Action Team Leader Toolkit
Introduction

Dentists across America are taking the lead on legislative issues that impact our profession. With the American Dental Political Action Committee (ADPAC) leading the way in political education, grassroots advocacy, and voter mobilization, the American Dental Association (ADA) strives to enhance our lobbying efforts by mobilizing dentists to become key contacts to and gain the legislative support of key officeholders for dental issues.

Thanks to your involvement with the ADA and ADPAC, you are that key contact! To assist you as you get started or even continue your lobbying efforts, this toolkit serves as a guide on best practices to successfully communicate and influence your member of Congress both in Washington, D.C., and back in your home state and district.

Members of Congress value the opinions of their constituents, especially those who help represent others in the community. As a healthcare provider and a small business owner, you have a strong voice that can have a direct and lasting effect on public policy.

Dentists like you are located in every congressional district and come from all walks of life. As a dentist, you not only successfully balance providing high quality healthcare to your patients, but are also a small business owner with deep roots in the communities you serve. As a pillar in the community and expert in both healthcare and small business ownership, Members of Congress often look forward to engaging with dentists like you, not only as members of the healthcare community, but as constituents who truly understand the issues facing the district. Working together the ADA, ADPAC, and America’s dentists are able to speak with One Voice, United. Thank you for joining us and becoming a key community advocate.
# Table of Contents

- What is Grassroots Work and Why is It Critical?  
- Grassroots Organizational Structure  
- Creating a Powerful Dentist’s Advocacy Team  
- Action Team Leader Checklist  
- How to Work with Congressional Staff  
- The Do’s and Don’ts of Congressional Meetings  
- Ten Tip for Creating Effective Letters & Emails  
- In District Meetings Guide  
- Home Fundraising 101  
- Basic Outline of the Legislative Process  
- The Organizational Structure of Campaign and Congressional Offices  
- Typical Schedule of a Member of Congress  
- ADPAC Fact Sheet  
- ADPAC Philosophy of Giving  
- Map of Capitol Hill  
- ADPAC Advocacy Resources
What is Grassroots Work and Why is It Critical?

In a time when members of Congress are often bombarded with information, it can be difficult to get your message across. However, through successful grassroots work, your message can be heard loud and clear by your member of Congress and hopefully create the change you would like to see. Successful grassroots activism consists of a group of people with shared interests coming together for a cause in which they believe, in order to help influence public policy.

Grassroots and political advocacy is as much a part of dentistry today as patient care. As legislation continues to change the landscape of dentistry and healthcare, the future of oral healthcare delivery is largely determined by politicians in Washington, D.C. That is why your dedication and advocacy efforts are so vital to our work and the field of dentistry as a whole.

As an Action Team Leader, you are asked to develop a personal relationship with your member of Congress. This personal relationship can help you gain valuable access to your Representative or Senators, highlighting the issues that impact you, your practice, patients, and the practice of dentistry across the United States.

Each year Congress will make decisions that impact your patients and your practice. You, as dentist and Action Team Leader, have a choice: you can sit on the sidelines or you can get involved and help educate members of Congress on vital dental issues, helping to shape the outcome of legislation. By being active in ADA’s grassroots program, you and your family will have a direct role in the fight for oral health on Capitol Hill.

Ensuring our voice is heard depends, in part, on our effective grassroots political participation — most importantly through your participation. By building an active grassroots team and fostering a relationship with your member of Congress, you will become a go-to leader on healthcare policies that directly impact communities across the country. We are here to support you - please let us know how we can help!
ADA Grassroots Organizational Structure

**ADPAC**
ADPAC is responsible for laying the groundwork that helps the ADA grassroots program grow to meet the needs of our members and address advocacy priorities. As part of ADPAC, the ADPAC Board is responsible for working with the constituent societies, coordinators and the Action Team Leaders (ATLs) like you in their trustee districts to ensure that all action teams have the tools they need to be effective advocates.

