



JAG NATIONAL STUDENT LEADERSHIP ACADEMY

December 5-7, 2024 | Washington, D.C.

ELEVATE & INNOVATE

JAGCA Day on the Hill Checklist

The JAGCA Day on the Hill is a crucial opportunity for students and JAG affiliates to advocate directly with their Congressional Representatives and Senators. By scheduling meetings and presenting well-prepared messages, participants can effectively communicate the importance of JAG programs, highlight key issues affecting students, and express gratitude for past and future support. This event empowers students to become active participants in the legislative process and make a real impact on policies that shape their education and future opportunities.

Preparation:

- **Scheduling:**

- Set up a meeting with your Congressional Representative and/or Senator for Friday, December 6, 2024, between 8:00-11:30 a.m.
- To find your Congressional Representative, please visit the US House of Representatives [website](https://www.house.gov/representatives/find-your-representative): <https://www.house.gov/representatives/find-your-representative>.
- To find your Senators' contact information, please visit the US Senate [website](https://www.senate.gov/senators/senators-contact.htm): <https://www.senate.gov/senators/senators-contact.htm>.
- Confirm appointments** a few days before the event to avoid any last-minute cancellations.

- **Messaging and Materials:**

- Identify three key points or issues to discuss with your Congressional Representative and/or Senator.
- Bring these key points or issues to the advocacy training session at NSLA on December 5 to fine-tune the messaging with expert government affairs representatives.
- Review the Advocacy Toolkit and determine which resources will be beneficial to your team.
- Create a "leave behind" document using the provided template.
 - Remember to print and bring at least 20 color copies to the meeting.
- Review and share the Advocacy Slide Deck with your participants to help them prepare their messages.
- Review the JAG Hill Day information flyer.
- Practice your pitch and key messages** to ensure everyone is comfortable and confident.
- Prepare a brief "elevator pitch"** summarizing your key points in 30 seconds or less.
- Research your legislators' voting records and stances on relevant issues** to tailor your message.



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● Logistics:

- Confirm meeting locations** well in advance.
- Assign roles and responsibilities** for each team member during the meetings.
- Pack appropriate attire and materials**, including business cards, copies of the leave-behind document, and notepads for taking notes.
- Consider any accessibility needs** for your team members and communicate these in advance to the legislators' offices.

Day of the Event:

- **Arrive early** to allow time for security checks and any unexpected delays.
- **Be professional and courteous** in all interactions.
- **Actively listen** to the legislators and their staff, and be prepared to answer questions.
- **Take notes** during the meetings to capture key points and follow-up actions.
- **Express your gratitude** for their time and consideration.

Follow-up:

- **Send "Thank You" notes** to your legislators and JAG employer partners.
- **Debrief with your team** to discuss what went well and what could be improved for future advocacy efforts.
- **Track any commitments or promises** made by the legislators and follow up as needed.
- **Share your experience** with others in the JAG community to inspire further advocacy efforts.

Additional Considerations:

- **Social Media:** Utilize social media to promote your advocacy efforts and engage with your legislators online.
- **Media Outreach:** Consider reaching out to local media to publicize your visit and message.
- **Contingency Plans:** Have a backup plan in case of unforeseen circumstances, such as inclement weather or schedule changes.