



Advocacy Refresher Guide

Are you a first-time advocate or feeling nervous about being back on Capitol Hill after the pandemic? Don't worry, here is a guide with helpful tips on how to be best prepared for Hill Day. For any more questions, please contact Maria Amalla (UNA Grassroots Advocacy Manager) at mamalla@unfoundation.org

Run of Show (specifically relating to advocacy)

Monday, June 5th

2:10 pm - 3:55 pm	State Group Practice: Preparing for Effectiveness
2:10 pm - 2:15 pm	Explain and show what is in bags and folders
2:15 pm - 2:35 pm	Demonstration of the App & questions
2:35 pm - 2:55 pm	Cover talking points & questions
2:55 pm - 3:10 pm	Roleplaying
3:10 pm - 3:55 pm	Group Practice (45 minutes) Hamilton Hotel, 1001 14th St NW, Washington, DC 20005

Tuesday, June 6th

7:00 AM	Arrival to Lutheran Church of the Reformation, 212 East Capitol Street NE, Washington DC 20003
7:30 AM	Breakfast
7:40 AM	People should be in seats upstairs.
7:40 AM	Welcome
7:45 AM	Break into group practice for 40 mins (Pews will be labeled/divided by state groups)
8:30 AM	Everyone reconvenes
8:35 AM	Walk to Capitol for group picture

Lunch on Tuesday

- Lunch is set for roughly an hour from 12:00 pm – 1:00 pm. Some folks who have meetings during this time may take lunch a little bit later.



Need Help or Support?

Does it seem like you might be late to your meeting, or you have a question about information on the app? Please contact Advocacy Associates for any scheduling help via the app or directly at (202) 964-0626 or una@advocacyday.com

Did someone hurt their foot and cannot keep walking? Please contact me (Maria Amalla) for any non-emergency related issues at 615-364-8273. I am more than happy to order an advocate an uber. We will also have a staffer stationed at the Longworth cafeteria (House) and Dirksen cafeteria (Senate).

Is there an actual life-threatening emergency (**think very carefully about what you consider life-threatening**)? Please call Capitol Police at:

U.S. House of Representatives (202) 225-0911

U.S. Senate (202) 224-0911

Library of Congress (202) 707-7111

Information for Victims and Witnesses of a Crime: (202) 224-5151

Non-Emergency Police Services on the Capitol Campus (24 hours a day): (202) 224-5151

Lost and Found: (202) 225-4200

Advocacy Associates App

UNA-USA is using Advocacy Associates again this year, but this time, we are downloading the app. You'll receive an email from advocacyday@advocacyassociates.com with information on how to login and download the app. Make sure to check your spam if you haven't received it by Thursday, June 1st. Advocacy Associates is both an app and website. If you feel more comfortable using an I-pad as opposed to a phone, please feel free to bring it. You can login into the Advocacy Associates webpage.

Within your folders, you will find stickers with the login for the House and Senate's public Wi-Fi. **Please watch the following 8-minute demonstration on how to use the app:** <https://www.youtube.com/watch?v=PQSKY-5NBh0>

Pro-Tips:

- Bring a phone charger and spare headphones.
- Meetings should not last longer than 25 minutes. The perfect amount of time for a meeting is 20 minutes.
- If a time is not listed for your meeting, this means the office did not respond to our request, and you will do a "drop-in."
- For a drop-in, just say "Hi, my name is [Your Name], and I'm from United Nations Association of the USA. Unfortunately, we did not receive a response from your office regarding our meeting request. However, we still wanted to drop off information since we came all the way from [Your town/state]. Is there someone else in



the office we can talk to, and can you please hand this folder to the Legislative Assistant covering foreign affairs?"

- Remember there is more than one entrance. Please do not immediately go towards the entrance facing the Capitol. The entrance around the back of buildings is usually less crowded. Your folders will also include a map of the Capitol grounds.
- Dress code is business casual. Please make sure to wear comfortable walking shoes. You do not have to wear sneakers. A flat shoe works great. Keep in mind that we are now in Summer, so remember to apply sunscreen.
- It is highly unlikely to have a virtual meeting scheduled. In case of a virtual meeting, please find a quiet corner to take the meeting and use your spare headphones. The 1st floor is always crowded and loud. My suggestion is to take the meeting on the 5th floor, and please do not stand too close to the door of a congressional office as they are also trying to work.

Talking Points

[Please click here to view the talking points.](#)

[View a training on the Congressional Briefing book. Note: The talking points were slightly changed since this recording was made. Latest version is linked above.](#)

[Please click here to view the Congressional Briefing Book.](#)

[PDF version of the Congressional Briefing Book.](#)

Tips for taking points:

- (Part 1) Constituent needs to introduce themselves first.
- (Part 2) Encourage unique stories and personal stories. For example, is someone in your group a nurse or has immigrated from a different country.
- (Part 3) Constituents need to make the ask.
- (Part 3) The words that are bolded in the ask must be said word for word. Everything else can be customized. The script is not meant to be read.
- (Part 3) Remember to only ask for cosponsorship of the U.S. Commitment to Peacekeeping Act during meetings in the House of Representatives.
- (Part 3) Don't forget to physically pull out the 1 pager on the U.S. Commitment to Peacekeeping Act during your meeting.
- (Part 5) If the office seems supportive, don't forget to ask if they'll post about World Refugee Day.
- (Part 5) Don't forget to physically pull out the 1 pager on World Refugee Day.
- (Part 6) No one is obligated to post on social media. However, if every group makes 2 posts on social media, we will hit our social media goal. I highly recommend encouraging your team to participate.
- (Part 6) Don't forget to send a thank you email to staffers. They work so hard, and we want to show them appreciation.
- (Part 6) Most importantly, please make sure to fill out the feedback form in Advocacy Associates, so we can see how meetings went. And don't forget to hand staffers the leave behind folder and the notebook (gift).