**State Coordinator**
The state coordinator works to oversee and encourage ATLs to stay active and become involved in both local and national advocacy work. A state coordinator can be a dentist, spouse or constituent staff.

**Action Team Leaders**
Action Team Leaders or ATLs are the lifeblood of the ADA’s advocacy structure. They serve as our first point of contact when engaging with a member of Congress on a grassroots level. Their main job is to engage their team and work to maintain a presence in the congressional district by participating in legislative and political activities. Dentists and spouses can serve as ATLs.

**Action Team Members**
As a core part of our advocacy and grassroots team, Action Team Members work to maintain a presence in congressional districts by responding to action alerts from ADPAC and Action Team Leaders and becoming active in a lawmaker’s reelection efforts. Dentists, spouses and students can serve as Action Team Members.

**Role of Constituent Dental Society**
The constituent society is responsible for appointing ATLs and State Coordinators, promoting grassroots action and encouraging members to become involved in other
advocacy activities. Constituent societies also determine who will attend the Washington Leadership Conference, ADPAC’s annual advocacy event that helps provide our grassroots network with exclusive trainings, presentations, and connections with members of Congress on the Hill. Constituent societies also forward action alerts to Action Teams and post important grassroots information on their websites.

**Role of State PACs**
While state political action committees (PACs) do not have an official role in the grassroots program, it should be noted that many state PAC chairs and activists are also active members in the Action Team network; serving as ATLs, State Coordinators, or Team Members. For efficiency purposes, many constituent societies prefer their PAC and state grassroots leaders to serve in the Action Team network.

**Role of the ADA Washington Office**
The ADA Washington, DC office maintains the list of all ATLs and State Coordinators and works to provide Action Teams with the most up-to-date resources, materials and support. The Washington office also provides political education training for constituent societies and promotes the grassroots program at various dental meetings around the country. The office also works to monitor all legislation that could impact the dental community and healthcare as a whole. Lobbyists and policy staff prepare Action Teams for meetings with lawmakers. ADPAC staff assists with home fundraisers, campaign volunteering and Action Team recruitment.

**Role of Dental Spouses and Students**
Members of the Alliance of the American Dental Association are also valuable members of our grassroots network. They can serve as advocates by participating in activities on behalf of dentistry. They can also be very important players in your grassroots efforts, providing additional support and resources to your Action Team. A spouse can also serve as a team leader.
Creating a Powerful Dentist’s Advocacy Team

As an Action Team Leader, you have been asked to build a strong network of dentists in your district who will advocate for the ADA, their colleagues, and oral health care across the United States. To get started or to continue building your existing team, we have compiled some tips to help you build a powerful and successful advocacy team.

To begin, reach out to the dentists in your community that you feel most comfortable with. When you reach out, mention your work for the ADA and ADPAC to dental school friends or fellow members of your practice. Starting with your friends and close colleagues will help build a core team of people you know and can depend on to continue building a successful team.

Explain to your colleagues that the ADA and ADPAC are working with fellow dentists across the country to provide a united front for the profession in Washington and across the United States. Share information with your colleagues about the important issues the ADA works on, what ADPAC does, its successes and why it is so important to join now. Please be sure to review the ADPAC fact sheet attached to this toolkit to help you explain ADPAC and share the most up-to-date information on our legislative issues and successes.

