



Doughnuts with Your Delegation

February 8 – March 1, 2019



MACDC is inviting all our members to once again participate in our Annual **Doughnuts with Your Delegation** Campaign by meeting with your state legislators in your community. These meetings are a terrific way to promote our shared Policy Agenda and to discuss important local issues impacting your work. These meetings also foster strong, long-term relationships with your state representatives and senators – relationships that are key to winning legislative and budget campaigns. And it's a great opportunity for community leaders to get to know their legislators.

This year's Campaign will take place from February 8th to March 1st, 2019, during which time MACDC members from around Massachusetts will be hosting their state legislators to share food and information. Don't miss out!

We are providing you with six easy steps to host your delegation and a sample letter to invite your legislators. As the deadline for filing legislation is January 18th, we don't have information on specific bills right now – but we will send you updates to ensure you have all the information you need before your meeting. **Please let us know as soon as you schedule your meeting.**

Contact Pam Bender (pamelab@macdc.org or 617-379-5925) 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



Doughnuts with Your Delegation

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 February 8th and March 1st, when your key board and staff members can attend. Traditionally legislators are in their districts on Fridays, so this might be the best day of the week to host your meeting.
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.** A core focus of the agenda should be MACDC's Policy Agenda – which we will provide after January 18th. By having CDCs across the state discussing the same issues at the same time, we amplify our voices and multiply our power. You should also think about what programs, projects or issues in your community that you want to discuss with them. Be sure to highlight the work that the Community Investment Tax Credit is funding. Will you need help or support from your legislators on something this year? Is there an issue or program that relates to the committee on which your legislator serves? What work are you particularly proud of? Is there any way you can help your legislators? Also, make sure to thank legislators for any help they have given you over the past year.
4. **Determine who should attend:** Take time to think about who from your staff, board and community should be at the meeting. It doesn't have to be a large group – 8-20 people is ideal. Give everyone a role in the meeting. Make sure people are informed about their issue and comfortable talking about it. Hold a "practice" meeting if necessary.
5. **Be Prepared:** 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:** After the meeting send a letter thanking your legislators, providing them with any information they may have requested or reminding them of any requests you had for them. Also, please tweet about the meeting and post on Facebook. Be sure to let MACDC know about the meeting, email us the photo and how your legislators responded to MACDC's Policy Agenda. We need friends and leaders in the legislature!

Contact Pam Bender (pamelab@macdc.org or 617-379-5925)
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 area, 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 (*or, if your legislators are already familiar with your organization, stay current*) with our organization and all our goals and initiatives, as well as our policy priorities for 2019. 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 88 community development corporations (CDCs) and non-profit organizations. As a MACDC member, we are advocating for a policy agenda that enhances the quality of life in local communities across the state. We are eager to discuss these issues with you, including affordable housing, small business development, extending the Community Investment Tax Credit and other community economic development programs.

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