

## ASLA Members Can Help Make Lobby Day 2006 More Successful Than Ever

The annual ASLA Lobby Day in Washington is coming up on May 4. Members of the Board of Trustees, Chapter Presidents and Presidents-elect, and other members of the leadership will meet with their Representatives and Senators to discuss issues important to landscape architects across the country.

Every year, ASLA members meet with most Senators and about 150 Representatives. Although these numbers are impressive, there are 435 Representatives – meaning we do not meet with hundreds of Members of Congress. This is largely because the vast majority of Representatives meet only with constituents in an effort to manage a very large volume of meeting requests. Unfortunately, ASLA cannot bring one of our members from every Congressional district to Washington.

However, you can help address this challenge by writing to your Representative – as a constituent – and asking him or her to meet with the ASLA members from your state.

The information below is designed to make it as easy as possible for you to contact your Representative and request that he or she meet with the appropriate Lobby Day participants. With Lobby Day on May 4, it is critically important that ASLA members begin reaching out to their Members of Congress now.

### U.S. Representatives To Contact

We need to request meetings with the Representatives listed in this table. Please follow the steps below to request a meeting.

### MASSACHUSETTS

| REPRESENTATIVE   | DISTRICT | DC TELEPHONE | DC FAX       |
|------------------|----------|--------------|--------------|
| John Olver       | 01       | 202-225-5335 | 202-226-1224 |
| Richard Neal     | 02       | 202-225-5601 | 202-225-8112 |
| James McGovern   | 03       | 202-225-6101 | 202-225-5759 |
| Marty Meehan     | 05       | 202-225-3411 | 202-226-0771 |
| John Tierney     | 06       | 202-225-8020 | 202-225-5915 |
| Edward Markey    | 07       | 202-225-2836 | 202-226-0092 |
| Stephen Lynch    | 09       | 202-225-8273 | 202-225-3984 |
| William Delahunt | 10       | 202-225-3111 | 202-225-5658 |

### 1) Find Your Representative

Visit [www.house.gov](http://www.house.gov) to determine who your U.S. Representative is. It is as simple as typing in your home zip code. If you need to find your zip code +4 information, visit

[www.usps.com](http://www.usps.com) and click on Find a Zip Code. If your Representative is not listed on the table, you do not need to request a meeting because an ASLA member from your district is participating in Lobby Day.

## 2) Send Meeting Request Letter

If your Representative is listed above, please fax the attached letter (mtg-req-letter.doc) to his or her office. By following only a few steps, you can quickly and easily send this letter:

- ✓ Personalize the letter – put in your home address and first and last name of your U.S. Representative.
- ✓ Fill in the fields in brackets and remove bolding.
- ✓ Include your daytime phone number and sign the letter.
- ✓ Fax the letter to the office using the number above – faxing is the most effective and timely way to submit meeting requests.

## 3) Follow Up with Office

Most House offices receive dozens of meeting requests every week and many get “lost in the shuffle.” It is imperative to follow-up about 1 week after you have faxed the initial request. Call the Washington office – phone numbers are provided in the table above – and ask to speak to the Scheduler. Ask if he or she received your meeting request. If not, offer to send it again. After sending a follow-up request, call the office again in another week to check on the status.

## 4) Scheduling a Meeting

ASLA uses a consultant to manage the large volume of meeting requests and to coordinate the schedules of each ASLA participant in a coherent fashion. If your Representative agrees to meet or have a staff person meet with ASLA members, do NOT attempt to schedule the meeting yourself. Instead, please take the following steps:

- ✓ Thank the staff person and the Member of Congress.
- ✓ Briefly explain that meeting scheduling is being coordinated by ASLA at the national level to avoid conflicts, and that a representative of ASLA will follow-up with the office to coordinate.
- ✓ Get the name, phone number and/or email address of the staff person ASLA should contact to schedule the meeting.

- ✓ Email that information to [advocacyday06@asla.org](mailto:advocacyday06@asla.org) The information will be automatically sent to the appropriate ASLA Government Affairs staff and our consultant. The consultant will contact that office within 1 business day to schedule a meeting.

#### ASLA Contact Information

ASLA Government Affairs staff greatly appreciates your help with this effort. If you have any questions whatsoever, please do not hesitate to contact us. We want to make this process as easy as possible and welcome the opportunity to help ensure it is. Contact Government Affairs staff:

Scott Kovarovics, (202) 216-2334, [skovarovics@asla.org](mailto:skovarovics@asla.org)

Dan Sullivan, (202) 216-2370, [dsullivan@asla.org](mailto:dsullivan@asla.org)

Heather Morris, (202) 216-2357, [hmorris@asla.org](mailto:hmorris@asla.org)