

Participant's Guide

2024 Grassroots Advocacy Conference

September 9-12, 2024 | Washington, D.C.

SourceAmerica ...

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Greetings,

Welcome to SourceAmerica's Grassroots
Advocacy Conference! This week, advocates,
family members, nonprofit executives, and the
SourceAmerica® team will come together to meet
with policymakers and share personal stories
about the power of inclusion and the potential
that every job has to make a difference in the
life of a person with a disability. With several new
developments taking place in the policy arena,
sharing your stories and advocating for individuals
with disabilities are more important than ever.

Our collective task over the next few days and in the months ahead is to personalize disability employment issues for members of Congress so they fully understand how legislation affects



people in their home state or district. You each play a vital role in educating members of Congress about the important issues facing your community and the impact their decisions have on people with disabilities in your state and across the country.

Each of you has a unique story and the power to create a movement for change to help lead us toward a more inclusive economy where diversity in the workforce is sought, celebrated, and nurtured. This effort is important not only for you and your family, but also for all people with disabilities who do not have jobs and are not able to join us this week.

While you're in Washington, D.C., and after you return home, we encourage you to tell your story with passion and conviction, embrace your role as an active participant in our nation's democracy, and continue advocating for a brighter future for people with disabilities. By working and advocating together, we can demonstrate the power of inclusion and make sure that policymakers know that every story matters, every job is important, and every person brings a unique set of skills and talents to the workforce.

Over the next two days, the SourceAmerica team will provide you with information and training for your congressional visits, and we will be on hand throughout the week as a resource for you. Please reach out to us at any time with questions or other needs. We appreciate your partnership and advocacy and look forward to working together to achieve our mission.

Sincerely,

The SourceAmerica Government Affairs Team



Monday, September 9

Time	Session
12:00 p.m. – 5:00 p.m.	Registration and Information Desk Coat Room
5:00 p.m. – 6:00 p.m.	Opening Session L'Enfant Ballroom
6:00 p.m. – 7:00 p.m.	Welcome Reception L'Enfant Foyer/Solarium
7:00 p.m. – 9:00 p.m.	Monuments by Moonlight Tour Meet in Hotel Lobby

Tuesday, September 10

Time	Session		
7:30 a.m. – 3:30 p.m.	Registration and Information Desk Coat Room		
7:30 a.m. – 8:30 a.m.	Breakfast Gallery I, II, III/Mount Vernon		
8:30 a.m. – 9:30 a.m.	Preparing for Congressional Meetings L'Enfant Ballroom		
9:30 a.m. – 9:45 a.m.	Break L'Enfant Foyer/Solarium		
9:45 a.m. – 10:45 a.m.	Preparing for Congressional Meetings L'Enfant Ballroom		
10:45 a.m. – 11:00 a.m.	Break L'Enfant Foyer/Solarium		
11:00 a.m. – 12:00 p.m.	Understanding the SSI Landscape L'Enfant Ballroom		
12:00 p.m. – 1:00 p.m.	Lunch Gallery I, II, III/Mount Vernon		
1:00 p.m. – 2:15 p.m.	Celebration of Stories L'Enfant Ballroom		
2:15 p.m. – 2:30 p.m.	Break L'Enfant Foyer/Solarium		
2:30 p.m. – 3:30 p.m.	Dialogue with the AbilityOne Commission® L'Enfant Ballroom		
3:30 p.m. – 3:45 p.m.	Break L'Enfant Foyer/Solarium		
3:45 p.m. – 5:30 p.m.	Celebration of Stories L'Enfant Ballroom		

Conference Agenda (continued)

Wednesday, September 11

Time	Session
7:00 a.m. – 8:00 a.m.	Grab and Go Breakfast L'Enfant Foyer
8:00 a.m. – 5:00 p.m.	Congressional Meetings (House) Capitol Hill
8:15 a.m. – 8:30 a.m.	Group Photo on Capitol Hill National Mall Side of U.S. Capitol
9:00 a.m. – 3:00 p.m.	SourceAmerica Disability Employment Educational Fair Rayburn House Office Building Foyer

Thursday, September 12

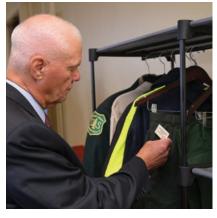
Time	Session
7:00 a.m. – 8:00 a.m.	Grab and Go Breakfast L'Enfant Foyer
8:00 a.m. – 12:00 p.m.	Congressional Meetings (Senate) Capitol Hill
11:30 a.m. – 1:00 p.m.	Grab and Go Lunch L'Enfant Foyer



SourceAmerica Disability Employment Educational Fair

SourceAmerica is excited to host the Disability Employment Educational Fair at the Grassroots Advocacy Conference again this year. Visit us on September 11 from 9:00 a.m. – 3:00 p.m. in the Rayburn House Office Building foyer. We will showcase the wide range of AbilityOne® Program products and services that people with disabilities create, develop, and deliver to the federal government and the military. Members of Congress and their staff are invited to attend throughout the day. We encourage all Grassroots attendees to stop by the event when not in congressional meetings to connect with members and staff and share the impact of disability employment through the AbilityOne Program.