Another great way to build your team is by using local and state ADA meetings to reach potential new members. Please contact the ADPAC Grassroots Manager, Peter Aiello at aiellop@ada.org or over the phone at 202.789.5168. Peter is a part of our Washington office and can provide you with lists of dentists in your congressional district who have been previously active in politics and might be interested in joining your team.
Once you have recruited members of your team, organize your new members by collecting all of their contact information including email addresses and cell numbers. This will help when inviting them to legislative briefings, meetings with elected officials and special political events. It is also a great way to send regular reminders of the actions they can take part in at home such as political fundraisers, town hall meetings, congressional visits and other events.
Action Team Leader Checklist

☐ Action Team Leaders agree to contribute to ADPAC at one these club levels: Capital Club, Capital Elite or Diamond Club

☐ Recruit and build Action Teams; focus on having a diverse team of Dentist, including at least one New Dentist and Dental Students where possible

☐ Register for our Legislative Grassroots Network and respond to all Action Alert emails [www.ADA.org/Engage](http://www.ADA.org/Engage)

☐ Read the Action Team Leader Toolkit and Home Fundraiser Toolkit

☐ Recruit 5 new ADPAC members at any level and annually relay their names to ADPAC staff

☐ Learn ADA’s legislative issues and be able to explain them to your legislator

☐ Along with your team deliver ADPAC check personally to your member of Congress and submit the evaluation form

☐ Subscribe to email updates from your member of Congress’ website to stay apprised of his or her activities

☐ Follow your member of Congress’ social media sites, (i.e. Twitter, Facebook)

☐ Along with your Action Team visit your member of Congress’ campaign or district office

☐ Attend your member of Congress’ town hall meetings with member of your Action Team

☐ Take part in campaign activities

☐ Coordinate a home fundraiser for your member of Congress every cycle

☐ Attend the ADA’s Washington Leadership Conference or send a member of your Action Team in your place

☐ Participate in Grassroots training in your state
How to Work with Congressional Staff

The vast majority of meetings on the Hill are between Congressional staff and lobbyists or advocates like you. Staff members are experts on legislative processes. As an advocate and expert in the dental field, you have the opportunity to offer yourself as that issue area expert while you get the benefit of an interested and open ear in return — a true advocacy opportunity.

An important note to remember when dealing with all staff is that Congressional staff and government employees do not work for the re-election committee for the member of Congress. You will need to refrain from discussing political support and campaign contributions. The focus of your meeting needs to be the legislative issues and the impact they will have on you and your business.

Below are some points that will guide you in the right direction when dealing with Congressional staff:

- Don’t automatically seek the highest pay grade person you can speak to in the office. Work with the staff member that is actually responsible for the legislation you’re concerned about. Please reference the Congressional office chart in this packet for a summary of most positions within Congressional offices.

- Most staffers on the Hill have not developed their issue area expertise by actually working in the industry. This provides an opportunity for your to serve as a policy expert - be sure to let them know your background!

- Staffers are representing the member “in absentia”, therefore talk to them and treat them as if they were the member of Congress (MOC).

- Congressional staff brief their bosses on every pending piece of legislation. The briefing mentions any constituents or advocacy groups that have lobbied
for or against the bill. It is your goal that the staffer walks away from your meeting with enough information to adequately address your position in this briefing.

• Staff cannot personally take a stand on an issue. However it is their job to advise the member in the member’s best interest.

• Do not force a staffer to commit absolutely to a specific bill one way or another; this will force the staffers into an awkward position. Instead, try to get their commitment to your position in general.

• Staff can rarely guarantee commitment on a final vote on a bill before the vote takes place.

• Because bills often change significantly (up to the very last minute). If one particular amendment passes, it may force the member to vote differently on final passage.
The Do’s and Don’ts of Congressional Meetings

Face-to-face meetings are an extremely important part of issue advocacy. As an Action Team Leader, these meetings will be key to you working with your member of Congress and their staff to share your views on policy issues. Whether you are meeting with a member of Congress or a member of their staff, these helpful tips will help you have the most successful meeting possible.

Do:

Know the name of the office scheduler. He or she is the only person in the office who will be able to properly take your information and schedule a meeting.

Send a request for a meeting well in advance. Make sure that you consistently follow up and document all conversations with the Congressional office. Calendars often fill up quickly, so the sooner you have your meeting on their calendar, the better.

Prepare carefully and thoroughly for your meeting. Take the time to learn the ADA issues and background information on your member of Congress.

