



United Communities Building Together
Comunidades Unidas Edificando Juntas

Doughnuts with Your Delegates **From January 20th – February 10th**



Between January 20th and February 10th 2012, Community Development Corporations around Massachusetts will be hosting their state delegation for pastries and information sharing.

This is a terrific way to promote both *The Community Development Partnership Act* and local issues impacting your work.

We are providing you with six easy steps to host your delegation and a sample letter to invite your legislators. Contact either Pam Bender (pamelab@macdc.org or 617-426-0303 ext 25) or Allison Staton (allisons@macdc.org or 617-426-0303 ext 24) for more information and assistance with your meeting.

15 Court Square, Suite 600 | Boston, MA 02108
Tel: 617.426.0303 | fax: 617.426.0344 | www.macdc.org



United Communities Building Together
Comunidades Unidas Edificando Juntas

Doughnuts with Your Delegates **How to Hold a Legislative Breakfast in 6 Easy Steps**

1. Start planning about a month ahead by picking a date for the meeting between January 20th and February 10th, when your key board and staff members can attend. Traditionally legislators are in their districts on Fridays so a Friday would be your best bet.
2. Invite your legislators. Send your legislators a letter inviting them to meet with your staff and board members to learn about the work you are doing in their district -either by traditional mail, or by email. (See sample letter.) Follow up with a phone call. When you call the front desk, ask who handles the legislator's schedule, and ask to speak to them. If neither the legislator nor their staff reply, identify someone in your organization who has a relationship with that legislator and have them call.
3. Determine the agenda. We know you will talk about our shared campaign to pass The Community Development Partnership Act. Be sure to thank legislators updating the law recognizing and supporting CDCs (Chapter 40H) during the previous session. Let them know the certification process has begun and you have/plan on becoming a certified CDC. In addition, what programs, projects or issues in your community do you also want to discuss? With what will you need your legislator's help or support on during the year? Is there an issue or program that relates to the committee on which your legislator serves? What work are you particularly proud of? **Make sure to thank them for any help they have given you over the past year.**
4. Once you know what you want to talk about, determine who among your staff, board and community should be at the meeting. It doesn't have to be a large group. Give everyone one issue to talk about. Make sure people are informed about their issue and comfortable talking about it. Hold a "practice" meeting if necessary.
5. Assign someone to make the coffee, buy the doughnuts (or bagels or muffins), take a group photo and have a good meeting!
6. Follow up the meeting with a letter thanking your legislators, providing them with any information they may have requested or reminding them of any requests you had for them. Be sure to let MACDC know about the meeting, email us the photo and what your legislators offered to do to help *The Community Development Partnership Act*. We need friends and leaders in the legislature!

Contact either Pam Bender (pamelab@macdc.org or 617-426-0303 ext 25)

or Allison Staton (allisons@macdc.org or 617-426-0303 ext 24) for more information and assistance
with your meeting

Your CDC Letterhead

DATE

The Honorable
State House
Boston, MA 02133

Dear Representative [or Senator]:

The [*YOUR CDC'S NAME*] would like to invite you, along with all the legislators from our district, to join our board, community and staff members for breakfast on [*DATE OF MEETING AND LOCATION*] to discuss the important work [*your CDC's name here*] is doing in our community and to discuss ways we can work together.

We think that this will be an excellent opportunity for you to meet with your constituents. It will give you a chance to become familiar with our organization and all of our goals and initiatives, as well as our upcoming agenda, in which we hope that you can be involved. We are also very excited to share with you all of our recent accomplishments.

We are a member of the Massachusetts Association of Community Development Corporations (MACDC), a state wide membership association of more than 80 community development corporations (CDCs) and non-profit organizations. As an MACDC member we are advocating for MACDC's legislative agenda, an innovative set of state initiatives that will transform local communities and families by building new homes, protecting existing ones, strengthening small businesses, and promoting public/private partnerships that enhance the quality of life in local communities across the state. We are eager to discuss these issues with you.

On behalf of all of [*YOUR CDC'S NAME*] members, we look forward to seeing you on [*DATE OF MEETING*]. We respectfully ask that you confirm your attendance at this meeting by [*DATE TWO WEEKS BEFORE MEETING*].

Sincerely,

Executive Director

Board Chair