**Ten basic tips for the occasional lobbyist**

Prepared by Stewart Clifton

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(These tips are for citizen advocates and others whose purpose is to impact legislative and administrative agency decisions. Other obvious and legitimate purposes for advocacy might include organizing for a political campaign, changing public opinion, getting your issue before the public, building your organization, etc. But these 10 tips are geared toward the important but specific purpose of getting the right decision made by the person you are lobbying.)

1. Develop relationshipbefore you need the vote or action.

 2. Do your homework on the legislator/administrator and the legislation/issue.

 3. Respect the official and the office.

 4. Provide short, clear information, without jargon.

 5. Provide accurate information.

 6. Never threaten.

 7. Know that there are no permanent friends or permanent enemies.

 8. Know the formal and informal rules.

 9. Discuss one issue at a time when possible.

 10. Give this task/opportunity the time and effort you give other important tasks.