Thank you for downloading California DECA’s “Legislative Meeting Outline.” Please use this resource to plan what you will be saying during a meeting with your legislator. Although you do not have to follow this outline exactly, it is important to cover the different topic areas so that you can advocate effectively. Please note: text inside the {\_\_} should be replaced with the corresponding information!

“Legislative Meeting Outline”

1. **Introduction**: Hello, thank you for taking the time to meet with us! My name is {first and last name} and I am the {chapter officer position or title} at {name of high school} DECA.
2. **Introduction to Career and Technical Education**
	1. DECA is a 501 c(3) not-for-profit career and technical student organization that promotes Career and Technical Education
	2. Benefits of Career and Technical Education (real-world learning, networking opportunities, prepare for college and careers, etc.)
3. **DECA**
	1. Mission statement
	2. Membership and other facts
	3. California DECA facts/accomplishments
4. **Chapter accomplishments**
	1. Upcoming chapter events
	2. Membership
5. **Personal story**
	1. DECA’s impact on you
6. **Legislative support**
	1. Express support for bills that fund Career and Technical Education
	2. DECA’s Congressional Advisory Board
	3. Benefits of legislative support for your chapter
	4. How the legislator can support you
7. **Three closing points**
	1. Importance of funding for Career and Technical Education programs
	2. Importance of legislative support, signing up for the congressional advisory board, etc.
	3. Invitations to the legislator and staff to future chapter and district DECA events
8. **Closing**
	1. Thank the legislator for their time
	2. Get/trade business cards
	3. Leave the legislator with forms and flyers that you have brought