

Advocacy Visit Worksheet

When we advocate for policies that protect the poor and vulnerable at home and around the world, we bring the best of Catholic social tradition with us. Your voice is valuable in sharing our commitment to the common good with our elected officials and their staffs. Thank you for participating in this important work – work that lives out the Gospel call to love our neighbor.

Use this worksheet to outline the roles and flow of your congressional meeting. Please note that the same person may fulfill multiple roles. You may also want to identify back-ups for various roles if you are participating in a virtual meeting, in case there are technical issues.

OVERARCHING ROLES

FACILITATOR: [Point Person]

Keeps the meeting moving by introducing each new speaker and facilitating conversation.

TIMEKEEPER: [Point Person]

Ensures the group adheres to the allotted time.

NOTETAKER: [Point Person]

Notes any reactions, questions, and follow-up requests from the meeting.

ZOOM HOST: [Point Person]

Monitors the meeting for any technology issues and addresses them as they arise.

MEETING OUTLINE

I. INTRODUCTIONS: [Point Person]

Someone should

- thank the member or staff for the meeting and for something the member has done recently,
- confirm time allotment for the meeting, and
- introduce CSMG, using the theme as a way to frame all of our asks as related to one another. For example, *“As Catholics, we are called to care very deeply about the human dignity of our sisters and brothers at home and around the world. This week we’ve been thinking about our call to greater justice for all people, which includes rebuilding our communities so that all people can thrive. We know that the issues we are here to talk about today are one piece of the work we can do together to honor human dignity.”*

Then everyone with speaking roles should introduce themselves and invite the person with whom you’re meeting to introduce themselves, too. If there are additional constituents joining you, recognize that they are on the call to show their support and represent many other Catholic voices. In the introductions, each person should give their name and the city in which they live and note that he or she is a constituent.

- Order of group introductions: [Insert names in order]

II. SUMMARY OF THE ISSUES: [Point Person]

Summarize each of the three issues at hand. See the example transition language, but make it your own.

2022 CSMG Hill Asks: bring justice to the margins by supporting people who are vulnerable. Today, we seek protections for: pregnant workers in the U.S., undocumented immigrants, as well as support for struggling communities around the world.

- **Support pregnant workers:** Pass the Pregnant Workers Fairness Act (S. 1486). This legislation will make the workplace safer and more supportive for nursing mothers, pregnant women, and their unborn children. Too often, pregnant workers are denied employment opportunities and reasonable accommodations. Some are forced to take leave or are retaliated against for requesting accommodations. The current legal landscape does not adequately protect pregnant workers. The Pregnant Workers Fairness Act takes steps to rectify this, illustrating a respect for life, family, and the dignity of workers.
- **Support the poor and vulnerable in need of international assistance:** Urge congressional leadership to pass Fiscal Year 2022 appropriations now and to ensure the highest funding levels possible for international poverty-reducing development, humanitarian, and peacebuilding assistance (see chart of accounts supported by USCCB and CRS).
- **Support integration of our undocumented neighbors:** Support legislation that provides legalization with a pathway to citizenship to undocumented immigrants and other long-term residents. While a broad legalization program is needed, specific populations of concern include Dreamers, Temporary Protected Status/Deferred Enforced Departure holders, undocumented agricultural workers, and other undocumented essential workers. It is unjust to have a “double society” in which millions of undocumented persons make significant contributions to American life but are unable to integrate and participate fully in it. Families and communities alike depend on those who lack legal status. Integration of these individuals is a necessary element of immigration reform.

III. PERSONAL STORY: [Point Person/People to share]

Share why these issues are compelling to you, using a story to illustrate your point, but keep it short.

IV. DISCUSSION: [Point Person on this discussion]

Facilitate discussion with the member or staff, noting any questions you cannot answer as well as any requests for additional information. Ask:

- *What are their/their boss’s policy priorities? Try to tie these into your asks.*
- *Where do they/their boss stand on these issues?*
- *What do they see as the challenges in making these asks a reality?*
- *How can you support them to make these asks a reality?*

V. WRAP-UP: [Point Person]

Reiterate your ask, establish next steps, including when you can call back to follow up, and express your gratitude for their time and attention.

VI. FOLLOW-UP: [Hill Report Form Point Person] [Thank You Email Point Person]

Report back on your meeting using the [Hill Report Form](#). Send a thank you email to the person with whom you met including any necessary follow-up information.