



# EFNEP

Expanded Food and Nutrition Education Program

## Success for EFNEP Hill Visits

### BEFORE YOU GO TO WASHINGTON D.C.

1



**Obtain permission** from your administration to visit with your Congressional delegation. Ask if they have any additional knowledge or advice to share with you.

2



**Make an appointment** with the Member's scheduler, or if your University has a federal liaison, ask for their assistance in scheduling a meeting. Provide a cell phone number so you can be contacted if schedules change. Be sure to note the name of the Legislative Assistant with whom you'll check in when you arrive.

3



**Do some basic research** on your Member(s) of Congress. See if you have anything in common that you can chat about, such as a common hometown or school.

4



Study Members' websites to **determine what they care about**. Identify aspects of your EFNEP program that are related to their interests.

5



Determine what "**success story**" is most **appropriate for each Member**. If possible, link the success to the Member's constituency to show local impact.

6



Prepare a **small packet of materials** showing **impacts** and **outcomes** from your program. Keep these points in mind:

- ✓ Include your *business card*
- ✓ Keep impact sheets *simple and uncluttered* - one page front & back with ample white space
- ✓ Use colorful pictures and graphs to *highlight major accomplishments*
- ✓ Use simple English - *avoid jargon and acronyms*
- ✓ *Include web links* for additional information about EFNEP
- ✓ Ask a colleague to *proof read* the information

7



**Plan and rehearse your remarks** in both a short (2-5 minutes) and longer (10-15 minutes) version that includes both national and local information. Keep it simple.

### MEETING WITH YOUR CONGRESS MEMBERS

1



The day before you go, **call to confirm your appointment** as schedules change on a daily basis.

2










**Wear business attire**, your name tag and comfortable shoes. Make sure you **know how to get to each office**. Take a map with you!

3







**Arrive early**, and plan on waiting at least 15 minutes in security lines.

CONTINUED...

- 4  Check in with the receptionist in the Member's office, and prepare to wait. **Leave a business card with the receptionist.**
- 5  Be prepared that, in the event your Member is unavailable, **you may meet with a young staff member.** Elected officials rely heavily on information relayed from staff.
- 6  Be sensitive to the time the Member or staff has available. **Use your time wisely.**
- 7  Review the packet of educational information that you brought with the staffer/Member. Share outcomes of your program, and the impact that the funding makes on the lives of individuals in their district. **Keep the majority of discussion focused on their local constituents.**
- 8  **Leave time for questions.** If you don't know the answer to a question, commit to finding out or getting more information to the staff.
- 9  **Thank them for their time,** and invite them to visit when they are "back home."
- 10  **Ask for a business card** from everyone with whom you meet.

## AFTER YOUR VISIT

- 1  **Share the results** of your meeting with your administration.
- 2  **Send thank you emails** to everyone who took part in the meeting. Include copies of all materials distributed during the visit so staff members may copy them into communications as needed.
- 3  **Respond quickly to any follow-up questions** or requests for additional information.
- 4  **Keep in touch with your Congress Member.** Provide details of EFNEP events back home that the Member or local staffers may want to attend. **Identify ways they can be involved** and take photos with local constituents.

## GOOD LUCK, HAVE FUN!

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This primer for hill visits was adapted from ASNNA Talking Points adapted from EFNEP Talking Points (revised 2015) by members of The University of Georgia Cooperative Extension SNAP-Ed Program for use by EFNEP professionals. For more information about this primer, please contact:

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