

**REGIONAL CHAPTER TOOLKIT:
INVITING LEGISLATORS TO REGIONAL
CHAPTER MEETINGS**



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Introduction

Inviting local legislators to regional chapter meetings is a strategic way to inform policymakers about the Pennsylvania Association of School Business Officials (PASBO) and your regional chapter. Therefore, PASBO encourages regional chapters to invite their local legislators to their regional chapter meetings. Good communication between school district representatives and legislative representatives are critical. Legislators need to hear first hand about the school district operation issues with which you are dealing on a daily basis within your district.

Steps to Inviting Legislators to Regional Chapter Meetings

The following are action steps to inviting your local legislators:

1. Identify and contact your local legislator. See Appendix. Work with the legislator's staff to determine the legislator's availability. Legislative session typically occurs Monday through Wednesday, allowing most legislators to return home to their districts on Thursday and Friday.
2. Set the date, time and site for the regional chapter meeting. Secure catering, if applicable. If the regional chapter is providing a meal, invite your local legislator.
3. Send an invitation. Ideally, the legislator should receive a personal invitation from the regional chapter president or someone who has a personal connection to the legislator.
4. Follow up the invitation with a personal phone call and a confirmation letter. Once the legislator is committed to the time and date, communicate to him or her that this event will be canceled if he or she cannot attend on that date (unless another legislator has committed himself to attending the meeting).
5. When planning the agenda for the meeting, keep in mind that the legislator's schedule may be limited.
6. Inform legislators of the agenda so that he or she can be adequately prepared. Legislators can attend simply as a guest to hear first hand about important issues or they be asked to present updates on important legislative actions affecting school operations.
7. Develop talking points and/or scripts for the meeting and the order in which people will speak. Include introductions for legislators. For biographical information about legislators, visit <http://www.legis.state.pa.us>.
8. Make copies of materials to distribute at the meeting, if applicable.
9. Call legislators to confirm their attendance a few days before the meeting.
10. Provide materials to legislators so they have information to take with them upon leaving the regional chapter meeting.
11. Prepare and send a thank you letter to the legislator following the regional chapter meeting.

Sample Invitation

(Date)

The Honorable _____
Pennsylvania Senate (or Pennsylvania House of Representatives)
Mailing Address
City, State Zip Code

Dear (Representative or Senator):

On behalf of the (name of regional chapter), I am writing to invite you to attend our (name of regional chapter meeting) on (date, time, location). This will be an excellent opportunity for you to hear first hand from the members of (name of regional chapter)—your constituents—about the issues facing school operations personnel on a daily basis in their school districts.

Regional chapters are the driving force behind the success of the Pennsylvania Association of School Business Officials (PASBO). They educate others, and we all know that successful schools have hard-working, dedicated school business administration and school facilities, food service and transportation management. But we also know that sometimes our busy schedules keep us from communicating with our local legislators as often as we would like.

At this meeting, you'll have the chance to listen to our experiences in the school districts you represent as well as have an opportunity to share with us recent legislative actions pertaining to school funding and school operations, for example.

I will follow-up with a phone call to your office next week to learn of your availability. In the meantime, if you have any questions, please do not hesitate to contact me. Thank you for your consideration of this invitation.

Sincerely,

(name)
(title)

Sample Regional Chapter Meeting Agenda

1. Welcome
2. Overview
3. Statements/Discussion by Regional Chapter Members
4. Legislator(s) Comments
5. Q&A
6. Close/Acknowledgements

Sample Regional Chapter Meeting Script

- Welcome everyone. Recognize legislators and thank them for attending the meeting.
- Provide an overview of the meeting's agenda. Give background and context about why the meeting is important.
 - PASBO is a professional association whose members are engaged in or provide products and services for school business management.
 - PASBO consists of more than 2,000 members who are primarily employed full-time by public schools in Pennsylvania.
 - The largest membership segment is the position of business administrator/business manager, but the membership also consists of various other administrators in the fields of facilities, transportation, human resources, information technology, food service, communications, safety, purchasing, accounting and many more.
 - The state is divided up into 31 regional chapters.
 - Regional chapters hold meetings throughout the year on a variety of topics.
 - Members of regional chapters know what it takes for schools to operate in an effective, efficient and economical manner.
- Give regional chapter members the opportunity to talk about their daily experiences and what their schools do successfully.
- Allow legislators to comment in response and to explain what has occurred recently or is expected to happen in the General Assembly.
- Allow questions from the regional chapter members and facilitate the Q&A.
- Close the meeting by thanking members and legislators for attending.

