

## **Suggested Protocol for Home Office Visits to your Local Legislator**

**Purpose:** To bring information about CCTE to the legislator, and to make sure they know we are a resource for them. We are building relationships at this point.

**Where:** Go to [www.leginfo.ca.gov](http://www.leginfo.ca.gov) to find your legislator's home office location.

**Contacting the Office:**

You'll speak with a staff person, who will tell you their protocol for setting up an appointment.

You may be able to only meet with a staff member – this is still a good way to start, and the staffer might know more about education issues than the legislator.

**Before you Visit:**

- On the legislators website, read about their current and recent legislation, to discover which issues are of concern to them.
- Prepare your "leave-behinds" (see the list below)

**At the Visit: Talking Points**

1. Explain what CCTE is: a broad coalition of community colleges, K-12, BTSA, and schools of education;
2. We're preparing teachers who drive the engine of economic change;
3. We are in favor of policies that support teacher preparation without short-cuts;
4. Discuss some of the issues that are important to this legislator (see his or her website for ideas).
5. Representing CCTE, not your institution: emphasize that you're there as an individual representing CCTE.

**Leave-behinds:**

- CCTE Flyer
- CCTE Policy Framework
- Print-out of most recent issue of CCNews
- Copies of recent letters or resolutions (see our website for these)
- Your business card

**Reporting back to the Policy Committee and CCTE:**

- We need to know how your visit went, and whether there is any follow-up we can help with. E-mail Cindy Grutzik, [cgrutzik@csudh.edu](mailto:cgrutzik@csudh.edu); Sue Westbrook, [suew447@aol.com](mailto:suew447@aol.com); and Jaime Romo, [jjromo@gmail.com](mailto:jjromo@gmail.com) with the story of your visit.