



## How to Structure Your Lobby Visit Best Practices

### Identify Yourself and the Group You Represent.

Make sure the elected official knows who is in the room, and is clear about the Alliance's electoral power in the legislator's district.

### Get the Meeting Started and Be Aware of the Time

Meetings usually are 45 minutes or less. Pay attention to the time. After introductions, say why you wanted to meet with the Member and what you hope to gain from the meeting.

### State Your Position Clearly

Tell the elected official the key facts on your issue, being sensitive to what this particular legislator is interested in. Be clear and specific about what your position is on the issue.

### Get the Elected Official to Take Action

Ask specific questions including how your elected official stands on your issue. Ask for a clear position on your issue, and do not give up until you have an unmistakable "yes" or "no." If the legislator is supporting you, ask for a specific action in support, such as holding a press conference with Alliance members.

### Take pictures!

Take a picture of yourself before the meeting using their name plate as a backdrop. Ask the member or the staff member if you can take a picture together. Email copies to the Alliance in Washington, D.C and post on your Facebook page. (Refer to Photo Guide for more tips.)

### Debrief

Talk with your group about how your meetings went, come to agreement on the minutes and what happened in the meeting, and discuss how you could refine your message in the future. Fill out the Lobby Report Back Form either online or on paper and get back to the national Alliance as soon as possible. This information is critical to our work advocating on behalf of retirees.

### Follow Up

Write letters thanking the elected officials for their time and reminding them of commitments made to you during the meetings. Include any additional information they requested in the meetings.





**LOBBY REPORT BACK FORM**  
Winter 2019

Member's State, District, and Name Visited: \_\_\_\_\_

Member or staff in visit: \_\_\_\_\_

Participants in meeting: \_\_\_\_\_

**CIRCLE RESPONSE FROM MEMBER OR STAFF**

ISSUE	PRO-RETIREE POSITION	ANTI-RETIREE POSITION	UNDECIDED
<b>SOCIAL SECURITY EXPANSION</b>	Supports the Expand Social Security Caucus to strengthen and expand Social Security benefits	Opposes the Expand Social Security Caucus and benefit expansion	Undecided
<b>PRESCRIPTION DRUGS</b>	Supports allowing Medicare to negotiate lower prices for critical medicines	Opposes Medicare drug negotiations or favors only minor changes to the law that provide nominal cost savings	Undecided
<b>Drug Provisions in NAFTA 2.0</b>	Opposes provisions in NAFTA 2.0 that locks in patent protections and keeps drug prices high	Supports provisions in NAFTA 2.0 that locks in patent protections and keeps drug prices high	Undecided
<b>MULTI-EMPLOYER PENSION</b>	Supports a loan program, such as the Butch Lewis Act, to protect retirees' hard-earned benefits	Opposes a loan program, such as the Butch Lewis Act, to protect retirees' hard-earned benefits	Undecided
<b>40% HEALTH BENEFITS TAX</b>	Support Repeal of 40% excise tax on high-cost employer-sponsored health plans	Maintain 40% excise tax on high-cost employer-sponsored health plans	Undecided
<b>MEDICARE</b>	No cuts to Medicare	Supports means-testing higher income beneficiaries or using Medicare to pay for other priorities	Undecided
<b>SOCIAL SECURITY</b>	No cuts to Social Security	Supports raising the retirement age, the chained-CPI or cutting SSDI benefits for disabled beneficiaries receiving unemployment.	Undecided

Follow-up commitments from the member's office: \_\_\_\_\_

Follow-up commitments from the Alliance participants: \_\_\_\_\_

Any follow-up needs from the National Alliance: \_\_\_\_\_

**Please fill out and submit immediately via fax to 202-637-5398 or via email to [Mobilization@RetiredAmericans.org](mailto:Mobilization@RetiredAmericans.org).**

