



LAC 2021: Zoom the Hill

SNA's virtual 2021 [Legislative Action Conference \(LAC\)](#) presents a unique opportunity for SNA members to interact with policymakers, Members of Congress (MOC), and Congressional staff safely from their homes and without all the hassles of traveling. This year's day of advocacy or "Zoom the Hill" will take place on **Wednesday, March 10th**. To ensure your success, we have created a step-by-step guide for scheduling and conducting virtual meetings with your elected officials.

How do I Schedule a Meeting?

Step 1: Reach out to your state SNA affiliate to coordinate Congressional meetings with your local SNA member constituents. Your state's delegation may have already started to schedule appointments with your Member of Congress (MOC).

Step 2: Meetings can be scheduled by contacting each office individually. If you are unsure of who your Representative or Senators are, you can identify him or her and locate their phone number on SNA's Action Network with the [Find Your Legislator](#) tool. You may also call the Capitol switchboard: 202-224-3121 to be directly connected with your MOC.

Step 3: Please be sure to dial the main office phone number for your MOC's Washington, D.C., office. Once you have called, the staffer who answers may provide you with the information needed to request an appointment or put you in touch with the official scheduler.

SAMPLE SCRIPT

"Hello, my name is ... and I am a constituent and a school nutrition professional. I will be joining hundreds of colleagues in a virtual fly in event for the School Nutrition Association on March 10th. May I please speak with the staff person that can help arrange a meeting with my legislator?"

How do I prepare for the Meeting?

Step 1: Each Congressional office will conduct its meetings differently. Your appointment may take place over the phone or via a video conferencing service such as WebEx or Zoom. Please ensure that you obtain this information when you schedule the call and that your technology is compatible before your scheduled meeting.

Step 2: It is also a good idea to reach out to the office or staff member with an email prior to the meeting to confirm your appointment's date and time. In addition, be sure to include all pertinent information and [LAC resources](#), including SNA's **2021 Position Paper**, FAQs, Talking Points, or additional materials you wish to present. All of this information can be found on the SNA website under Meetings/LAC 2021.

How do I conduct a virtual Hill meeting?

Step 1: There are several ways to prepare for a Congressional Hill meeting, but this year, you have the comfort and confidence of preparing for it in your own home or office! Please be sure to have all related materials ready and in front of you for reference during the meeting.

Step 2: It is critically important to be ready and to be concise! You should coordinate with your group before the meeting to identify which person will begin the discussion and those who wish to share relatable or anecdotal content, data, and compelling information. If there is someone in your group that has previously established a relationship with the MOC or Congressional staff, it may be better to let them take the lead or start things off. **Step 3:** SNA is encouraging all members to check out helpful [webinars from hosted by SNA](#) and the [Congressional Management Foundation](#) (CMF) learn more about building relationships with legislators and policymakers and advocating for the SNA 2021 Position Paper.

If you have any further questions, please feel free to reach out to SNA at advocacy@schoolnutrition.org.