



## tourette syndrome association, inc.

1301 k street n.w. 600 east tower washington, dc 20005

### Memorandum

**Date:** February 3, 2012

**To:** Youth Ambassadors Teams & Conference Delegates

**From:** Elridge Proctor, Vice President of Public Policy

**Subject:** "Trip to the Hill" Overview Memo

---

Welcome to TSA's National Conference **"Trip to the Hill" 2012 Information Page!**

Congratulations on being selected as Ambassadors for Tourette Syndrome and TSA's Trip to the Hill Delegates. At TSA's Annual Conferences we offer Information sessions and workshops for parents, children, and individuals; the **"The Trip to the Hill"** is an effective program for members to share information, stories, and inspiration about Tourette Syndrome (TS) with Congress.

On April 19, 2012 you will participate in TSA's **Trip to the Hill** and on that day you will have the opportunity to attend TSA's Congressional Briefing from 11:00 am to 12:30 pm, where a lunch meal will be provided at an information session about TS. Special guests and members will participate in the briefing presentation.

This year we will present TSA's prestigious Public Policy Award to three ardent supporters; Senator Robert P. Casey Jr. (D-PA), Senator Olympia Snowe (R-ME), and Congressman Leonard Lance (R-7<sup>th</sup> NJ). We are also presenting 3 Youth Ambassador Leadership Awards to 3 distinctive Congressional Staffers in the offices of Senator Robert Casey and Congresswoman Carolyn McCarthy (D-NY).

Following the briefing, advocates will break up for the Congressional Office visits in the afternoon from 1:00 pm to 5:00pm.

Prior to our Hill day, during the Leadership Training Session at the Conference Center, you will receive instructions on how to speak about TS before an audience. Your Leadership Training Agenda should include:

- support on public speaking
- guidance on how to present your program
- a talk by one of TSA's leading experts
- The Gov't Relations Trip to the Hill Training Seminar

In preparation for your Trip to the Hill we are planning to hold a teleconference training seminar on Wednesday, March 14<sup>th</sup> at 8:00 pm EST. ***(Please check in with Field Services regarding this mandatory teleconference training).***

## How To Get Started

1. I have prepared the following attachments as tools to help you with your advocacy. Please download the various attachments to begin preparing now.
  - Trip to the Hill Questions and Answer (Q & A)
  - Congressional Briefing Luncheon Flyer
  - How to Advocate Guide
  - Summary of TSA's Legislative Issues
  - Appointment Request Form Letter
  - Thank You & Follow Up Form Letter
2. To begin right now, if you do not know who your Members of Congress are, you will need to identify your Senators and Representative using your mailing address and zip code. You can find this information at the following site below or visit the Public Policy section of the TSA website- Legislative Action.

**Capitol Switchboard:** (202) 224-3121

**House of Representatives:** <http://www.house.gov/>

**Senate:** <http://www.senate.gov/>

**\*\*Be sure to find their contact information for their Washington, DC Office.\*\***

3. You will then need to *call the US Capitol Switchboard* (202) 224-3121) between 9 a.m. and 5 p.m. EST and ask to be transferred, first, to your House Representative, and then to your Senators (*be sure to call both Senators from your state*).and request to set up an appointment for April 19th. Be advised that Congressional Offices vary in preferences. They tend to receive meeting requests between *four to six **weeks in advance** and **only in writing***. When you call, ask for the *Appointment Secretary* or the *Scheduler*; you may have to call several times to secure an appointment time, but be persistent! You may be asked to **send your letter via facsimile or email, but do not send through postal mail**.
4. *For our Washington DC Delegates*-Prior to scheduling your appointments, be sure to allow enough time in between meetings, so that you can travel from one office to another. I recommend scheduling House appointments first starting at 1: 00pm – immediately following the Congressional Briefing. House Offices and Senate Offices are located on opposite ends of the Capitol. Wear Comfortable shoes and weather appropriate professional clothing.

Thank you in advance for following these instructions. I look forward to working with you and meeting everyone soon. Please contact me directly regarding the Trip to the Hill and the Congressional Briefing at 202-408-7009 or email [elridge.proctor@tsa-usa.org](mailto:elridge.proctor@tsa-usa.org).

*If you have any questions or concerns regarding travel, procedures or general conference information please contact Field Services at 718-224-2999 Ext.258 for Michelle Gutmann or Ext. 232 for Dan Rostan.*