Personalize your intro. Always start the meeting with some personal details about your life in the district, your family, organizations you are involved with and your practice. Sharing these personal details will help the member and their staff connect with your story and engage with what you are sharing.

Stay on message. Stick to a small number of issues that you have a strong understanding of and provide professional insights. We recommend sharing no more than three points per meeting.

Don’t:

Engage in partisan critiques. Although you and your member may be a member of a political party, the ADA and ADPAC are non-partisan organizations and have developed relationships on both sides of the aisle.
Discuss political contributions and support. Members of Congress and their staff in their official capacity are required to keep all legislative issues and meetings separate from their campaign or political work. Furthermore, it is illegal to exchange legislative services for political contributions.

Be late to the meeting or show up too early. Offices on the Hill are extremely busy. Showing up too early or a few minutes late is not desirable.

Get upset if you have to wait. Although members and their staff try to stay on schedule, meetings and votes can sometimes come up unexpectedly. Offices are extremely busy and schedules change constantly.

Expect to always meet the member of Congress. A meeting with the healthcare legislative assistant is extremely advantageous. Staffers often have strong influence with the member of Congress. You should treat the staff member with the same level of respect as you would a member of Congress.
10 Tips for Creating Effective Letters & Emails

Every year, Congressional offices receive at least 250,000 pieces of mail and only have a small number of staff to manage responses. Knowing this, it is critical that your letter or email stands out from the thousands of other messages your member receives every day. While form or template letters are a great way to show large support for an issue, unique and individualized letters will receive more attention. To help, we have shared a few tips that are proven to help you create a letter or email that stands out.

- **Identify yourself as a constituent.** Put your name and address on any email, fax or letter. Congressional offices will only respond to their own constituents.

- **Always be respectful and be sure to use proper titles.** Be sure that you address a Senator as Senator; not Congressman or Congresswoman.

- **Be brief.** Members of Congress and their staff have limited time and are handling multiple issues simultaneously. Ensure that your argument is clear and concise - try not to go over one page or two to three paragraphs.

- **Establish credibility.** Your status as a member of the ADA, healthcare expert, and business leader makes you stand out. You are an important healthcare provider in your community and you understand the unique challenges that affect your profession.

- **Personalize your message.** Do not fall into the trap of just repeating fact sheets, but actually tell a short story of how this issue has personally impacted you, your patients, or your practice.

- **Do not use threats or lie.** Members of Congress take extreme offense when they are threatened with votes or donations. Just because you have voted for the member in the past doesn't mean that he or she has to vote in favor of your position. Threats will immediately end the relationship.
• **Make the letter actionable.** Ask your lawmaker to do something. For example, respectfully ask him or her to sponsor a piece of legislation and show how it helps your district.

• **Make sure that your message is timely.** If a vote on an important issue is coming up, make sure to send that letter or email immediately. Regular mail takes at least two weeks to get to a Congressional office.

• **Always include contact information.** This will ensure a timely response.

• **Spread the word.** Send your letter to fellow dentists and colleagues in your area. Encourage them to follow your example and compose a similar message.

• **Copy the Congressional staff.** If you have developed a relationship with the Congressional staff member who manages the issue you are working on, send a copy of your letter via email.
In-District Meetings

For the past 20 years, members of Congress have spent an increasing amount of time away from Washington and more at home with their constituents. In 2010, the Congressional leadership in the House added to the schedule four additional district work periods to accommodate the representatives’ needs for more time to meet with constituents throughout the year. This is great news for advocates like you, as it provides additional time to set up a meeting in-district with your member of Congress. The following steps are a guide for how to schedule an appointment with your member of Congress:

- **Use your state organization, the campaign and ADPAC as resources to:**
  - **Research**
    - Identify the appropriate scheduler
    - Identify the scheduling process (webform, formal letter, fax, phone)
  - **Contact**
    - 2 to 3 weeks before the appointment submit the scheduling request
    - Have scheduled appointments within 3 to 5 business days
  - **Follow-up**
    - Make sure you receive a confirmation from the scheduler about the meeting.

