**2022 LOBBY VISIT ROADMAP AND AGENDA**

**1. Introduce yourselves.** Starting with the Team Leader (or their designated representative), begin a round of introductions. Share who you are and your relevant TRIO affiliation (e.g., "My name is Jim Smith, and I'm the Director of the Educational Opportunity Program hosted by New State University.").

**2. Say "thank you."** The Team Leader (or their designated representative) should thank the legislator and their staff for taking the time to meet. Also, if a Member of Congress is a supporter, thank the legislator and their staff for their past help on TRIO issues. Look up whether your Members of Congress signed onto the annual TRIO funding letter here, [House signers](https://docs.google.com/document/d/1Nh8siY_ST73uDl5dpW6D6Y3zByo4oPSy0nmqtxiSiug/edit?usp=sharing) and [Senate signers](https://docs.google.com/document/d/1Nh8siY_ST73uDl5dpW6D6Y3zByo4oPSy0nmqtxiSiug/edit?usp=sharing).

**3. Introduce or refresh TRIO**. If you are meeting with a new Member of Congress or a new congressional staffer who is unfamiliar with TRIO, take a few moments to explain how TRIO works on your campus/in your community to increase college access and success for low-income, first-generation students. Even experienced staffers could use a refresher, especially with district and state-level data.

**4. Tell your stories**. Designated team members will offer stories about the impact of TRIO and the new challenges low-income students are facing in a post-pandemic learning environment.

**5. TRIO students graduate!** Share with the legislator or staffer that a new report commissioned by the U.S. Department of Education is only the latest to show that TRIO students persist, complete credits, and graduate at higher rates than nonparticipants with similar characteristics. [This factsheet highlights TRIO results](https://docs.google.com/document/d/11f9eyXlcFkan9dt3KSaEQonQ9CnSVrzl/edit).

**6. Make the Ask.** The Team Leader (or their designated representative) should explain that you are here to request that the Member of Congress:

* Support a funding increase for TRIO in FY 2023. Explain that the increase of $161 million in FY 2023 will help meet the need for an increase in TRIO services post-pandemic. This historic increase could serve nearly 1 million students next year.
* Request language to 'fund down the slate' for the FY22 TRIO grant competitions. Appropriators in Congress must include this language in the final funding bill sent to President Biden. This language will allow the Secretary to fund the high-scoring FY22 Upward Bound, Upward Bound Math-Science, Veterans Upward Bound, and McNair applications that fall slightly below the cutoff score.

**7. Respond to follow-up questions and listen.** Ask for and listen to responses to your request.

**8. Share hard copies of information**. If meeting in person, the designated team member should give copies of information about TRIO in the State/District, program-level data, and any other handouts to the congressional staff (NOT the legislator). Highlight any program-specific information you have.

**9. Express thanks.** The Team Leader (or their designated representative) should thank the legislator or staffer for taking the time to meet.

**10. Follow up with the staff.** The Team Leader (or their designated representative) should follow up with an e-mail to the staff that includes (1) another thanks for the meeting, (2) electronic copies of all materials, and (3) an inquiry as to when the legislator or staff would be able to visit a program within the next six months. (You should send this follow-up message within three days.)