



*FBIA • ΦΒΑ*

# *WORKING WITH LEGISLATORS*



**HOW AND WHY YOU SHOULD MEET  
YOUR PUBLIC OFFICIALS**

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FUTURE BUSINESS LEADERS OF AMERICA  PHI BETA LAMBDA

# AN INTRODUCTION

## HOW CAN MEETING YOUR PUBLIC OFFICIALS HELP YOUR CHAPTER?

There are many reasons meeting your Town Councilor, State Legislator, Senator, or Congressman can be beneficial to your school's FBLA Chapter. This guide is a tool your chapter can use to help plan, execute, and review a meeting with one of your public officials.



Whether you are a student or advisor, you can make an impact that will elevate FBLA's Future. Synthesizing new partnerships and expanding established relations with governments and organizations is crucial to the success of FBLA. Through meeting with local, state, and national officials, you are able to share your perspective on how FBLA has impacted your life and has been advantageous to your career knowledge and preparation. Communication between these officials and FBLA increases support and recognition of FBLA and allows our organization to impact the lives of more young

Throughout this guide keep in mind these two important rules:

- 1. ALWAYS PLAN AHEAD.**
- 2. ALWAYS BE COURTEOUS, AND REPRESENT YOUR SELF, SCHOOL, AND FBLA WELL.**

# MEETING WITH LOCAL OFFICIALS

## DIFFERENT TYPES OF LOCAL OFFICIALS

Whether it's your local school board, town council or even the mayor there are many different public officials with a variety of roles in your town or city. Scheduling a meeting with a local official allows your chapter to discuss the importance and impact of FBLA in your community, and develop your relationship with leaders in your area.



### EDUCATION OFFICIALS

- Includes members of your school board, your principal, and district's superintendent.
- Manage funding for your FBLA chapter, and business education programs.

### LOCAL GOVERNMENT OFFICIALS

- Includes members of your town/city's selectboard, town council, and budget committee.
- Have a strong understanding of what it takes to pass an ordinance, and make an impact in your community.

### MAYOR AND/OR TOWN MANGER

- Are often knowledgeable about different aspects of your community.
- Often possess resources that may be useful to your FBLA chapter.
- Understand how to lead and manage the business of the town.

# WHAT TO CONSIDER WHEN SCHEDULING A MEETING WITH A LOCAL OFFICIAL

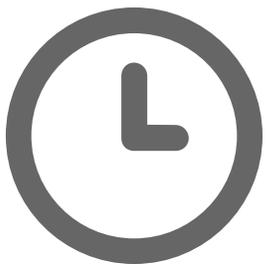
There are many things you should consider when scheduling a meeting with your town council, school board, or mayor. Before your chapter schedules a meeting ask yourselves the following questions:

- **WHO IS THE OFFICIAL YOUR CHAPTER WOULD LIKE TO MEET?**
- **WHEN ARE THEY AVAILABLE TO MEET?**
- **WHERE WILL YOU MEET?**
- **WHAT WILL YOU DISCUSS?**



Understanding the answers to these questions will make scheduling a meeting substantially easier. Preparation and planning are key to meeting with any official. Before scheduling your meeting discuss the date you would like to meet on (it is a good idea to have a backup incase that date is not available.), and discuss whether your chapter is going to invite the official to your school or if you will travel to their office. It is also a good idea to have a specific topic you would like to discuss (for example: Funding for education, how your FBLA chapter can better serve the community, etc.).

## HOW TO SCHEDULE YOUR MEETING



- Call the office of the Local Official you plan to meet.
- Kindly ask them if they would be available to meet your FBLA chapter on the date you previously decided on.
- Be sure to explain the specific purpose of your meeting.
- Thank them for their time.

# MEETING WITH STATE OFFICIALS

## WHAT CAN STATE LEGISLATORS DO FOR FBLA?

State legislators play an important role in your State. They are responsible for shaping policy, and passing legislation. Your state officials are also responsible for funding Career Technical Education (CTE). CTE funding is essential to groups such as FBLA. You should consider discussing how your state decides to fund technical education with a state official.



Career and technical education is a term applied to schools, institutions, and educational programs that specialize in the skilled trades, applied sciences, modern technologies, and career preparation.