Sample Thank You Letter

(Date)

The Honorable _____
Pennsylvania Senate (or PA House of Representatives)
Mailing Address
City, State Zip Code

Dear (Representative or Senator):

On behalf of (name of regional chapter), I want to express my sincere appreciation to you for recently attending the (name of regional chapter) meeting. It was a tremendous opportunity for the (name of regional chapter) to familiarize you with efforts and activities of (name of regional chapter) and the Pennsylvania Association of School Business Officials (PASBO).

The (name of regional chapter) looks to PASBO as a trusted and reliable source for accurate and objective information on school business operations. It is a technically savvy association with a strong web presence accessible to its members and the public. PASBO is recognized by its peer associations as one of the premier organizations representing school business management professionals in the country. The (name of regional chapter) insists you call on PASBO whenever it can be of assistance on state legislation and regulations. Additionally, we urge you to support efforts that promote the highest standards of school business management practices, enable school districts to operate in a more effective, efficient or economical manner, and reduce state mandates and burdens on the Commonwealth's school districts.

The (name of regional chapter) looks forward to continuing its dialogue with you to ensure that you recognize PASBO as the source of information regarding school business operations. Please do not hesitate to call on me if you have any questions or concerns relating to our recent discussions or any other issues on which you believe the (name of regional chapter) or PASBO could provide assistance.

Sincerely,

(name)
(title)

Tips for Talking with Your Legislator

Keeping in mind that a regional chapter's goal is to develop an ongoing personal relationship with its elected, local representatives, as well as to influence their position on specific issues or bills, here are a few things to remember when speaking with legislators:

- Know who your legislator is before making initial contact on an issue.
- Find out the legislative committees on which your legislator serves.
- Do not be intimidated. Legislators will view you as the expert on the issue.
- Share personal stories if it helps to make a point.
- Do not assume that your legislator understands school operations. Take the time to educate him or her. Do not use jargon.
- Know your issue. Provide facts and figures to back up your position. Refer to PASBO's policy priorities located at <http://www.pasbo.org>.
- Remember all causes are good causes. You must convince your legislator that there is something extra special about yours.
- Don't debate with a legislator or give ultimatums such as "I won't vote for you if you do not support my position." Respect the legislator's right to disagree with you.
- Know your position. Be able to address the objectionable part(s) of the opposition stance directly and effectively, using verifiable examples and statistics.
- Put the legislator at ease by convincing him or her that you are there to serve as an educational resource. Act like a partner, not an adversary.
- Put broad policy issues in a local perspective. Legislators who know how issues will impact local voters tend to grasp ideas more easily and are generally more receptive.
- Be a good listener and hear out what your legislator has to say on a particular issue.
- Be sure to thank the legislator for taking the time to hear your position.
- If a legislator gives you a commitment, follow-up with him or her, but do not badger him or her with phone calls.
- Be brief; prepared; clear; honest; accurate; persuasive; timely; persistent; and grateful.
- Always follow-up with a thank you note; amplify your main points.

APPENDIX – Identifying Legislators

You can identify the legislators specific to your region by first accessing the PASBO web site.



(Screen A)

Select “Legislative” from the top navigation menu and click Legislative Action Network.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election • Media

PENNSYLVANIA

FEATURED ALERT

House Bill 797

Please contact your state Representative and ask them to support HB 797, which clarifies that audio recordings on buses are legal and the procedures necessary.

In March 2006, the Pennsylvania state police seized about 70 video camera systems from buses parked at Lakeland Transit Inc's Drexelburg stations as part of a separate investigation. The officers also seized more than 100 videotapes, which they believed contained illegal audio recordings. Please contact your state Representative and ask them to support HB 797, which clarifies that audio recordings on buses are legal.

