2016 ALA Washington DC Conference

Helpful Hints for Making Your Hill Walk Appointment

1. The American Legion Auxiliary participates with other members of The American Legion Family in an annual Hill Walk (visits with U.S. senators and U.S. representatives on Capitol Hill). The Hill Walk is built into the program of the Auxiliary’s annual Washington DC Conference and will take place the afternoon of Tuesday, February 23, 2016.

2. Auxiliary members are encouraged to visit their two U.S. senators and their U.S. representative during the Hill Walk.

3. Please confer with your department Legislative chairman or department secretary to determine if Legion Family members from your state are planning to visit your Congressional delegations as a group, or whether you should make your own appointments to meet your senators and representative.

4. Auxiliary members planning to visit members of Congress on their own should make appointments in advance.

5. Appointment requests should be submitted in writing and transmitted by fax, email, or through an online appointment request form used by some senators and representatives.

6. To obtain information about your members of Congress and their preferred method of receiving appointment requests, visit www.senate.gov and www.house.gov for a list of webpages on which you will find specific instructions for submitting an appointment request and/or the direct number for the Washington, D.C. office. Alternately, you can call the Capitol Switchboard at (202) 224-3121 or (877) 762-8762 and ask to be transferred to your U.S. senators and U.S. representative. Ask the receptionist for instructions on submitting an appointment request.

7. Submit your appointment request by the middle of January.

8. If the senator/representative prefers to receive schedule requests by fax, use a fax coversheet as your “letter.” Use ALA department or unit letterhead for your correspondence, if authorized. Sample correspondence is attached. The fax should be sent to the attention of the “Scheduler.”

9. Give the Scheduler your constituent information: what city or town you’re from and what position you hold with the Auxiliary. Also, include your email address, home, and/or cell phone number.

10. Let the Scheduler know that while you have some flexibility with time on the afternoon of February 23, 2016, you do not have flexibility on the date.

11. Be specific about the reason for the meeting (i.e., issues or topics you would like to discuss with the senator or representative).

12. Additional tips on scheduling and visiting with your senators and representative can be found in the ALA Legislative Advocacy Guide, which can be downloaded at www.ALAforVeterans.org/Programs/Legislative/ (logging in to the Members Only area section is required) or ordered through your department headquarters.

13. Email Legislative@ALAforVeterans.org by February 17 to tell us the time and location of your appointment. A member of the ALA Communications team may stop by to take photos for future Auxiliary publications.
SAMPLE MEETING REQUEST

Coversheet format to fax or email meeting request.

TO: Attention: Scheduler
The Honorable [First Name] [Last Name]

FAX: 202-22X-XXXX

# PGS: 1

SENT BY: your name (include your email address)
unit or department position (if you are serving in one)
Unit # (___), American Legion Auxiliary

SENDER’S PH: 000-000-0000 (home)
000-000-0000 (cell)

RE: Meeting Request for Tuesday, February 23, 2016

DATE: January XX, 2016

Please accept this [fax/email] as a meeting request with [Representative/Senator] for approximately 20 minutes on Tuesday, February 23, 2016, for me and [name(s) of others joining you]. Our schedule is flexible and open between noon and 5 p.m. Would [Representative/Senator] have some time available?

We are constituents of the great state of [______]. I am active in American Legion Auxiliary Unit [number] in [city, state] and am currently [American Legion Auxiliary position]. [Name(s) of others joining you] is/are active in Unit [number] in [city, state] and is/are [American Legion Auxiliary position]. We will be in Washington for our annual advocacy conference. Members of the ALA from across the country, including others from [State], will be visiting Capitol Hill on this day as well.

The American Legion Auxiliary is the world’s largest women’s patriotic service organization with nearly 750,000 members in some 8,000 communities. Our mission is to serve veterans, military, and their families.

Your assistance in coordinating a meeting time for us is appreciated. I look forward to hearing from you.

Thank you.