

## **NEW--2022 Congressional Connect Campaign: Formerly Known as “Take the Hill”**

Political activity on Capitol Hill never stops, but the pandemic forced Members of Congress, Congressional staffers and political campaign officials to manage many meetings with constituents and political events with lobbyists virtually using ZOOM technology and teleconferences. While the U.S. Capitol and many Capitol Hill offices remain closed to visitors, NSSTA-PAC has worked to educate Members of Congress on the value and importance of structured settlements in virtual meetings. Over the past 90 days, we have scheduled virtual meetings with 38 Members of Congress who serve on the powerful House Ways and Means Committee.

The NSSTA-PAC “Congressional Connect Campaign,” is a new and exciting opportunity for all NSSTA members to get engaged with the structured settlements industry political agenda on Capitol Hill and in Congressional Districts all across the Nation. The NSSTA-PAC “Congressional Connect Campaign,” will empower structured settlement industry leaders with the information and support necessary to schedule meetings with their Member of Congress in their offices on Capitol Hill or in Congressional District Offices.

First, 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.

Second, contact the NSSTA Office: Once you have found the name of your Members of Congress, contact the NSSTA Staff to request the following information from the 2022 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

Third, meeting with Members of Congress in Congressional District Offices: NSSTA members are encouraged to request a meeting with their Member of Congress in either the Office on Capitol Hill or in the Congressional District Offices.

## **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.
  - Contact the NSSTA Office: Once you have found the name of your Members of Congress, contact the NSSTA Staff to request the following information from the 2022 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 2022 NSSTA Annual Meeting on May 4-05-6, and you want to arrange a time to meet with your Congressman when you are in Washington.
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 2022 NSSTA Annual Meeting, 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 regularly meet with constituents. 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

#### 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 discuss political campaign contributions or political fundraising events in a Congressional Office with any Member of Congress or any Congressional Staffer