
# Legislative Meeting Tips

**APPOINTMENT PREPARATION:**

* Please review the AICUP Student Aid Advocacy Day materials.
	+ [Making the Case booklet](file:///C%3A%5CUsers%5Ccasey.AICUP%5CDocuments%5CMaking%20the%20Case%202019.pdf)
	+ AICUP’s [Talking Points](file:///C%3A%5CUsers%5Ccasey.AICUP%5CDocuments%5CStudent%20Talking%20Points%202019.docx) and [FAQ Sheet](file:///C%3A%5CUsers%5Ccasey.AICUP%5CDocuments%5CStudent%20Talking%20Points%20FAQ.docx)

* Review the material and message with the students (i.e. who presents the material and how.) It is preferable for the students to do most of the talking.

* Have the students draw on their own experiences in funding their education. They should use examples of institutional aid, federal and state grants, scholarships, student loans, and employment experiences.

* Remind the students to be polite and personable, as well as on-topic and non-confrontational.

* Discuss the appropriate attire and meeting etiquette. Personal presentation should be neat and clean. Dress will be business casual.

* Conduct some research on the legislators. This will enable you and the students to have some familiarity with the legislator. [www.aicup.org/Government-Relations/AICUPStudent-Aid-Advocacy-Day/Resources](http://www.aicup.org/Government-Relations/AICUP-Student-Aid-Advocacy-Day/Resources)

**THE APPOINTMENT:**

* Arrive promptly or a few minutes early. Do not be late.

* If legislator is unavailable, do not get discouraged. Arrange to meet with a staff member in the legislator’s office or arrange a meeting with them at their district office or offer to come back later.

* If your group is larger than eight people please indicate that to the scheduler when scheduling your appointment.

* Introduce yourself and the students individually.

* Be polite. Do not be critical; be constructive.

* Make certain that the legislator realizes that the group represents a private college and that the college is a strong constituent.

* Present the “AICUP Talking Points.” The students should make the presentation. While presenting the budget request, give the legislator the hand-out and explain materials.


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* Ask the legislator to write a letter to his/her leadership requesting additional revenue to support a PHEAA grant increase.

* Request a copy of the letter be sent to you (the Student Aid Advocacy Day Coordinator) and to the president of your institution or AICUP.

* Carefully review the message and stay on task.

* Keep the meeting succinct and brief.
* Invite the legislator to your campus—very important!

* Upon the conclusion of the meeting, thank the legislator for his/her time and any support that they can give to the issues discussed.

* Be sure to leave materials with the legislator or staff.

**LEAVE BEHINDS:**

* Leave the Making the Case brochure and a written statement with your requested proposal with the legislator.
* Have a photo taken with legislator and use on social media. Please share with AICUP. Tag us and use the hashtag #StudentAid19
* The group may also want to give a college poster, pennant, coffee mug or other inexpensive college item to the legislator.

**FOLLOWING THE APPOINTMENT:**

* Send the legislators a thank you note expressing the group’s appreciation. The thank you notes can be from the group or they could be from each individual student. AICUP will provide a sample thank you letter.