HILL MEETING OUTLINE

Planning ahead for Hill meetings is extremely important. It is helpful to plan an outline for the meeting and decide what each participant will contribute and when. Use this outline to help guide your discussion:

1. Introductions:
   - Leader introduces him/herself and thanks staff for making time.
   - All participants introduce themselves very quickly: Name, role, school district, and type of federal impaction.

2. If this is your first time meeting with the staffer, take time to get to know them:
   - How long have they worked for the Member of Congress? How long have they worked on the Hill?
   - Do they have a relationship with the district? Did they grow up or go to school in the district or state?
   - Have they been in the district recently?
   - What other issue areas do they cover for the Member of Congress in addition to education?

3. Leader gauges staff's knowledge of Impact Aid.
   - Provide a high level overview of the program if they are unfamiliar.
   - Reference the One-Page Overview of Impact Aid or 5 Key Facts About Impact Aid.

4. Discuss current topics using NAFIS Talking Points (to be provided closer to the conference) – identify who will speak to each issue:
   - FY XX Impact Aid Funding
   - School Infrastructure
   - Impact Aid Advancing to Full Funding Bill

5. Make specific asks as outlined in NAFIS Talking Points.

6. Ask the staffer about the Member's education priorities – allow them to provide context for the office and speak to what they are working on.

7. Thank the staff for their time and offer to serve as a resource.

8. Follow up:
   - Email to thank them for meeting, reiterate your main talking points and offer to provide any supplemental materials they may need.
   - Post about your meeting on social media: use NAFIS Sample Tweets and Shareable Graphics.
   - Review the Advocacy Toolkit for ideas on how to continue to advocate after your Hill Day meeting.

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