

## Message from Scott M. Lindsay

The ability of your organization to be successful is increasingly influenced by the decisions made in Washington, D.C. For this reason it is important that you become familiar with participating in the legislative process.

To help you become a more educated advocate, SML Consulting has prepared this **Congressional Advocacy Pocketbook®** for your reference.

Often the success of your organization relies heavily on your ability to influence the political process. It is essential that you actively participate in this process as Congress debates policies that will shape the future of your industry and ultimately your organization – for decades to come.

Recognizing the importance of this worthy goal, within this pocketbook SML Consulting has outlined recommendations for cultivating relationships and interacting with your Members of Congress; tips for successful contact; Congressional staff organization; and other useful resources.

SML Consulting looks forward to assisting you in participating in the political process, but the responsibility rests with you to take the time and initiative to participate. I hope you will.

Best Regards,

Scott M. Lindsay  
President

## Table of Contents

- Message from Scott M. Lindsay Consulting.....3**
- Writing Members of Congress.....4**
- Sample Letter to Congress.....5**
- Congressional Staff Organization.....6**
- Calling Members and Their Staff.....7**
- Requesting a Meeting.....8**
- Sample Meeting Request Fax.....9**
- Meeting Members of Congress.....10**
- Congressional Follow-Up.....11**
- Continuing Relationship Building.....12**
- Urgent Request for Action.....13**
- Web Sites of Interest.....14**
- Notes.....15**