

MEMORANDUM:

To: All Members of NSSTA  
From: Kerri Poe & Peter Early, Co-Chairs NSSTA Take the Hill Committee  
RE: 2019-2020 NSSTA “Take the Hill” Campaign  
Date: February 26, 2019

**Overview:**

Here at the start of the 116<sup>th</sup> Congress, with over 125 newly elected Members of Congress, we are writing to encourage all NSSTA members to make plans to schedule meetings with their own Member of Congress.

The NSSTA “Take the Hill” Committee has organized a number of events and activities to bring structured settlement industry leaders together to help make the “Take the Hill” initiative a success.

**Take the Hill Meeting Events and Activities:**

- March 12-13: Washington, DC, the 2019 AAPD Gala and the first NSSTA “Take the Hill” event of the year
- April 3: Charleston, South Carolina, “Take the Hill” Panel Session at the 2019 NSSTA Annual Meeting
- June 18: Washington, DC, second NSSTA “Take the Hill” event with leaders of several National Disability Rights organizations
- July 17: NSSTA “Take the Hill” Webinar to highlight successful tactics to secure meetings with Members of Congress and share information
- October 17: Chicago, NSSTA “Take the Hill” meeting with Members of Congress to highlight successful lobbying strategies and initiatives
- April 28, 2020: Washington, DC, NSSTA “Take the Hill”

**March 12-13 NSSTA “Take the Hill” Event Schedule:**

Tuesday, March 12, the 2019 AAPD Leadership Gala:

- 6:30 PM: AAPD VIP Cocktail Reception
- 7:00 PM: AAPD Gala Dinner
- 9:15 PM: Post-AAPD Gala Desert & Champagne Reception
- Washington Hilton Hotel, 1919 Connecticut Avenue, NW

Wednesday, March 13, NSSTA “Take the Hill”

- 9:00 AM: Arrive at the Rayburn House Office Building, located at Independence Avenue and South Capitol Street, SW. Note: We are meeting

in the Rayburn House Office Building Cafeteria, located on the Basement Level.

- 9:30 AM – 10:00 AM: NSSTA Staff will provide guidance and direction on meetings with Members of Congress and Senior Congressional Staff
- 10:00 AM – 12:00 PM: NSSTA members will participate in meetings with Members of Congress and key Congressional staff
- 12:15 PM – 1:30 PM: NSSTA members will meet for lunch at the Monocle Restaurant located at 107 D Street, NE

### **HOW TO CONTACT YOUR MEMBER OF CONGRESS**

The following steps should help you make initial contact with Congressional staff, prepare the meeting request memo and follow-up with Congressional staff to secure your meeting on Capitol Hill or in the Congressional District Office with your Member of Congress.

1. Identify your Members of Congress: You are represented in Washington, D.C. by three Members of Congress—two U.S. Senators and one Member of the U.S. House of Representatives. The easiest way to identify your Congressional Representative and your Senators is to go on-line to the web site of the U.S. House of Representatives, [www.house.gov](http://www.house.gov) and the U.S. Senate [www.senate.gov](http://www.senate.gov). In both cases you can type in your home Zip Code and find your Member of Congress.
- Once you have found the name of your Members of Congress, contact the NSSTA Staff to request the following information from the 2019 Congressional Member data base:
  - Congressional Office address and phone numbers on Capitol Hill
  - District Congressional Office address and phone numbers
  - Names, phone numbers and email address of key Congressional staff
2. Information You Need: There are several pieces of information you need from the House of Representatives and U.S. Senate websites, including;
  - The correct spelling of the Member's name
  - Congressional Office Address on Capitol Hill
  - Congressional Office Phone Number
  - Name of the Member's Scheduler and Chief of Staff
  - District Office Address and Phone Number
  - Name of the District Office Staff Director

3. Congressional Offices—Washington, D.C. vs. District Offices: Members of Congress typically have two or more offices located in their Congressional District—which could be in your home town, and an office in Washington D.C. Unless you already know your Member of Congress and have met with senior Congressional Staff, make your first contact with your Member of Congress in their District Office.
4. Call the Congressional District Office: Because you visited the Member’s web site you know the name of the District Staff Director for the Member. You are calling to introduce yourself, introduce your company and your trade association—NSSTA. You are also calling to inform the staff that you plan to be in Washington, D.C. for the NSSTA “Take the Hill” event on March 13, and you want to arrange a time to meet with Congressman X when you are in Washington. You need to know who in the Member’s Office on Capitol Hill you need to speak with to schedule this meeting.
5. Call the Congressional Office on Capitol Hill: Members of Congress have a full time Scheduler on their staff. As soon as you know you are planning to attend the NSSTA “Take the Hill” event, you need to contact the Congressional Office Scheduler—first with a phone call and then an e-mail
6. Meeting Request: Members of Congress and their staffs meet with thousands of people every year. Your request for a meeting with your Member of Congress should include the following:
  - Clear statement of the facts—who are you, who do you work for and what are you doing in Washington, D.C.
  - Clear Request- you are asking for time to introduce yourself, your company and structured settlements to the Member of Congress
  - Clear Contact Information for you—office phone, cell number, office address
  - Clear Dates and Times—when are you available to meet with the Member—be as flexible as possible
  - NOTE: Be Professional and Be Positive: Congressional staffers are generally very positive when dealing with constituents and very serious about working with constituents to schedule meetings with the Member of Congress and/or senior staff
  - Make your initial contact with the Congressional staff yourself. Do not ask your secretary or staff assistant to contact Congressional staff to schedule your meeting with the Member of Congress

## HELPFUL HINTS ON MAKING YOUR MEETING WITH A MEMBER OF CONGRESS SUCCESSFUL

Here are just a few helpful hints:

- Be on time—allow 30 minutes to get to the meeting, which includes getting through security
- Be prepared and be brief--you will typically have no more than 10-15 minutes with a Member of Congress
- Do not assume your Member of Congress understands structured settlements
- Be clear--provide general information about you and your company and personal data or a real-life structured settlement case story for illustration
- Be polite--Members of Congress and Congressional staffers are both very important to the legislative process—issues advocacy is all about building and maintaining relationships over time
- Be apolitical—a structured settlement is not a political issue, not a Republican issue and not a Democratic issue
- Listen carefully--Questions or comments about structured settlements should be noted and addressed
- Business Cards--Leave your business card with the Congressman and get a business card from the Congressional staffer in your meeting
- Political Campaign Information: NEVER, NEVER, NEVER discuss political campaign contributions or political fundraising events EVER in a Congressional Office with any Member of Congress or any Congressional Staffer--EVER.