



**NEIGHBORHOOD
PRESERVATION
COALITION OF
NEW YORK STATE**

NPC 2021 LOBBYING STEP BY STEP GUIDE

As you start preparing for your outreach and lobby visits go the following link on the Neighborhood Preservation Coalition website for an overview and to familiarize yourself with all of the information that you will need. [NPCNYS.org Advocacy page](https://npcnys.org/advocacy)

If you have any questions regarding the information or regarding the lobby visit please call Mark Streb, Executive Director, at 418-432-6757 ext. 102 or send an email to execdir@npcnys.org.

- 1.) **Who to meet with** - to start, we must identify what state legislators represent what Neighborhood Preservation Companies. For your convenience, the Neighborhood Preservation Coalition has created an alphabetical by Company list with this information, posted on our website or click here [NPC Senate and Assembly District List](#). It is important to keep in mind that every company is represented by at least one Senator and one Assembly Member, but in many cases, they are represented by numerous Senators and Assembly Members. Now we know who we need to reach out to.....
- 2.) **How to contact them** - now we must schedule the meeting. Where do we find their contact information? Links to New York State Senate and Assembly contacts are found on our website or click here [Senate Contacts](#) and here [Assembly Contacts](#). All of the Senators and Assembly Members emails and phone numbers are listed. Each Member will have an email address for the elected official and numerous offices and phone numbers. Do I email or call to make my appointment? Each office works differently, but in all cases, each elected official has a staff person that handles scheduling with whom you will have to coordinate. I prefer calling the District Office phone number and asking to speak with the Scheduler. Now we have their contact information.....
- 3.) **What to say when requesting the meeting** - it is critical that you identify who you are and the organization you request. All politics is local. An example could be, "Hello, my name is Joe Smith and I represent (name of your organization and location) and I would like to schedule a meeting with Senator/Assembly member to discuss our organization, the Neighborhood Preservation Program and the Neighborhood Preservation Coalition." At this point you can provide the staff person different dates and times that you have available or you can ask to meet at any time that is convenient for the legislator. When scheduling a meeting with a State Senator or an Assembly Member it is important to be flexible. The ideal time frame to schedule these meetings is between Monday, March 1 and Friday, March 5. Keep the meeting to 30 minutes. More than likely, these meetings will be conducted over the phone or via video, i.e. Zoom. Now we have the meeting.....

- 4.) **How to conduct the meeting** - be prepared and be specific. Keep the meeting attendees between 1 and 5 people. One person can work but having a few more works better. Designate a meeting captain who will manage the meeting. Ideally, have a pre-meeting with who will be attending from the organization. This way you can practice and all be on the same page.

An agenda for the Legislative meetings could be:

- a.) Introductions – each person introduces themselves (name, role in company or relation to it)
- b.) Highlight your organization and the Neighborhood Preservation Coalition (NPC) – provide materials on your organization and the NPC. For the NPC provide them with documents from the [NPC's Advocacy webpage](#):

- *Who What and How of the Neighborhood Preservation Coalition*
- *NPC Companies by Region*

Including those with statistics that are specific to your neighborhood:

- *NPC Regional Impacts*
- *NPC Senate District Health & Economic Stats*
- *NPC Assembly District Health & Economic Stats*

- c.) Make the ask – provide the [2021 NPCNYS Budget Advocacy Agenda](#), also found on the webpage.
- d.) Provide a specific examples of how the organization has benefited the community with personal stories – this could be conveyed by a client of the organization or a staff person.
- e.) Ask if they have questions or would like additional information.
- f.) Thank them and end the meeting.