voting information for that state; including links to register to vote, find your polling place, election dates and more



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Be sure to join
in and let your
voice be heard!