- **Be Flexible**
  - Chances are you will be offered an appointment with a member of the staff – Take It!

Meeting with your member of Congress in the district has numerous benefits, including more time and attention on the issues important to you as a constituent. As you will likely cover a variety of issues during your meeting, it is important to prepare accordingly. The following is a checklist to help prepare for an in-district meeting:

- **Inform the ADPAC Washington, DC office**
• **Research your member and recent votes or events that might come up**
  o Member’s personal Congressional website
    (congressmanslastname.house.gov or senatorslastname.senate.gov)
  o Congressional Social Media properties – Facebook, YouTube, Twitter
  o News Search

• **Prepare Your Location**
  o If the meeting is at your place of work, let other employees know you are doing this. Do not stop working, but let them know it is happening.
  o If the meeting is held elsewhere, make sure you know where the location is and when you will need to leave to arrive on time.

ADPAC can serve as a resource for helping you to prepare for your meeting. Peter Aiello, the ADPAC Grassroots Manager, can assist you with receiving the most current updates on key issues so please feel free to contact him directly.

Please feel free to use this draft agenda as a way to mentally prepare for your meeting with your member of Congress. Remember, this is your meeting — but their schedule. Please keep the meeting on time as much as possible.

• **Part I: Small Talk — Be Brief**
  o Introduce yourself and allow others in the group to do the same.
  o Identify your business, points of pride, and anything else you would like to add about your practice.
  o Identify who in your group is a constituent.
  o Try to make a personal connection if possible.

• **Part II: Why are you meeting? — Allow for discussion**
  o What is your story? Why should the member of Congress listen to your story specifically?
  o If you have a specific issue, share that particular ask, but more importantly, tell why it is so important to you.
If you don’t have a specific ask, focus on the general issues the association supports. Remember that you are representing the association in the meeting - please feel free to contact us if you would like information before the meeting for updated ADA and ADPAC issues.

- Listen and engage in conversation, not debate
- Answer questions as best as you can
  - If you don’t know the answer — it is ok to say that you will have to look into it
- Take a (clear) picture to share with other team members and the Washington office

It is important to understand that this is part of the process to develop a long term relationship with your member. Once you are done with your meeting, it is very helpful to follow up with the office to recap what you discussed in your appointment. The following is a list of ways to follow up:

- Send a follow up and thank you letter or email (personal email address only) within three business days
  - Include any details about the conversation
  - Any follow-up information you were asked for (DC office can help)
  - Your full name and contact information
  - Invitation on a future contact point
- Send a report to DC
  - Please include the names of who you met with, notes of the conversation, any follow up materials or information requested, and pictures.
Home Fundraising 101

Did you know that an average Congressional race costs more than 1.6 million dollars? That means that members of Congress have to raise thousands of dollars every week to prepare for their next election. One of the most meaningful ways to develop a relationship with your member of Congress is to invite him or her into your home for a fundraiser. Each dollar raised by a member of Congress is extremely crucial and any fundraising opportunity is taken very seriously.

By committing to host a home fundraiser or even just a meet-and-greet at your home, you are showing your member of Congress that you support them and can be counted as a strong ally. Your event will be extremely beneficial to developing a relationship with your member of Congress. Please feel free to reference this guide as you plan your home fundraisers.

This guide is just a starting point - ADPAC has a more detailed step-by-step guide available. Below are some initial steps that will help guide you through this process:

- First, contact the ADPAC team. If the candidate is backed by ADPAC and the state committee, we will contribute $1,500 to your event.

- Contact the campaign office of your MOC or candidate and speak with the finance director. It is important to never contact the official office of a member of Congress when the issue is campaign related. Reach out only to their campaign staff.

