



TASN's virtual 2021 Legislative Action Day (LAD) presents a unique opportunity for TASN members to interact virtually with state representatives and staff safely without all the hassles of traveling. To ensure your success, we have created a step-by-step guide for scheduling and conducting virtual meetings with your elected officials.

### **How do I Schedule a Meeting?**

1. If you don't know who your state representatives are, use this website to find out <https://wrm.capitol.texas.gov/home>.
2. Meetings will be scheduled by contacting each office individually. Each TASN LAD participant will make his/her own appointment or in collaboration with another TASN member if preferred. Please schedule meetings anytime between March 23<sup>rd</sup> and April 15<sup>th</sup>.
3. Please be sure to dial the main office phone number for your representatives Austin office. Once you have called, the staffer who answers may provide you with the information needed to request an appointment or put you in touch with the official scheduler.

**SAMPLE SCRIPT** "Hello, my name is ... and I am a constituent and a school nutrition professional. I will be joining colleagues from across Texas in a virtual event for the Texas Association for School Nutrition. May I please speak with the staff person that can help arrange a meeting with my legislator?"

### **How do I prepare for the Meeting?**

1. Each office will conduct its meetings differently. Your appointment may take place over the phone or via a video conferencing service such as WebEx or Zoom. Please ensure that you obtain this information when you schedule the call and that your technology is compatible before your scheduled meeting.
2. It is also a good idea to reach out to the office staff member with an email prior to the meeting to confirm your appointment's date and time. In addition, be sure to include all pertinent information and LAD resources, including TASN's 2021 Position Paper and additional materials you wish to present.

### **How do I conduct a virtual meeting?**

1. There are several ways to prepare for a meeting, but this year, you have the comfort and confidence of preparing for it in your own home or office! Please be sure to have all related materials ready and in front of you for reference during the meeting.
2. It is critically important to be ready and to be concise! If you are meeting with another TASN colleague, you should coordinate before the meeting to identify which person will begin the discussion and who wishes to share relatable or anecdotal content, data, and compelling information. If there is someone in your group that has previously established a relationship with the staff or representative, it may be better to let them take the lead or start things off.
3. TASN is encouraging all members to check out the webinar on Tuesday, March 23, 2021 at 10:00 AM or view the recording that will be posted on the TASN website to learn more about advocating for the TASN 2021 Position Paper.

***If you have any further questions, please feel free to reach out to TASN at [kennitraf@tasn.net](mailto:kennitraf@tasn.net)***