[Take Action](#)

My Elected Officials

President
George W. Bush (R)

Governor
Edward G. Rendell (D)

U.S. Senators:
Arlen Specter (R)
Robert P. Casey (D)

To find your U.S. Representative and/or State legislators, enter your address below OR 9-digit ZIP code, and click "GO".

Address:

City:

State: **Pennsylvania**

Remember my location (What's this?)

[Go](#)

OR

ZIP code: -

Remember my location (What's this?)

[Go](#)

Policy Tools

- State Legislator Directory
- State Officials and Agencies
- Issues and Legislation
- Congressional Delegation
- Media Guide
- Election Guide
- State Legislature Basics

Stay Informed

- [Action E-List](#)
Get an alert when your involvement can make a critical difference.
- [Alert Feed](#)
Get our alerts in your RSS feed reader.

Spread the word

- [Tell-A-Friend](#)
Send a note to a friend to let them know about this site!

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(Screen B)

In the “Legislative Action Network” box type in your ZIP Code and then click **GO**.

The names of your legislators will appear in the “Legislative Action Network” box as seen below.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election • Media

PENNSYLVANIA

FEATURE ALERT

House Bill 797

Please contact your state Representative and ask them to support **HB 797**, which clarifies that audio recordings on buses are legal and the procedures necessary.

In March 2006, the Pennsylvania state police seized about 70 video camera systems from buses parked at Larklee Transit Inc.'s Drexelburg stations as part of a separate investigation. The officers also seized more than 100 videotapes, which they believed contained illegal audio recordings. Please contact your state Representative and ask them to support **HB 797**, which clarifies that audio recordings on buses are legal.

Take Action

My Elected Officials

President: George W. Bush (R)	Governor: Edward G. Rendell (D)
U.S. Senators: Arlen Specter (R) Robert P. Casey (D)	State Senators: Sen. Jeffrey E. Pheasant (R-13)
U.S. Representatives: Rep. Todd H. Platts (R-19)	State Representatives: Rep. Scott Perry (R-02)

Zip Code is **17319-9142** [[Change My Location](#)]

Policy Tools

- State Legislative Directory
- State Officials and Agencies
- Issues and Legislation
- Congressional Delegation
- Media Guide
- Election Guide
- State Legislature Basics

(Screen C)

From the “Legislative Action Network” box, you may also click “**Elected Officials**” which will provide you with a number of ways to access information on your area legislators.



(Screen D)

You may browse the directory alphabetically by last name by clicking on the first letter of the last name of the legislator you are attempting to locate. For example, if you click “**B**” you will obtain the following information.



(Screen E)

You can then choose to view by *name* or *party* or you may click on a name appearing on the list.

Legislative Action Network

[Legislative Action Home](#) • [Elected Officials](#) • [Issues](#) • [Election](#) • [Media](#)

Senator Lisa Baker (R-PA 20th)
1st-term Republican from Pennsylvania.

Contact Information

Web Site:
www.legis.state.pa.us/cfdocs/legis/home/member_information/senate_bis.cfm?id=107

E-mail: lbaker@paen.gov

160 Capitol Building
Harrisburg, PA 17120-0020
Phone: (717) 767-7428
Fax: (717) 767-9042

Main District Office:
22 Dallas Shopping Center
Dallas, PA 19612
Phone: (610) 675-2921

Background Information

Party: Republican
Marital Status: Married (Gary)
Prev. Occupation: Non-profit Executive
Education: BA Shippensburg University, 1968

Other Information

Term: 1st
First Elected: 2006

Committees:

- [Communications & Technology](#)
- [Community, Economic & Recreational Development](#)
- [Education](#)
- [Public Health and Welfare](#)
- [Veterans Affairs & Emergency Preparedness, Chair](#)

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(Screen F)

This screen provides bibliographic and contact information for the legislator selected.