- Set a monetary goal, theme and capacity for the event. Set realistic price options for tickets, and then ask for 20 percent higher. Create a budget and stick to it.
• Create an invitation at least two weeks out and ask the finance director for a list of campaign supporters in your area. This will help increase the number of people in attendance beyond your network.

• Create an attendance list of people in your network. Invite fellow dentists, other healthcare providers, friends and family. ADPAC will help with guest lists and can provide names of supportive dentists in the area. You may want to invite other local elected officials or business owners.

• In the last week, take an inventory of who has yet to respond and call them personally. This will truly make the difference and will significantly raise the final total of both attendees and contributions. Remind unavailable guests that they can still make a donation toward the event even if they are unable to personally attend.

• The day before the event, hold a run-through of the event with the fundraiser or campaign volunteer to make sure the campaign has everything they need and that your member of Congress or candidate knows the format of the event.

• On the day of the event, talk with the guests about volunteer opportunities to help the campaign. Enjoy the event and make sure to send thank you notes to everyone involved.

• Please send the ADPAC team pictures of the event so that we can share your hard work with your colleagues!
Basic Outline of the Legislative Process

Lobbyist, interest group or concerned citizen proposes an idea for a law to a MOC

Member of Congress decides to introduce the proposed idea which is now called a “bill”

Bill is referred to proper committee, after the professional staff reviews the bill, it is up to the Chairman to post the bill for a hearing

After discussion, debate and a public hearing; the bill is “marked up” or submitted to line-by-line change by the Committee

The bill is now sent to the Speaker’s desk where he or she decides whether to put the bill up for debate by the whole of the House. If scheduled, then bill is debated, amended and put up for a final vote

If the bill passes on the House floor, then the bill will be sent to the Senate where it goes through a similar tedious process

If passed out of Senate committee, then the bill can head to the Senate floor only if the majority leader puts it on the schedule

The full Senate debates, amends and puts the bill up for a final vote. If passed, it is then either sent to the President or back to the House for amendment approval

If the House agrees to the Senate version of the bill and it passes the House then it is sent to the President for his signature; the President has veto power. If signed it becomes a …

Public Law
The Organizational Structure of Congressional and Campaign Offices

**Member of Congress / Candidate for Congress**

**Congressional Staff**
- **Chief of Staff:** Oversees all functions of the office and handles issues of particular importance
- **Legislative Director:** Manages the legislative agenda for the office
- **Legislative Assistant:** Handles legislative issues and provides voting recommendations
- **Scheduler:** Oversees the MOC’s schedule; serves as an important gatekeeper

**Campaign Staff**
- **Campaign Manager:** Oversees all political functions of the campaign
- **Field Director:** Coordinates volunteers for the campaign
- **Finance Director:** Oversees fundraising events, identifies and calls donors, assists with home fundraisers
- **Campaign Scheduler:** Responsible for the candidate's schedule
# Example of a Member of Congress’ Schedule

Members of Congress maintain a hectic schedule that frequently changes. Schedulers have the daunting task of trying to balance various competing interests. Below is a sample schedule:

*Votes are held throughout the day, can be called at any time and take between 15 minutes to an hour.*

