

HOW TO HOST YOUR LAWMAKER



a step-by-step guide for successful advocacy in your setting

Hosting state lawmakers in your community is an excellent way to share your story and influence the legislative process. Your advocacy can make a difference.

Be assured — your lawmaker wants to meet with you and those you serve to learn about the issues that are important to those who send them to Saint Paul. To help you plan, promote and execute a successful legislative visit, we have prepared a step-by-step planning worksheet to prepare you for your lawmaker's visit.

STEP 1. WHO SHOULD WE INVITE?

You can look up your lawmakers by visiting www.gis.leg.mn/iMaps/districts. Enter the address of your setting. Each elected official who represents your site – at the federal, state and local levels - will be listed along with his or her contact information. Every Minnesotan has one state senator and one state representative; consider coordinating with both to schedule a visit at the same time. Use the lines below to help you identify and organize contact information for those you'd like to invite:

Name	Email	Address	Phone	Invitation Sent	Follow-up Call
				<input type="checkbox"/> date:	<input type="checkbox"/> date:
				<input type="checkbox"/> date:	<input type="checkbox"/> date:
				<input type="checkbox"/> date:	<input type="checkbox"/> date:
				<input type="checkbox"/> date:	<input type="checkbox"/> date:
				<input type="checkbox"/> date:	<input type="checkbox"/> date:
				<input type="checkbox"/> date:	<input type="checkbox"/> date:
				<input type="checkbox"/> date:	<input type="checkbox"/> date:

STEP 2. WHO SHOULD WE INCLUDE?

It's entirely up to you who you include in the visit. Consider including staff, professional caregivers, those you serve and family caregivers. Use the space below to jot down community members you'd like to include:

Community members who should attend:

STEP 3. PLAN THE VISIT

You can suggest dates or invite your lawmakers to a specific event your plan to host but be flexible. Lawmakers have busy calendars so you may have to adapt your plan. Use the space below to jot down dates you can suggest:

Possible dates:

There are a variety of ways to host elected officials. Just be sure your lawmakers have a chance to have conversations with you and those they represent. Here are some ideas for what you can include on your:

Small group meeting with staff only

Event (ex: summer picnic, holiday party)

Small group meeting with select residents

**Site tour
Resident forum**

STEP 4. SEND YOUR INVITATION

Once you've identified who you want to invite and a tentative date and agenda, use this sample invitation either via mail or email for the initial invitation. Be prepared to follow up with your lawmaker's staff by phone.

Dear [REP./SEN. LASTNAME]:

On behalf of [ORGANIZATION], I would like to extend an invitation to you to visit [COMMUNITY/PROPERTY] located at [ADDRESS]. [ORGANIZATION] proudly serves [#] seniors in your district and employs approximately [#] employees.

During the visit, you will have the opportunity to tour our community, meet with the people we serve and staff members, and learn what issues matter to them.

I am happy to follow up with your office via phone to find a time that may work in with schedule. In the meantime, if you have any questions, please don't hesitate to contact me at [PHONE] or email [ENTER EMAIL ADDRESS]. Thank you in advance for your consideration. On behalf of the staff and seniors at [ORGANIZATION], we look forward to your visit.



PREPARING FOR THE VISIT

Great job! You've set up a date and time your lawmaker will visit your site. Now what? You'll need to do a little work in preparation for your event, but we will be right by your side.

STEP 5. DEVELOP YOUR MESSAGE

This part is easy! Your message is simple and you share it every day: we are proud to provide quality care for those we serve every day we serve them. LeadingAge Minnesota can help you with the rest. We will share specific details you may need to know about the issues that matter most. You may also want to have a few key facts on hand to share with your lawmaker including:

How long you've operated:

How many people you serve:

What services do you provide:

Do you have clients on Medicaid Waivers:

How many people work in your setting:

Other facts or figures you want to share:

STEP 6. DEVELOP AN AGENDA

Plan on about an hour with your lawmaker, but defer to his or her schedule. Your time together can include a short tour, a sit down meeting with site leaders, meet-and-greets with those you serve or introductions to professional caregivers. Ask yourself what you're most proud of at your site and share it with your lawmaker. Have a few people on hand to greet the lawmaker and his or her staff when they arrive and introduce the legislator to as many people as possible. Don't forget to take pictures of his or her interactions throughout the tour. Below you can sketch out your agenda:

**DRAFT
AGENDA:**

STEP 7. CALL US! WE CAN HELP.

We are here to help you with any questions you have. We will provide you with up-to-date information about what issues matter most to the lawmakers visiting your site. We can give you all the context and background you will need to be successful. We can also attend the meeting with you and help you through any legislative questions that arise during the visit.



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Driven to transform and enhance the experience of aging, LeadingAge Minnesota is the state's largest association of organizations serving older adults. Together with more than 60,000 caregivers, our members provide quality care, services and support to nearly 70,000 older adults in independent living, assisted living, adult day, home care and skilled nursing.