



## Advocacy Guidelines for NYSARH Members and Supporters

1. THANK YOU for taking the time to participate in NYSARH Advocacy.
2. Familiarize yourself with Rural Health issues.
3. In-depth understanding is not necessary, but you should know which funding contracts support your organization.
- 4. Make Appointments** with your Senator(s) and Assembly Member(s)
  - a. Telephone the legislator's office and ask for the Scheduler's email
  - b. E-mail the Scheduler with an appointment request
  - c. Follow up with the Scheduler if you do not get an appointment within 48 hours
  - d. Thank the Scheduler and confirm the appointment in advance of the meeting day
    - Prepare the Scheduler with a list of likely Attendees with names, titles and addresses [they want to know if you live or work in the Legislator's District]
    - The Scheduler will often ask for an Agenda in advance
      - Feel free to email the NYSARH Albany Taking Points
  - e. Notify Kristin at [info@NYSARH.org](mailto:info@NYSARH.org) of your appointments in advance; ideally have all your appointments scheduled by close of business on Friday February 8<sup>th</sup>.

*Be prepared with brief information about your agency/organization so that the Senators and Assembly Members make the connection with something in their District. Bring a tri-fold or one-page flyer to include with the NYSARH materials. Please do not bring a whole marketing packet. We are representing NYSARH on these visits. Do bring plenty of business cards.*

5. Attend your appointments
  - Make your own packets from the materials NYSARH sends to you
  - Make a few notes after each meeting so that you recall the Senator or Member's responses
  - Take photos!



## Advocacy Action Report

Your Name: \_\_\_\_\_

Your Organization: \_\_\_\_\_

Legislator Name	Date of Contact	In Person	Staff Person	Mail or Email	Response to Message
Any Questions?					
Any Follow Up Needed?					
Any Questions?					
Any Follow Up Needed?					
Any Questions?					
Any Follow Up Needed?					



## Advocacy Action Report EXAMPLE

Your Name: Rebecca Rural

Your Organization: Agricultural Network

Legislator Name	Date of Contact	In Person	Legislative Person	Staff	Mail or Email	Response to NYSARH Priorities
<i>Senator Nuevo Elected</i>	<i>1/28</i>	<i>yes</i>	<i>Harvey Health hhealth@nysenate.gov</i>		<i>no</i>	<i>Supports Rural Health; not sure about PHIP</i>
<i>Any Questions?</i>	<i>What is the Prevention Agenda?</i>					
<i>Any Follow Up Needed?</i>	<i>Send PHIP and Prevention Agenda materials to Harvey</i>					
<i>Assembly Member Joe Farmer</i>	<i>1/28</i>	<i>yes</i>	<i>Not present</i>		<i>no</i>	<i>Very supportive; will send a letter to Speaker Heastie</i>
<i>Any Questions?</i>	<i>no</i>					
<i>Any Follow Up Needed?</i>	<i>Send bullet points for letter</i>					
<i>Assembly Member Jane Green</i>	<i>1/30</i>	<i>no</i>	<i>Verna Verde verdev@assembly.state.ny.us</i>		<i>email</i>	<i>Supportive but non-committal</i>
<i>Any Questions?</i>	<i>no</i>					
<i>Any Follow Up Needed?</i>	<i>Nothing specific</i>					