1. Dress to impress:

Look your best! Plan to wear professional clothing. For example, dress shirts, blouses, blazers, suits, and dresses would all be considered appropriate attire.

2. Be prepared:

Be aware and knowledgeable of all meeting attendees, including any staff. Before you go, make a plan for the discussion and the order in which meeting attendees will speak.

3. Consider time constraints:

Members of Congress and their staff have limited time. Most meetings will be 15 to 20 minutes long. Introductory remarks are appropriate but keep them brief and keep the discussion on track.

4. Connect personal stories to policy impacts:

Decide who will share personal stories before the meeting. Use these stories to connect actual people to the facts and figures in your presentation and to connect emotions to the different policy outcomes you discuss.

5. Avoid acronyms:

When speaking, avoid using acronyms as much as possible. Not everyone is familiar with what they mean, and they can unnecessarily confuse your audience.

6. Be honest when you don't know:

If you don't know the answer to a question from a member or their staff, it is okay to say, "I don't know, but I will get back to you on that."

7. Have an "ask" ready:

In addition to explaining to a member why their involvement is important, you should have a specific request ready. Examples include asking them to co-sponsor a bill, make a statement in support of your organization, or participate in a site visit. Your asks should be tailored to the legislative priorities discussed in the meeting.



8. Offer follow-up actions:

Once the member of Congress has made their position clear, recommend follow-up actions to continue the dialogue. Offer to provide additional information that will be useful to them and help keep your request top of mind.

9. Ask for a photo:

Ask the member of Congress or their staff for a photo to share on social media.

10. Send a thank you note:

Send a thank you email immediately after the meeting, followed by a thank you note by mail.

Thank the member and their staff for taking the time to meet with you and summarize the outcomes of your conversation, reiterating follow-up actions discussed during your meeting.



The Grassroots Advocacy Conference empowers self-advocates to share their stories with peers and policymakers in their local districts and Washington, D.C.

If you haven't already, be sure to connect with SourceAmerica on <u>Facebook</u>, <u>X (Twitter)</u>, <u>Instagram</u>, and <u>LinkedIn</u> to reshare impactful content easily. @SourceAmerica is our handle across all social media platforms.

We have two new social media opportunities this year at Grassroots!



Grassroots Video Booth

Share your experience by visiting our Grassroots Video Booth! Self-advocates and participating agencies are encouraged to share their experiences and answer questions in the form of a video. Videos will then be available to download via email or to share on social media.

Abigail the Advocate

Engage with keynote speaker Abigail the Advocate on social media throughout the conference! Whether you are listening to her keynote address or engaging with Abigail during her Meet and Greet, don't forget to tag her in your social media posts:

Instagram: @abigail_the_advocate

Facebook: @AbigailTheAdvocate

· LinkedIn: @abigailtheadvocate

• Twitter/X: @AbigailAdvocate

· TikTok: @abigailtheadvocate

See our full 2024 SourceAmerica Grassroots Advocacy Conference Social Media Guide for sample posting schedules, social prompts, post examples, and additional details! To view the toolkit, visit the Network Hub's <u>Assets to Help You Amplify Your Good Works</u>. Choose the "View Resources" button, then select the top tile.



There are currently 149 Congressional Champions*, who are listed below by state:

Alabama

- · Rep. Mike D. Rogers
- · Rep. Dale Strong

Arizona

- Sen. Kyrsten Sinema
- Rep. Juan Ciscomani
- Rep. Paul Gosar
- · Rep. Raul Grijalva
- · Rep. Debbie Lesko
- · Rep. David Schweikert
- · Rep. Greg Stanton

Arkansas

- · Sen. John Boozman
- · Sen. Tom Cotton
- · Rep. Steve Womack

California

- · Rep. Salud Carbajal
- · Rep. Judy Chu
- Rep. Jared Huffman
- · Rep. Kevin Kiley
- · Rep. Doug LaMalfa
- Rep. Doris Matsui
- · Rep. Tom McClintock
- Rep. Jimmy Panetta
- · Rep. Scott Peters
- · Rep. Adam B. Schiff
- Rep. Mike Thompson
- Rep. Juan Vargas

