Federal Legislative Chair Checklist for Hill Day Experience (HDE)

National PTA Federal Legislative Chairs (FLCs) play a critical role in our association’s overall advocacy efforts, and in particular building relationships with Members of Congress and taking a leading role in our Hill Day each year. This step by step tool is designed to help FLCs prepare, plan and take action for the Hill Day Experience.

Step 1: Schedule Your Hill Meetings

- Prioritize the Members of Congress (MOCs) to meet with during your time in D.C.
  - Be sure to at least meet with your two U.S. Senators
  - Review the committees of importance to National PTA’s policy platform and Hill Asks below to see if any of your congressional delegation serves on one or more of them. If one or more of your MOCs serves a committee of importance, schedule a meeting with them. The committees are organized by Hill Ask policy areas.
    - Youth Mental Health
      - Senate Health, Education, Labor and Pensions (HELP)
      - House Energy and Commerce, Health Subcommittee
    - Child Nutrition
      - Senate Agriculture
      - House Education & Labor Committee
    - Community Safety & Youth Violence Prevention
      - Senate Judiciary
      - House Judiciary
    - Federal Investment in Education, Health & Safety
      - Full Senate Appropriations
      - Senate LHHS Subcommittee
      - Full House Appropriations
      - House LHHS Subcommittee
  - Members of Congress prioritize and typically will only meet with constituents. Based on the list of HDE attendees from your state PTA, seek to schedule meetings with those members of Congress.

- Reach out to the selected offices to schedule meetings. Access the Memo on Scheduling Hill Meetings for tips, best practices and a template email to use to request a meeting. Contact information to schedule a meeting with an office can be found here.

- Send your confirmed meetings to National PTA using the Hill Day Schedule Submission Form. Please submit meetings as you schedule them! We ask that you submit all meetings by June 8.

- Share the meeting schedule with your state delegation attending HDE.
  - National PTA staff will provide you with a list of your state’s attendees leading up to HDE by Friday, May 20 and June 3.
Email the Hill Day Digital Advocacy Folder to each office you have scheduled a meeting with prior to HDE.

Step 2: Research for Your Hill Meetings
- Review National PTA’s Hill Asks/Legislative “Leave Behinds” and supplemental resources as they are posted on www.pta.org/LegCon. This year we are focused on four key areas related to the health and safety for every child – 1) Youth Mental Health, 2) Child Nutrition, 3) Community Safety & Youth Violence Prevention, and 4) Federal Investments in Health and Safety.

- Research your Members of Congress
  - Use www.Senate.gov and www.House.gov to gather basic information on your members background, committee assignments, and their key priorities.
  - Make note if they serve on a committee of importance to National PTA’s policy platform and Hill Asks.

Tip: Involve your fellow HDE attendees in this step!

Step 3: Craft Your “Asks” for Each Meeting
- Determine the 2 – 3 “asks” you will be making at each meeting using the Crafting Your Ask for Each Hill Meeting planning tool and Hill Meeting Organizer Worksheet.
  - We recognize that there are a lot of bills in each of our asks, and know you cannot cover each one so it’s important to focus on 2 – 3 topics and/or bills you want to ask your Member to support.

Tip: Involve your fellow HDE attendees in this step by having them use the planning tool!

Step 4: Prepare for the State Breakouts on June 14th
- Schedule time with your state delegation attending HDE to go over the plan for each meeting and each person’s role and responsibility during Hill Day.
  - The State Breakout sessions on June 14 should be a time for you to practice your “asks” and receive in-person assistance from National PTA Government Affairs staff.

Step 5: Follow up after Hill Day
- Send a thank you email to each office you met with no later than 1 – 2 weeks after your meeting. Thank you email templates will be available on www.pta.org/LegCon in June.
- Invite your Members of Congress to attend a PTA event. Visit Hosting a Site Visit for a Decisionmaker on how to successfully host a site visit at your school.
- Schedule to meet with the state or district office when you get back home.
- Let us know if there are any offices where follow up from National PTA might be needed.

Any questions? Contact LegCon@PTA.org