

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 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; Sue Westbrook, suew447@aol.com; and Jaime Romo, jjromo@gmail.com with the story of your visit.