AOTA Capitol Hill Day Checklist

BEFORE:

- ✓ Submit your <u>Capitol Hill Day Registration Form</u> (available on the Hill Day web page) to AOTA's Federal Affairs Department at hillday@aota.org
- ✓ Visit the AOTA <u>Hill Day</u> webpage to gather information on making travel, lodging, and local transportation arrangements for your trip to Washington, D.C.
- ✓ Connect with other Capitol Hill Day attendees on OT Connections Events Public Forum to coordinate your Hill Day visits/trip with other participants from your district (This is especially important as you schedule appointments to meet with your Representative's Congressional office).
- ✓ Set up a meeting with your U.S. Representative's office using the forms and information found under Meeting with your Member of Congress on the Hill Day page. (Representative (House) office only, AOTA will arrange meetings with your Senate offices). You can identify your Representative by visiting the Legislative Action Center and selecting the "Elected Officials" tab and entering your zip code.
- ✓ Once you have confirmed your appointment, fill out a <u>Congressional Meeting Confirmation Form</u> and submit it to hillday@aota.org to notify AOTA's Federal Affairs Department.
- ✓ Visit the <u>Legislative Action Center</u> to read about current issues and legislation. Participate on the AOTA Hill Day Conference call, to learn more about the issues and to help prepare for your Congressional meetings (date to be announced). Also, when available on the Hill Day webpage, listen to the <u>AOTA Advocacy Podcasts</u> and read <u>about tips on how to conduct a Congressional meeting</u>.
- ✓ ONE WEEK prior to your meeting, contact the legislator's office to confirm your appointment.

DURING:

- ✓ Dress appropriately (business attire) with comfortable shoes.
- ✓ Arrive on time to the Capitol Hill Day briefing and to your Congressional meetings.
- ✓ Provide the staff and/or legislator with the Congressional information packet provided by AOTA.

AFTER:

- ✓ Complete a Congressional Visit Report Form, indicating any follow-up necessary, for each meeting you attend and submit it to AOTA's Federal Affairs staff at hillday@aota.org. If you meet as a group, only one person need complete and submit the form.
- ✓ Write the office a thank you letter for their time
- ✓ Share your experience on <u>Facebook</u>, <u>Twitter</u> (#OTHillDay), <u>OT Connections</u>, <u>AOTA Capitol Hill Day Pinterest page</u>, with your <u>local media</u>. The Media Sheet and draft press release will help with the local media.
- ✓ Remain involved and aware of the issues and <u>stay in contact with your Senators' and Representative's offices</u> to continue efforts to build a relationship with your Members of Congress and their staff.