

Ambassador Toolkit

Contents

Ambassador Expectations

Agenda for New American Day on the Hill

Tips to help you at New American Day on the Hill

Everything you need to know to talk to a legislator

Information to help you prepare for New American Day on the Hill

Map of Downtown Nashville

New American Day on the Hill - Ambassador's Guide

An Ambassador is:

- * Meeting Facilitator and Guide
- * Representative of TIRRC to the group and the legislators

An Ambassador is not:

- * The only spokesperson
- * There to make representatives look bad
- * The only decision maker for the group

Role of Ambassadors:

- * Make sure everyone in the group feels comfortable and knows what to do in meetings and at the legislature.
- * Let TIRRC know how your day goes. TIRRC employees can't be in every meeting, so it's your job to be their eyes and ears. Fill out the meeting summary after every meeting.
- * Help your group make a good impression by displaying proper etiquette and clearly communicating the message.

Steps to follow:

1. Arrive early – we will get in our groups promptly at 12:00.
2. In your group meeting use the ½ slip of paper to assign roles. Then role-play with the sample conversation.
3. Guide your group to the legislature, and to the appropriate meeting on time.
4. Do your best to make the meeting a positive experience for everyone involved, even the legislator.
5. After each meeting fill out a yellow sheet documenting the meeting.
6. Between meetings, use the pink sheet to help your group get involved in other activities going on at the legislature.
7. After all of your meetings are over, debrief with a TIRRC staff member.

Tools for Ambassadors to use with their groups:

- * ½ slips of paper for planning meeting roles for each group member
- * Sample conversation with legislators to role play
- * Talking points on bills
- * "Sorry I missed you" cards
- * Yellow documentation sheets – to tell TIRRC what happened in each meeting
- * Follow up postcards

Agenda for New American Day on the Hill

Wednesday, March 31 2010

Morning Training Session

Registration	8:30 -9:00 am	The Freedom Room
Lobbying training	9:00 - 11:00 am	The Freedom Room
Lunch in groups	11:00 – 12:00 pm	downtown Nashville

Afternoon Session

Registration	11:30 – 12:00 pm	The Freedom Room
Briefing to meet in groups	12:00 – 12:15 pm	The Freedom Room
Meeting in groups	12:15 – 12:45 pm	The Freedom Room
Guest Speaker	12:45 – 1:00 pm	The Freedom Room
Lobbying	1:30 – 4:00 pm	Legislative Plaza
Debrief	4:00 – 4:30 pm	War Memorial Plaza

Tips for Legislative Plaza

- Speak softly, do not yell or raise your voice.
 - Keep your phone on silent, or vibrate.
 - Do not answer your phone in meetings or committee meetings.
 - Speak English when you can, and keep foreign languages to a minimum
 - Do not over react, make a face or noises if you hear something you disagree with.
 - Do not ignore secretaries, interns or others who aren't legislators. Greet them and introduce yourself.
- ** Legislator's offices are in 2 buildings: LP means Legislative Plaza, and WMB means War Memorial Building. These buildings are connected by an elevator and escalator.**

What to do in between meetings

- Ask a TIRRC staff member to lead you on a tour of Tennessee's historic capitol building
- Sit in on a committee meeting. Meeting times for Wednesday are:
 - Senate: 1:00 P.M. Education Committee
 - 2:30 P.M. Government Operations Committee
 - 3:30 P.M. General Welfare, Health & Human Resources Committee
- House: 2:00 P.M. Finance Budget Hearings
- Go up to War Memorial Plaza, and enjoy the nice weather
- Write your follow up postcards from your meetings
- Deliver packets to legislators and do stop by visits

You can keep advocating for your rights after New American Day on the Hill! Here's how:

- Fill out the post cards and give them back to TIRRC staff during the debrief. Write a note to each legislator, thanking them for your visit, and reminding them of what was discussed. TIRRC will mail these for you, or you can mail it to your legislator yourself from home.
- Use TIRRC's website to follow the bills we have talked about today, and write or call your legislator again to talk to them about the bills.
- Check your email tomorrow, and use the TIRRC action alert email to send a fax or email to your senator and representative.
- Share what you have learned today with your community by requesting a civics training for your community, or using the presentation toolkit to host your own training. The materials are available online, or TIRRC can send them to you. Talk to Remziya or Lindsey for more information.

TIRRC's state policy website : www.tnimmigrant.org/state-policy

Legislator contact info: Use the skinny blue general assembly books provided to you to look up phone number, office number and building.