On *Screen 'D'* had you selected to enter your ZIP Code, you might have received the following information if the ZIP Code entered is in two or more legislative districts as it is with the example used of 17110:



(Screen G)

Here you are requested to enter your address to determine the district in which you reside. If we enter “2608 Market Place, Harrisburg, PA” as the address, the following information is displayed.



(Screen H)

If you then click the name of one of the elected officials shown, you would again be provided with bibliographic and contact information.

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election • Media

Senator Jeffrey E. Piccola (R-PA 15th)
6th-term Republican from Pennsylvania

Contact Information

Web Site: www.legis.state.pa.us/cfdocs/legis/home/member_information/senate_bin.cfm?dist1=15
E-mail: piccola@psen.gov
173 Capitol Building
Harrisburg, PA 17120-2015
Phone: (717) 787-6801
Fax: (717) 793-8722

Main District Office:
Web Site: www.jpiccola.org
916-614 River Rd
Holtzcl, PA 17082
Phone: (717) 896-7714
Fax: (717) 896-7717

Background Information

Party: Republican
Residence: Susquehanna Twp.
Marital Status: Married (Divorced)
Prev. Occupation: Attorney
Prev. Political Exp.: PA House, 1977-86
Education: BA Gettysburg College, 1970; JD George Washington University Law School, 1973
Military: USAP, 1970-74
Birthdate: 05/15/1948
Birthplace: Harrisburg, PA
Religion: Presbyterian

Other Information

Term: 6th
First Elected: 1994

Committees:

- Community, Economic & Recreational Development
- Consumer Protection & Professional Licensure
- Education Vice Chair

Media & Contact Info

[Send Message](#)

[Key Notes](#)

[Staff Members](#)

(Screen I)

A third search option from *Screen 'D'* would be to enter the last name of the legislator you are seeking. You may even further identify this member by selecting their *party* or *Chamber*. Entering “Boscola” in a search for Lisa Boscola would provide the following result:

Legislative Action Network

Legislative Action Home • Elected Officials • Issues • Election • Media

PA Legislative Directory • President

Pennsylvania State Legislative Directory

Search Results

1 results found for: "Boscola" and PA

view by name | party | chamber

Sen. Boscola, Lisa (D-PA-18th)

Member Search

Party Chamber

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(Screen J)

From here, click on the resulting name shown, and you will again be presented with bibliographic and contact information.

Legislative Action Network

[Legislative Action Home](#) • [Elected Officials](#) • [Issues](#) • [Election](#)
 • [Media](#)

Senator Lisa M. Boscola (D-PA 18th)
 3rd-term Democrat from Pennsylvania



Contact Information
Web Site:
www.legis.state.pa.us/cfdocs/legis/home/member_information/senate_bio.cfm?id=129
E-mail: boscola@psenate.com
 400 Capitol Building
 Harrisburg, PA 17120-8018
Phone: (717) 787-4696
Fax: (717) 785-1207

Main District Office:
 559 Main St., Ste. 270
 Bethlehem, PA 18018
Phone: (610) 958-8667

Background Information
Party: Democrat
Residence: Bethlehem
Marital Status: Married (Edward)
Profession, Occupation: Legislator
Political Exp.: PA House, 1996-98
Education: BA Wilkes University, 1984; M.A. Wilkes University, 1995
Birthdate: 04/06/1962
Birthplace: Bethlehem, PA
Religion: Catholic

Other Information
Term: 3rd
First Elected: 1996
Committees:
 • [Agriculture](#)
 • [Consumer Protection & Professional Licensure](#) - Minority Chair
 • [Game and Fisheries](#)
 • [Judiciary](#)

[Bio & Contact Info](#)
[Send Message](#)
[Key Votes](#)
[Staff Directory](#)

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(Screen K)

For more information or assistance in inviting local legislators to a Regional Chapter meeting, please contact:

Pennsylvania Association of School Business Officials

Mailing Address:
P.O. Box 6993
Harrisburg, PA 17112-0993
Telephone 717-540-9551

www.pasbo.org

Office Location:
2608 Market Place
Harrisburg, PA 17110
FAX 717-540-1796