

# Advocacy Best Practices

**Do** identify yourself, your organization, your role, where you are from, and the purpose of your visit.

**Do** address the legislator as Commissioner or Mayor unless they request otherwise.

**Do** leave your card with the legislator and the staff you visit.

**Do** offer to wait or come back if that appears to be more convenient.

**Do** offer to have the legislator or staff call you in the future if they have any questions or would like assistance.

**Do not** insist on your position. You are providing information to help them make their own decision. Provide your own rationale for your position and answer any questions they have.

**Do not** offer criticism of other persons or organizations. If you have to identify possible opposition, do so with respect for the reasons they may have.

**Do not** answer a question that you are not sure of; instead offer to follow-up or have a **VIRGINIA KEY BEACH PARK TRUST** staff follow-up on any specific issue or concern.

**Do** make a note of any issues or concerns raised by the legislator or staff. We will compile these notes both for future reference and for follow-up.

**Do** end by thanking them for taking time out of their busy schedule to meet with you.