Mailing addresses follow this format:

<i>Legislator Name</i>	example:	Senator Roy Herron
301 6th Avenue North		301 6th Avenue North
<i>Office # Building Name</i>		309 War Memorial Building
Nashville, TN 37243		Nashville, TN 37243

Email addresses follow this format:

Sen. <firstname>.<lastname>@capitol.tn.gov	example	sen.tim.barnes@capitol.tn.gov
Rep.<firstname>.<lastname>@capitol.tn.gov	example	rep.joe.armstrong@capitol.tn.gov

Talking With Legislators

Sample Conversation

Person #1: Hi, we are a group of your constituents. We are members of the Tennessee Immigrant and Refugee Rights Coalition.
(Each person introduce themselves.)

Person #2: We would like to thank you for your service to and hard work for the state of Tennessee.

Person #3: We have come today to participate in the democratic process and we wanted to talk to you about the bill

(Name bill by number and Name)

Person #4: I think this bill is good because _____.
(Talking points) (Optional Testimony)

Person #5: I think this other bill is bad because _____.
(Talking points) (Optional Testimony)

Person#6: Thank you for your time. It was nice to meet you.

If they ask...

What is the Tennessee Immigrant and Refugee Rights Coalition?

Insert elevator speech here

What is your immigration status?

The best answer to that question is “There are some in our delegation who are citizens, and those who are not. Those who are not citizens are doing everything they can to gain their citizenship.” Talk about the need for Immigration Reform, and ask them to sign on to the letter in the packet.

Are you all registered voters/ in my district?

The majority of the group lives in your district, but there are some who live in other districts. We have combined groups so that everyone has the opportunity to engage in the civic process.

Tips

Don't forget to leave your letters and TIRRC packet with the legislator!

Please be RESPECTFUL and polite! Do not argue with legislators!

Do not get upset if a legislator does not tell you what you want to hear.

The legislators have a lot of committee meetings, and unpredictable schedules. You may come to meet with your legislator and be told you need to try to stop by later. Leave a sorry we missed you card, and come back later. Meet with staffers if legislator is unavailable. Sometimes meeting with a key staffer is almost as good as meeting with a legislator.

You are representing thousands of immigrants and allies who cannot attend this important event. Please, be friendly and make sure to convey a positive image!

Try your best to speak English, and keep foreign language conversations to a minimum.

Speak softly and quietly unless you are the person who is speaking to a legislator.

Please silence your cell phones when meeting with legislators or when attending committee meetings.

New American Day on the Hill- Last Minute Information

Parking

Please bring \$10 per car to cover parking. You may park in the lot across from the Freedom Center on Rosa Parks Ave, in the lots beside the Nashville Public Library, or in the Nashville Public Library at 6th and Church.

Lunch

Please bring money for lunch, or bring a lunch. In order to keep New American Day on the Hill a free event, TIRRC will not be providing lunch. There are many close, affordable restaurants within walking distance of the Freedom Center. We will provide a map the day of.

Dress

Please wear nice, dress clothing if you have it. Don't wear jeans, flip-flops or other really casual attire. Senators and Representatives will all have on business suits, and we want to make a good impression.

Registration

Please arrive 15-30 minutes before the listed start time to make sure you are registered, and pick up your information and nametag.

Weather

Please check the weather and dress accordingly. We will walk 3 blocks from the Freedom Center to Legislative Plaza. If it is raining please bring an umbrella or rain coat. If it is cool please bring a jacket.

About

NADH

Each participant is put in a group based on his or her district (where you live). The groups contain roughly 10 people, plus 2 ambassadors. Ambassadors have experience lobbying and can help lead you through the day. Group lists with Ambassador names will be given out at the Freedom Center.

Frequently Asked Questions:

What if I've never lobbied before?

Don't worry, you will be accompanied by individuals who have lobbied legislators in the past.

What if I don't speak English?