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 - 8:30 a.m.</td>
<td>Meeting with Congressional Art Competition winner for the 8th District</td>
</tr>
<tr>
<td>8:30 - 9:30 a.m.</td>
<td>Party Caucus Meeting</td>
</tr>
<tr>
<td>9:30 a.m. - Noon</td>
<td>Small Business Committee, Full Committee Bill Markup</td>
</tr>
<tr>
<td>10:45 a.m.</td>
<td>Meeting with Legislative Staff to discuss pending issues</td>
</tr>
<tr>
<td>10 a.m. - Noon</td>
<td>Budget Committee, Full Committee Bill Markup on H.R. 2218, “Preserving the Future of Social Security Act”</td>
</tr>
<tr>
<td>10 a.m. - Noon</td>
<td>Science, Space, and Technology Full Committee Hearing on “NOAA's Climate Service Proposal”</td>
</tr>
<tr>
<td>11:30 a.m.</td>
<td>Legislative Business begins on the Floor of the U.S. House of Representatives (votes throughout day)</td>
</tr>
<tr>
<td>12:15 - 1 p.m.</td>
<td>Lunch at Capitol Hill Club with potential donors</td>
</tr>
<tr>
<td>1 - 1:30 p.m.</td>
<td>Lunch with Boy Scout troops from district</td>
</tr>
<tr>
<td>12:30 - 1:30 p.m.</td>
<td>Policy Board weekly meeting</td>
</tr>
<tr>
<td>2 - 2:30 p.m.</td>
<td>GOP Doctors’ Caucus Press Conference</td>
</tr>
<tr>
<td>2:30 - 3 p.m.</td>
<td>Capitol Hill Tour with Constituents</td>
</tr>
<tr>
<td>3:15 - 3:30 p.m.</td>
<td>Call with Reporter from FOX News</td>
</tr>
<tr>
<td>4:15 - 5:15 p.m.</td>
<td>Constituent Meetings in Office</td>
</tr>
<tr>
<td>4 - 5 p.m.</td>
<td>Reception in Rayburn for the National Association of Manufacturers</td>
</tr>
<tr>
<td>5:15 - 6 p.m.</td>
<td>Fundraiser at Capitol Hill Club with elite donors from MI</td>
</tr>
<tr>
<td>7:15 - 8:15 p.m.</td>
<td>Dinner with lobbyist discussing medical device tax implications</td>
</tr>
<tr>
<td>8 - 9 p.m.</td>
<td>Fundraiser hosted by ADPAC</td>
</tr>
<tr>
<td>8:30 - 10 p.m.</td>
<td>Conference call with Campaign manager and consultants</td>
</tr>
</tbody>
</table>
ADPAC Fact Sheet

What is ADPAC?
ADPAC is the American Dental Association's Political Action Committee. The PAC and its staff are dedicated to supporting federal candidates for public office who champion issues important to dentistry, your practice, and your patients. It also works to raise funds to help elect candidates who understand the importance of dentistry and healthcare in America.

Why is ADPAC Important?
ADPAC is a non-partisan voice for thousands of dentists. Public policy, especially in healthcare, affects every aspect of your daily life. As a dentist, you need a seat at the table to work toward positive legislative outcomes in favor of dentists across the United States.

What are the Benefits of Getting Involved?
You are able to support the growth and advancement of a public policy environment that better meets your needs as a dentist and healthcare provider. Together, we are better able to ensure that our united voice as the dental community in the United States is heard in Washington, D.C. and across the country. With your help, we can improve oral healthcare and ensure a successful future for dentistry!
ADPAC’s Philosophy of Giving Guidelines

ADPAC considers many factors before contributing to a candidate for the U.S. House or U.S. Senate. Among these are committee assignments, accessibility in Washington and in the state/district, leadership positions, and positions on dental issues. No incumbent or candidate is entitled to receive funds. States may always choose to not give to an individual.

Though all committees perform important work, only certain committees have jurisdiction over health care, dentistry, taxation, small business, etc. Below are the key committees to dentistry in the House of Representatives:

**Key House Committees**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Jurisdiction</th>
<th>Range of Giving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Energy and Commerce</td>
<td>Health Care Issues</td>
<td>$3,000-$5,000</td>
</tr>
<tr>
<td>Ways &amp; Means</td>
<td>Taxation</td>
<td>$3,000-$5,000</td>
</tr>
<tr>
<td>Appropriations</td>
<td>Programmatic Funding</td>
<td>$3,000-$5,000</td>
</tr>
<tr>
<td>Education and Workforce</td>
<td>Student and Labor Issues</td>
<td>$2,000-$5,000</td>
</tr>
<tr>
<td>Oversight and Government Reform</td>
<td>Student Issues</td>
<td>$2,000-$5,000</td>
</tr>
<tr>
<td>Judiciary</td>
<td>Labor and Immigration Issues</td>
<td>$2,000-$5,000</td>
</tr>
</tbody>
</table>

