

Hill Day Agenda

Thursday, March 4th 2010

- 8:00 to 9:30 am Hill Day Briefing
Location: State Office Building Cafeteria; 100 Dr. Martin Luther King, Jr. Blvd. (Basement level- near the elevators)
- 9:30 to 12:00 pm Hill Day Meetings with legislators
- 12:00 to 1:00 pm Lunch in the Senate Cafeteria
- 1:00 to 3:30 pm Hill Day Meetings with legislators
- 3:30 to 4:30 pm Hill Day Debriefing:
Location: State Office Building Cafeteria; 100 Dr. Martin Luther King, Jr. Blvd. (Basement level- near the elevators)

Thursday - Tentative Schedule for Legislators

- 8:30 to 11:00 Senate E-12 Education Budget and Policy Division
- Room 112 Capitol
 - Chair: Sen. LeRoy Stumpf
- 8:30 to 10:00 House: K-12 Education Policy and Oversight
- Room Basement State Office Building
 - Chair: Rep. Carols Mariani
- 12:30 to 2:45 Senate: Higher Education Budget and Policy Division
- Room: 123 Capitol
 - Chair: Sen. Sandra Pappas
- 2:45 to 4:00 House: K-12 Education Finance Division
- Room 10 State Office Building
 - Chair: Rep. Mindy Greiling

Scheduling for Hill Day – 2010

- Make an appointment
- Contact the scheduler in the Member's office *at least* two weeks prior to Hill Day
 - Inform the scheduler that you are a Member of MACTE and your state institution
 - Briefly explain the purpose for the meeting
- Meeting with Legislative staff is very productive and often provides an opportunity for a more in-depth discussion.

Planning your Meeting

- Do your homework
- Research the Legislative Member's position
 - <http://www.leg.state.mn.us/>
- Does the Member have school-age children or relative who teaches?
- Personalize your meeting
 - Prepare a one-page handout
 - MACTE talking points
 - Activities related to your school, college, or program
- Consider including a recent graduate or a current student from your program as a member of your team.
- Plan Ahead
 - Determine which Legislative offices you need to meet with
 - Map out your appointments
 - Bring Quarters for parking
- Divide and Conquer!
- Be Prompt, Patient and Flexible
 - It is important respect their time
 - be on time
 - **Note:** When planning your meetings, budget approximately 15 minutes to get from one office to another

- Be patient
 - It is not uncommon for a Member to be late, or to have the meeting interrupted
- Be Prepared
 - Bring information and materials you need to support your message
 - Become a resource
- Build a relationship with staff
 - Include a local story
- Stay on Message
- Avoid Partisan Politics
- Have fun

Follow Up

Send a thank you letter.

*Remember to say
Thank you*