

CHAPTER
LEGISLATOR
APPRECIATION
EVENTS

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(NOT candidate event)

Successful legislation rests largely in developing a good personal relationship with your lawmaker in what has become a very competitive legislative environment. Chapter legislative appreciation events (legislative recognition programs, legislator acquaintance nights/breakfasts) serve as an excellent opportunity to: better acquaint legislators with the credit union movement; build good will; and develop a strong working relationship with policy-makers. The basic ingredients for a successful legislative event are the right attitude, hard work by you and the members of your organization, good timing and a certain amount of luck. Outlined below is a planning checklist for a successful legislative event program.

- Plan the event while the Illinois General Assembly is not in session.
- Some chapters have found it beneficial to combine their CUPAC chapter fundraising event (auction, golf outing, etc.) with their legislative appreciation event. This affords legislators the opportunity to be recognized at a chapter function, as well as gain an appreciation for how hard credit unions/chapters work to raise funds for CUPAC.
- Contact the League's Governmental Department for assistance.
- Invite lawmakers on chapter letterhead at least 45 days in advance of the meeting date. Send copy of invitation to Pat Huffman in the League's Governmental Affairs Department. If possible, a Governmental Affairs Department staff member will attend.
- Follow up the letter with a phone call to the legislator's scheduler.
- Call to confirm legislators' attendance the day before the event.
- Contact Governmental Affairs staff the day of the event with a list of confirmed legislators.
- Prepare nametags for legislators, all chapter officials, and other special guests.
- Designate credit union official(s) to meet and greet legislator(s) and have them introduce the legislator to other credit union officials.
- Designate someone to take individual and group photos for chapter and credit union publication. Please provide copies of the photos to the League's Governmental Affairs Department.

- Seat legislators at head table for awards purposes or among the credit union officials to allow them to become better acquainted. Try not to seat lawmakers at the same table.
- Designate CU official for formal introduction of lawmakers (bio's available from Governmental Affairs Department, or from the Illinois General Assembly's website: www.ilga.gov.)
- Have podium and microphone available.
- Legislator should be recognized and address audience prior to chapter business reports. It's their option to stay throughout the meeting. However, many may have other appointments or commitments that same evening.
- Thank legislators for their support and attendance. Send thank you letters immediately following the event.

(ON CHAPTER LEADERHEAD, IF AVAILABLE)

Date

The Honorable (First name) (last name)
State (Senator or Representative)
(Address)
(C,S,Z)

Dear (Senator or Representative) (Last Name):

The _____ Chapter of Credit Unions is hosting their annual legislative appreciation (night, breakfast, or luncheon) on (Day of Week), _____, 201__, at the _____ Cafe in _____. This meeting is being held to honor our area legislators that have been supportive of the credit union movement.

We are inviting you and a guest or aide to attend this special legislative appreciation (night, breakfast, or luncheon) to meet informally with your credit union constituents. Cocktails are from 6:00 until 6:30 p.m., followed by dinner and a formal program.

Legislators joining us will be recognized and asked to say a few words to the audience. Please RSVP to me no later than _____.

We are looking forward to meeting with you.

Sincerely,

Your name, title