**Secondary House Committees**

<table>
<thead>
<tr>
<th>Committee</th>
<th>Jurisdiction</th>
<th>Range of Giving</th>
</tr>
</thead>
<tbody>
<tr>
<td>Armed Services</td>
<td>Military Dental Health System</td>
<td>$2,000-$2,500</td>
</tr>
<tr>
<td>Budget</td>
<td>Programmatic Spending</td>
<td>$1,500-$2,500</td>
</tr>
<tr>
<td>Rules</td>
<td>Determines Bills for Voting</td>
<td>$1,500-$2,500</td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>Veterans Health System</td>
<td>$1,500-$2,500</td>
</tr>
<tr>
<td>Science and Technology</td>
<td>Health-Related Technology</td>
<td>$1,500-$2,500</td>
</tr>
<tr>
<td>Small Business</td>
<td>Small Business Issues</td>
<td>$1,500-$2,500</td>
</tr>
</tbody>
</table>

*Members not on the above committees have little to no jurisdiction over dental issues or health care. Members who serve on other committees are still eligible for contributions based on other factors.*
**Senate Committees**
Priority committees for dentistry in the Senate are Finance; Health, Education, Labor and Pensions (HELP), and Appropriations. All Senators are eligible for a maximum contribution to both their primary and general election funds and leadership PACs when they are not up for reelection.

**Open Seats and Challengers**
States are encouraged to identify candidates for open congressional seats as well as challengers to incumbents with whom the ADA has been unable to establish a meaningful relationship. In these cases, the state recommendation is the primary criteria used in making a decision. These candidates are eligible for maximum contributions should the state see fit.

**Opposition Giving and Dual Giving**
When making an ADPAC contribution, ADPAC strongly encourages contributions to friendly incumbent congressional candidates over opposition candidates. ADPAC will consider opposition candidates if the incumbent is actively anti-dentistry. Also, ADPAC strongly discourages giving to opposing candidates in congressional races.

*The entire ADPAC Philosophy of Giving document is available upon request.*
Capital Hill Area Map

Buildings

A  Russell Senate Office Building  I  O'Neill House Office Building
B  Dirksen Senate Office Building  J  Longworth House Office Building
C  Hart Senate Office Building  K  Rayburn House Office Building
D  Supreme Court Building  L  Ford House Office Building
E  Jefferson Library of Congress  M  Congressional Budget Office
F  Adams Library of Congress  N  Botanic Garden
G  Madison Library of Congress  O  United States Capitol Building
H  Cannon House Office Building

x Denotes the public entrances for buildings.
ADPAC Resources

It is ADPAC’s goal to provide each Action Team Leader with the tools and information needed to be successful advocates. Below are some additional resources that we have made available. Thank you for choosing to make a difference - please let us know how we can help! We look forward to working with you as we speak out for dentists with one voice, united.

**ADPAC Website (ADA.org/ADPAC) includes:**

- Names, emails and phone numbers for your local ADPAC board member
- Sign up for the action alert e-list, so you will be able to receive emails from ADPAC when urgent action is needed
- A list of our legislative accomplishments
- A breakdown of federal and state legislative and regulatory issues
- A newly created section on the fight for access to oral health
- Tools to look up your member of Congress and his or her staff
- In-depth toolkits that cover issues like home fundraising and meeting a candidate
- Webinars and other powerful resources that will help you be a successful advocate

**ADPAC Staff can assist with:**

- Hosting home fundraisers
- Locating politically involved dentists in your district
- Hosting advocacy training events and presentations
- Scheduling Congressional tours or events

**ADPAC Staff:**

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