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# **Make the Most of Every Meeting– Scheduling and other Logistical Details**

**National Board for Professional Teaching Standards**

**1-800-22-TEACH**

**<http://www.nbpts.org>**

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# **Step by Step Guide to meeting with Federal and State Legislatures**

- I. Determine with whom you want to meet & why**
- II. Schedule your meeting**
- III. Research!**
- IV. Meet**
- V. Follow up**



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# Finding Your Legislator

1. Go to **AdvocacyLink** at <http://capwiz.com/nbpts/home/>

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**Welcome to AdvocacyLink**

You can make a big difference in just five minutes. That's all it will take to learn about the education issues in [Congress](#) and your [state governments](#). You can make an impact, so please educate yourself and take action.

**Register To VOTE**

**Find Your Officials**

**Search by ZIP code**

83301 **GO**

**Search by State**

ID **GO**

2. Enter your zip code or select your state

3. Select your legislator

**Elected Officials-Idaho (83301)**

**Write Your Elected Officials**

Write to your [Federal](#) or [State](#) elected officials with one click, or just go to the individual pages linked below.

ZIP Code 83301 splits legislative districts (represented by \*). Please enter your full 9-digit ZIP code (ZIP+4) below.

President & Congress	Governor & State Legislators
<b>President</b> (D) • <a href="#">Barack Obama</a>	<b>Governor</b> • <a href="#">C.L. Otter</a> (R)
<b>Senators</b> (R) • <a href="#">Mike Crapo</a> • <a href="#">Jim Risch</a> (R)	<b>Senate*</b> • <a href="#">Bert Brackett</a> (R-23) • <a href="#">Charles Coiner</a> (R-24) • <a href="#">Dean Cameron</a> (R-26)
<b>Representatives</b> (R-2) • <a href="#">Mike Simpson</a>	<b>House of Representatives*</b> • <a href="#">Stephen Hartgen</a> (R-23) • <a href="#">Jim Patrick</a> (R-23) • <a href="#">Sharon Block</a> (R-24)



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## **Request a Meeting**

**Call the office to ask how they handle meeting requests. Many require a formal request in writing through email or fax**

- Your request should state that you are an NBCT and what issues you would like to discuss
- If you don't hear back after several days of submitting your request, you should follow-up.



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# Scheduling your meeting

- Meetings in the state or district offices often provide a better opportunity to connect.
- If you are offered a meeting with a staff member, take it! Staff often have more time to discuss issues in detail.
- Let NBPTS know about your meetings
  - Who are you meeting?
  - When is the meeting?
  - Where is the meeting?



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# Know your Representative

- **Try to find a personal connection with the member. It can be through school, church, civil organization, neighborhood, hobbies or activities.**
- **Member websites contain a wealth of information. Use them to learn as much as you can about the member.**
  - Research what bills they have introduced or sponsored
  - Know their voting records and committees assignments
  - What issues do they care most about?
  - What are their views on education policy?
- **Do they hold a leadership position?**





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# Frame your message

- **Determine up to three key messages that will resonate with the person with whom you are meeting. Always have an “ask”.**
  - What educational issues do they care most about?
  - “Connect the dots” by showing how these issues align with National Board Certification.
- **Prepare a one-page “leave behind” sheet with messaging statements and contact information.**
  - This one-pager should be personalized to you and issues important to your district and state.



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# Federal vs. State re: Messaging

- **Key messaging/”asks” for US Congress can include:**
  - Support ESEA Reauthorization
  - Maintain funding and legislative support for effective teachers and leaders, as evidenced by NBPTS
  - Increase federal support for Targeted High Need Initiative (THNI) and *Take One!* in high-need schools and districts
- **Key messaging for state legislators can include:**
  - Definition of a highly effective teacher should include NBCTs
  - State investment in National Board programs is good policy
  - Research proves that NBCTs improve learning and achievement



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# Meeting with your representative

- **Take appropriate materials to leave with the office (provided by NBPTS)**
  - Your personal NBPTS Fact Sheet
  - State Profile
  - List of the district/state NBCTs
  - “What Policymakers Need to Know about National Board”
- **Realize your representative or staffer is very busy. You may only have 5 minutes to get your message across**



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# Do's and Don'ts of your meeting

- **DO identify yourself as a constituent**
- **DO arrive on time**
- **DO focus on student learning and achievement**
- **DO have a positive attitude**
- **DO have your thoughts collected and materials prepared**
- **DO follow-through as promised**
- **DON'T assume the representative knows a lot about the National Board**
- **DON'T talk about campaign issues or fundraising**
- **DON'T directly criticize the member or legislation**
- **DON'T stress out and have fun!**



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# **Make the case for continued support of NBCTs**

**“What if every child had a chance to be taught by a National Board Certified Teacher?”  
~Arne Duncan, US Secretary of Education**

- Students of NBCTs have higher achievement**
- NBCTs remain in the classroom longer**
- NBCTs assume leadership roles**
- NBCTs support new & struggling teachers**



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## **Follow-up**

- **Send a thank you email and/or letter**
- **Invite the representative to visit your school and/or classroom**
- **Personalized communication is most effective**
- **Offer to be of assistance in the future**
- **Report to NBPTS on your meeting**



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# Resources

- Vance, Stephanie. (2009). *Citizens in Action: A Guide to Influencing Government*. Columbia Books & Information Services: Bethesda, Maryland.
- Whitaker, Sandra. (2007). *Advocacy for School Leaders: Becoming a Strong Voice for Education*. Rowman & Littlefield Education: Lanham, Maryland.
- Setting up a Meeting  
[http://www.socialstudies.org/system/files/images/9\\_Steps\\_for\\_setting\\_up\\_home\\_visits.pdf](http://www.socialstudies.org/system/files/images/9_Steps_for_setting_up_home_visits.pdf)
- AdvocacyLink at <http://capwiz.com/nbpts/home/>
- NBPTS Education Policy and Practice Information Center at [http://www.nbpts.org/policy\\_center](http://www.nbpts.org/policy_center)
- NBCTLink – Advocacy for NBCTs Group



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# Questions?

