



Ready, Set, Lead!

Before Have a Heart for Kids Day – Feb. 15th

1. Schedule legislative visits and email Debbie Carlsen the times of the visits at debbie.carlsen@childrensalliance.org. You will have a Have a Heart for Kids Day Legislative Agenda by February 9th. The preferred time for visits is between 11am to 2pm, but anytime between 8am and 3:15pm will work.

If it is your first time scheduling a legislative visit, we have [a video and email templates](#) on our landing page. And the link of the video is here: [How to schedule a meeting with your legislator — Children's Alliance \(childrensalliance.org\)](#)

2. Reach out to the advocates in your district to find out if they plan on sharing their story (some will choose not to) and what bill/ budget item they would like to advocate around. You will receive a complete list of advocates registered in your district by February 13th from Debbie Carlsen at Children's Alliance or Sandy Diaz at Washington State Association of ECEAP and Head Start.
3. Lobby/District leads should determine the order of speakers and make sure most advocates have a role if they want one.

Materials you will have on February 15th:

1. Lobby/District lead folder includes
 - a. List of advocates on contact info,
 - b. List of times and locations of your legislative visits
 - c. A sheet of paper for notetaking

The Legislative Visit:

1. Legislative visits are 15 minutes.
2. If you have a group larger than 5 advocates, you as a lobby/district lead, will need to communicate with your legislators and explore scheduling your visit in a larger room.

Roles in a Legislative Visit:

There are 4 main roles in a legislative visit:

1. The notetaker who captures what the legislator said, questions asked, information shared.
2. Lead on introductions, introducing each individual.
3. Speakers who share their stories and ask lawmakers for support of a bill or budget item.
4. The closer of the visit- thanks the legislator, states a follow up email with more information will follow, and asks to take a picture with the group. We would like the closer to share their picture with the organization they registered with.

If you have a co-lead you can discuss who takes on what roles. We suggest the lobby/district lead Introduces the group and takes notes. The lobby/district lead can also close the group.

Timeline During Legislative Visit:

1. Lobby/District lead introduces group – 1 to 2 minutes
 - Lobby/District lead will also facilitate and make sure each assigned advocate speaks.
 - If Lobby/District Lead is also the notetaker they will also track the conversation and keep notes on what the legislator says.
 - Have a Heart for Kids Day – 6 organizations represented – We are all from your district, introduce each person quickly by name.
2. Advocates/Speakers will have been trained and will have practiced their story.
 - 3 Advocates/Speakers – 2 to 3 minutes
 - Suggest speakers sit by each other to 'pass the mic'
3. Closer – 1 minute
 - No need to leave materials such as one-pagers or legislative agendas.
 - Tell the lawmaker you will send a follow up email with details about our legislative asks (we will provide a sample for you)
 - Take a picture and send it to your organization. We want to collect all the amazing pictures advocates take!

If you have a large group plan for 4 to 6 people to share their story.

After Have a Heart for Kids Advocacy Day

1. Turn in your notes at the rally info table, mark what district you are in and which legislators you spoke to. Or send in notes to me at debbie.carlsen@childrensalliance.org
2. Send a thank you email to each legislator you met with. Attach legislative agenda.
3. Send (email or text) in your photo or communicate with the person who took the photo to send it in.
4. Fill out the Lobby/District lead evaluation. We always want to know how we can improve our process and your experience!

Thank you!