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

• Legislative Handbook

• United States Senate
  • [https://www.senate.gov/](https://www.senate.gov/)

• United States House of Representatives
  • [https://www.house.gov/](https://www.house.gov/)
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CQ Engage for
FEW Review

Working for the advancement of women in government.
CQ Engage for FEW

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.

Find your elected officials

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

Subscribe to our mailing list

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

CQ Engage – Taking Action (cont.)

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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
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

CQ Engage – Lookup Officials
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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.
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!

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