



AMERICAN AGRI-WOMEN LEGISLATIVE FLY-IN PROTOCOL AND TIPS ON MEETING WITH MEMBERS OF CONGRESS OR STAFF

- While attending Symposium or other presentations it is proper to let the AAW President ask the first question.
- The bussing is a tight schedule. When it is time to leave one place and travel to another please do so quickly. Do not choose that time for a bathroom break, stay to ask more questions or any other reason. If you do not make the bus departure time we cannot wait and you will have to pay a cab for transportation.
- You will be provided with addresses of all stops during Fly-In.
- Visits to agencies are extremely difficult at entry door but can go quicker if all bring a small bag instead of a cumbersome back pack or something similar. Have your ID ready to show and cell phone in your small purse. Make sure your jewelry and other items are removed at entry scanner.
- During meetings keep cell phones **off the table and in your purse** making sure they are turned off.
- AAW is a NON-PARTISAN organization. We do not engage in sponsoring Republican or Democratic campaign related events.
- Dress professionally; be courteous; do not be argumentative over legislative issues. Remember, you are representing all of AAW. **NO JEANS OR SHORTS.**
- If the Congressional member is not available as scheduled when you arrive at his/her office, do not be disappointed. Ask to meet with the member's Chief of Staff or the Ag issues representative.
- Be prepared. Take the time before the Fly-In to familiarize yourself with the AAW Policies and top issues AAW is proposing to be discussed. If you can, use personal experiences and persuasive stories to get your message across.
- We understand some congressional members want to visit with their constituents but we are there for a reason and that is to get our legislative message across. Time is usually limited so keep casual conversation to a minimum.
- Designate a spokesperson from your group to initiate introductions and legislative discussion.
- Introduce yourself, which Affiliate you represent and your relationship to agriculture.

- Provide the AAW packet with position papers as well as an invitation reminding them of the AAW Congressional reception that evening.
- Bring to their attention, the issues bills AAW is focusing on. Briefing papers will be provided. Again, when discussing legislation, if appropriate, give personal experience/examples of how the legislation will impact your business/community.
- Ask if there are any issues they would like to discuss. If you do not know the answer regarding a specific bill, tell them you will have AAW's Legislative Directors get back to them.
- Offer AAW, your Affiliate, as a resource to members of congress or staff and offer to take them on a tour of agriculture in your area!

If you cannot answer a question regarding legislation, please refer to Jeanette Lombardo, AAW President at president@americanagriwomen.org or Karolyn Zurn, AAW First Vice President at firstvp@americanagriwomen.org