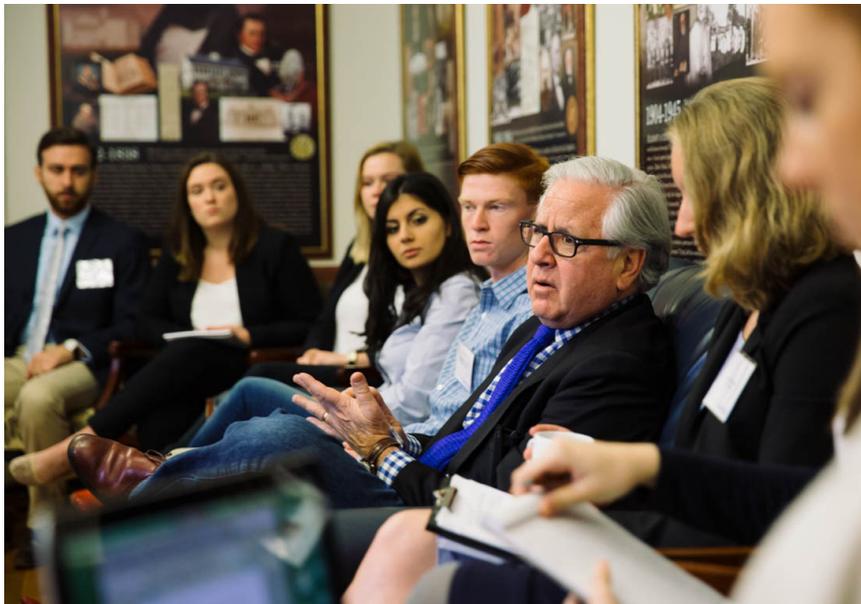


## HOW TO CONTACT STATE OFFICIALS

The amount of state legislators, and the amount of area each one represents varies by State. Because of this you should research who your chapter's State Senator, and State Representative are. Many State Officials have websites, and some of these websites specify how to contact your legislator (For example, the website may ask you to complete a request form, email a scheduler, etc.). If your legislator does not have a website, or if the website does not specify how to contact your state official than find a number for the office. Again, it is always a good idea to have a specific topic you would like to discuss (for example: Funding for Career Technical Education (CTE), Education and business issues in your state, etc.).

# TOPICS TO DISCUSS WITH STATE LEGISLATORS

Perhaps the most important component of your plan to meet your State Legislator is the topic of your discussion. Plan and prepare for a discussion centered around a specific topic. State Legislators as well as National Officials are usually very busy, and their time is valuable. Make sure you come prepared in order to keep the conversation moving.



## 1. The impact your FBLA Chapter has had on your community

Discuss what your chapter has done for community service, what you have struggled with and overcome, and what relationships you've formed.

## 2. The lessons FBLA has taught you

Discuss with your legislator the lessons FBLA has taught your chapter, the goals and mission of FBLA.

## 3. Funding for Career Technical Education

Research the Perkins Act, discuss with your legislator how much money your state gets from the Act, and how that money is spent.

## 4. What students can do to help your state

Many legislators offer internships, or could recommend programs which may be beneficial to FBLA members.

# MEETING WITH NATIONAL OFFICIALS

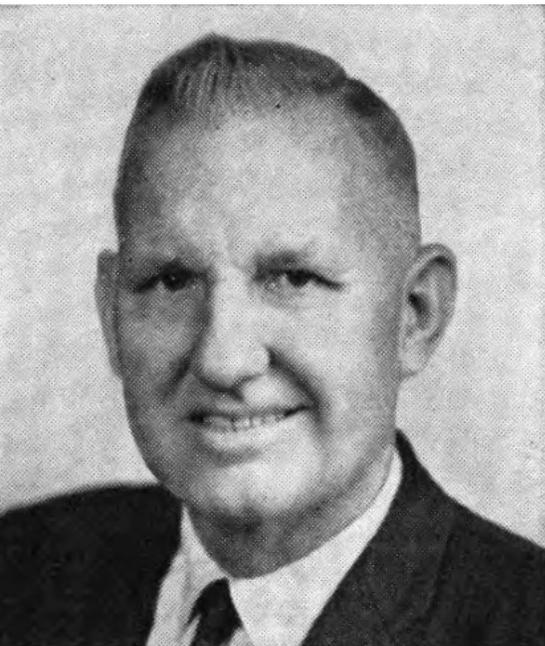
## WHAT ARE THE BENEFITS OF MEETING YOUR SENATOR, OR CONGRESSMAN?

Your Senators and Congressmen are national leaders. Much like state, and local officials they have a strong understanding of different policies. You should identify who your Senators, and Congressman are (remember the number of Congressmen varies by state, and each represents a specific area.), and what area they represent.



If a Senator or Congressman is willing to spend his or her time meeting with your FBLA chapter, than you should seize the opportunity. Schedule the meeting weeks in advance, legislators schedules are often very busy. Learning about National Politics, the legislative branch, or education policy can be a huge tool for the students within your chapter.

## FUNDING EDUCATION AT THE NATIONAL LEVEL



In 1984 Congress passed the Carl D. Perkins Vocational and Technical Education Act. This Act, reauthorized in 1998 and 2006, provides approximately \$1.3 Billion to CTE schools and programs across the country annually. This money is allotted to states to use for CTE as they see fit.

FBLA, as a CTSO (Career Technical Student Organization) receives a great deal of our funding from the Perkins Act. Technical Schools receive the majority of Perkins funding from the State. FBLA benefits when these schools use a portion of that money to start a chapter.

# AFTER THE MEETING

## WHAT SHOULD YOU DO AFTER YOUR MEETING?

### 1. Review your meeting

Discuss as a chapter what went well, and what you've learned. Review the following steps you should take after your meeting.

### 2. Write a thank you letter

Thank the official you met, and have your chapter sign it. Not only is it important to be courteous during the meeting, but sending them a letter after your meeting will help your chapter to develop a stronger relationship with that official

### 3. Notify your State chapter

As a State Officer it is always great to hear from local chapters about an experience they've had. The State chapter may share your story with other chapters, and before you know it your entire state has formed a stronger relationship with the government.

### 4. Post pictures on Social Media

Share the events of your meeting with your friends and family. Use #Elevateyourfuture to share your experience with FBLA chapters across the country!

### 5. Notify the National Chapter

Sharing what your chapter has learned and experienced with National FBLA can help us to create better programs, and shape our organization to meet the wants and needs of our members.

***THANK YOU FOR YOUR  
DEDICATION TO FBLA!***

***QUESTIONS OR  
COMMENTS?***

**Please contact Jackson Peck,  
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