

Galveston County Day at the Capitol

March 1, 2017

Team Leaders Orientation Questionnaire

Thank you for agreeing to serve as a team leader for the Galveston County Day at the Capitol. If you have not already do so please email your contact information ASAP to Davidson, Zach Zach.davidson@co.galveston.tx.us including your email and cell phone number. Thank you.

Please see the next page for details on your role as a Team Leader. **Task one right now is to recruit your team members** (3 to 4) and gain their commitment to join you in Austin on March 1. Please email us the names and contact information of your team leaders. Additional details are contained on the next page. Please call or email any questions you might have. We are planning our schedule for the short training session and will get the date to you ASAP.

It is our goal to assign teams for visits to members of the Texas legislature based on any personal relationships that may exist and/or the background or interests of the team leader **and members** and how they connect to the specific member's committee assignments or person interests. These connections are valuable in establishing a common ground for development of a personal relationship leading to good communication. To assist with making these assignments, I would ask for your responses to the following questions. Please email back to us responses to the following items at your earliest convenience. Thank You

1. Name _____
 2. Business Interests _____
 3. College(s) attended _____
 4. Please list any members of the legislature you have had personal contacts with in the past. Please list in order of the strength of the personal relationship.

 5. Areas of Legislative Interest _____
 6. Please list other towns or counties in Texas you have family, have lived or do business in _____
 7. Please provide any additional information that you feel would be valuable in assigning your team to a member of the legislature for a visit based on their interests or committee assignments. _____
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Team Leader Commitment Sheet

Name _____

Phone _____

Title/Business _____

Email _____

Team Leader Responsibilities

1. **Attend** a 30 minute training session (to be scheduled) taught by legislative staff to discuss legislative talking points and prepare for effective communication with the legislator/staff.
2. **Recruit 3 to 4 additional individuals to join your team and travel with you to Austin** March 1, 2107 to participate in the presentations to Legislators/Staff that morning and support the reception that evening.
3. **Make contact** by phone and with a follow-up email with your assigned legislators (3 assignments per team to be determined) at least 7 business days prior to March 1 to request a meeting the between 11 and 3 on March 1 with the legislator and senior staff for about 15 minutes to discuss issues of importance to Galveston County and Texas. Please make sure that they have the Galveston County Day reception on their schedules (legislator and staff) and make the personal invitation for them to attend the event that evening.
4. **Attend the events** in Austin **with your team** March 1, 2017. Group picture in the Capitol at 10:30 am. Legislative Visits - 11 to 3:30 as scheduled. Galveston County day reception at Saengerrunde Hall, 1607 San Jacinto Blvd, Austin from 4 to 7 pm.
5. **Make 3 to 4 office visits** March 1 and present for 15 minutes the legislative priorities of Galveston County. The messages will be tailored to the unique committee positions of each legislator. Drop off the office gift (we will provide) and invite them again to the Galveston County Day reception that evening
6. **Attend the reception** and seek out and greet the folks you visited with earlier that day
7. **Send a follow-up letter or phone call** the following week and thank them for their attendance and support for our platform
8. **Report back** any suggestions or concerns expressed during the meeting

Please complete and return your commitment form to:

C. B. "Bix" Rathburn, Ph.D
Director of Economic Development
Galveston County

Rathburn@co.galveston.tx.us
Office: 409-766-2541
Cell: 409.370.7897