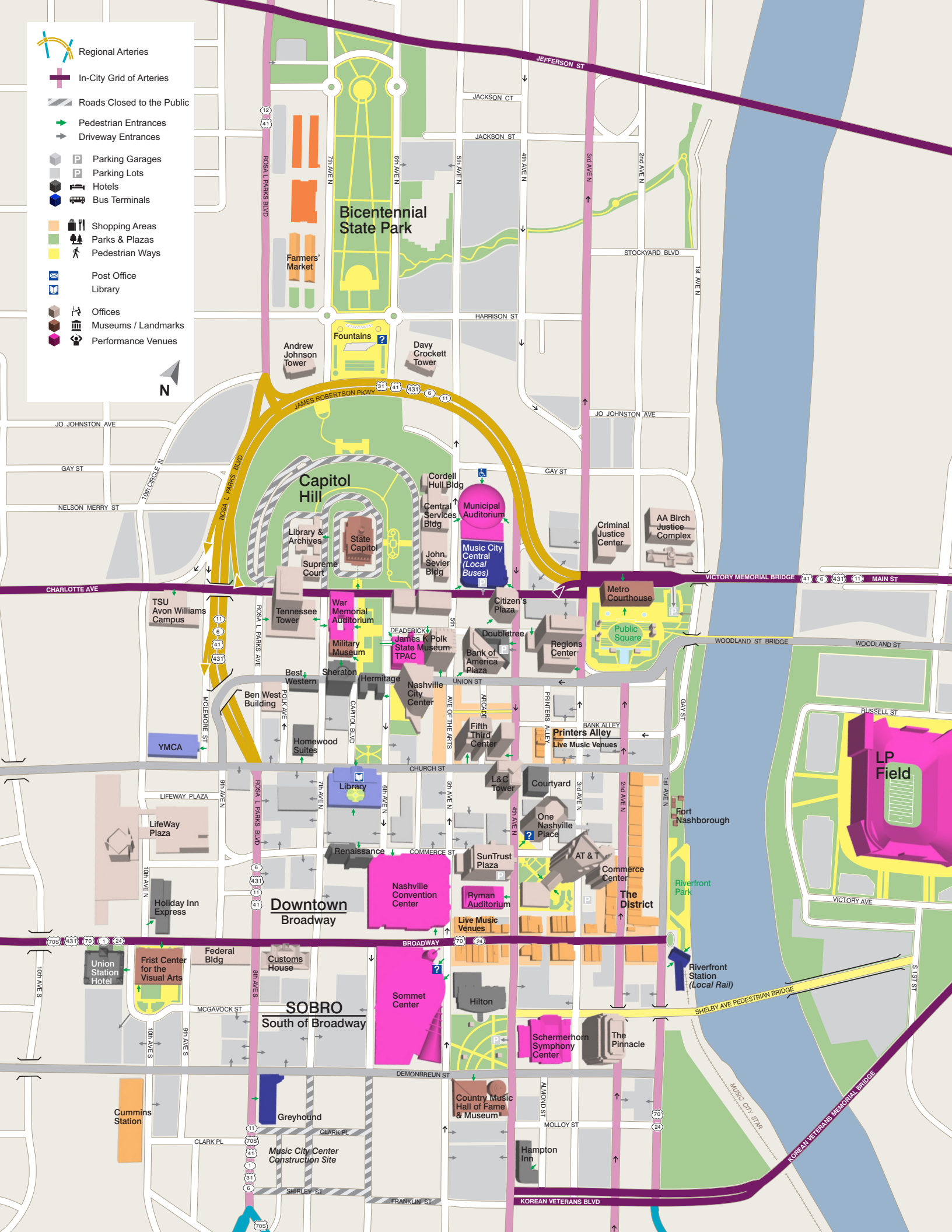
There will be people in your lobbying delegation who can interpret for you. Nevertheless, if you can say a few words in English, it will be appreciated by your legislator. Also, be sure to mention to your legislator that you are in the process of learning English.

Will I be asked for ID?

You do not need an ID to enter the Legislative Plaza or the War Memorial building, but if you do have an ID please bring it with you.

To find out who your Senator and Representative are, visit www.capitol.tn.gov and enter your address.

- Regional Arteries
- In-City Grid of Arteries
- Roads Closed to the Public
- Pedestrian Entrances
- Driveway Entrances
- Parking Garages
- Parking Lots
- Hotels
- Bus Terminals
- Shopping Areas
- Parks & Plazas
- Pedestrian Ways
- Post Office
- Library
- Offices
- Museums / Landmarks
- Performance Venues



Bicentennial State Park

Capitol Hill

LP Field

Downtown Broadway

SOBRO South of Broadway

Andrew Johnson Tower
Fountains
Davy Crockett Tower

Library & Archives
State Capitol
Supreme Court

Cordell Hull Bldg
Central Services Bldg
John Sevier Bldg

Municipal Auditorium
Music City Central (Local Buses)

Metro Courthouse
Public Square

TSU Avon Williams Campus

Tennessee Tower
War Memorial Auditorium
Military Museum

James K Polk State Museum TPAC

Bank of America Plaza
Regions Center

Printers Alley
Live Music Venues

YMCA

Best Western
Sheraton
Heritage

Nashville City Center
Fifth Third Center

L&C Tower
Courtyard

One Nashville Place
AT & T
Commerce Center

LifeWay Plaza

Library
Renaissance

Nashville Convention Center

SunTrust Plaza
Live Music Venues

Ryman Auditorium

Union Station Hotel
Frist Center for the Visual Arts

Federal Bldg
Customs House

Sommet Center

Hilton

The District

Cummins Station

Greyhound
Music City Center Construction Site

Country Music Hall of Fame & Museum

Hampton Inn

Schermerhorn Symphony Center
The Pinnacle