Colorado

· Rep. Diana DeGette

Connecticut

· Rep. Jim Himes

Delaware

- · Sen. Thomas Carper
- Rep. Lisa Blunt Rochester

District of Columbia

· Del. Eleanor Holmes Norton

Florida

- · Sen. Rick Scott
- Rep. Aaron Bean
- · Rep. Kathy Castor
- Rep. Bill Posey
- · Rep. John Rutherford
- · Rep. Daniel Webster

Georgia

- · Rep. Rick Allen
- Rep. Sanford D. Bishop Jr.
- Rep. Earl "Buddy" Carter
- · Rep. Drew Ferguson
- Rep. Hank Johnson
- Rep. Barry Loudermilk
- · Rep. Austin Scott
- Rep. David Scott

Hawaii

· Sen. Mazie Hirono

Idaho

· Sen. James Risch

Illinois

- Sen. Richard J. Durbin
- · Rep. Mike Bost
- · Rep. Danny K. Davis
- · Rep. Jan Schakowsky
- · Rep. Brad Schneider

Indiana

- · Sen. Todd Young
- Rep. Larry Bucshon
- Rep. André Carson
- · Rep. Frank Mrvan
- · Rep. Greg Pence

lowa

· Sen. Charles E. Grassley

Kansas

- · Sen. Jerry Moran
- Sen. Roger Marshall
- · Rep. Ron Estes

Kentucky

- · Rep. Brett Guthrie
- · Rep. Harold Rogers

Louisiana

- · Sen. Bill Cassidy
- · Sen. John Kennedy
- Rep. Garret Graves
- · Rep. Mike Johnson
- · Rep. Julia Letlow
- · Rep. Steve Scalise

Maine

· Sen. Susan Collins

Maryland

- · Sen. Benjamin L. Cardin
- · Rep. Steny H. Hoyer
- · Rep. C.A. "Dutch" Ruppersberger
- · Rep. David Trone

Massachusetts

- · Sen. Edward J. Markey
- · Sen. Elizabeth Warren
- Rep. Jake Auchincloss
- Rep. William Keating
- · Rep. Stephen F. Lynch
- · Rep. Jim McGovern
- Rep. Seth Moulton
- Rep. Ayanna Pressley
- · Rep. Lori Trahan

^{*}Updated July 24, 2024

Michigan

- · Sen. Debbie Stabenow
- Rep. Jack Bergman
- Rep. John Moolenaar
- · Rep. Tim Walberg

Minnesota

· Rep. Betty McCollum

Mississippi

- Sen. Roger Wicker
- · Rep. Mike Ezell
- · Rep. Bennie Thompson

Missouri

- Rep. Emanuel Cleaver II
- · Rep. Sam Graves

Montana

· Sen. Jon Tester

Nebraska

• Rep. Donald Bacon

Nevada

- · Sen. Jacky Rosen
- Sen. Catherine Cortez Masto
- · Rep. Mark Amodei
- Rep. Steven Horsford
- Rep. Susie Lee
- · Rep. Dina Titus

New Jersey

· Rep. Mikie Sherrill

New Mexico

· Sen. Martin Heinrich

New York

- · Sen. Charles Schumer
- Rep. Jerrold Nadler
- · Rep. Marc Molinaro
- · Rep. Claudia Tenney
- · Rep. Paul Tonko

North Carolina

- · Sen. Ted Budd
- · Sen. Thom Tillis
- · Rep. Alma Adams
- Rep. Virginia Foxx
- · Rep. Patrick T. McHenry
- Rep. Greg Murphy, M.D.

North Dakota

· Sen. John Hoeven

Ohio

· Rep. Warren Davidson

Oklahoma

- · Sen. James Lankford
- Rep. Stephanie Bice
- · Rep. Tom Cole

Pennsylvania

- · Rep. Lloyd Smucker
- · Rep. Glenn Thompson

Rhode Island

· Sen. Sheldon Whitehouse

South Carolina

- Sen. Tim Scott
- Rep. James Clyburn
- Rep. Nancy Mace
- · Rep. Joe Wilson

South Dakota

· Sen. John Thune

Tennessee

• Sen. Marsha Blackburn

Texas

- · Sen. John Cornyn
- Rep. Joaquin Castro
- · Rep. Henry Cuellar
- · Rep. Kay Granger
- · Rep. Pete Sessions

Utah

· Rep. Blake Moore

Virginia

- · Sen. Tim Kaine
- · Sen. Mark Warner
- · Rep. Don Beyer
- · Rep. Gerald E. Connolly
- · Rep. Jen Kiggans
- Rep. Robert C. Scott
- Rep. Robert Wittman

Washington

- · Sen. Maria Cantwell
- · Sen. Patty Murray
- · Rep. Derek Kilmer
- · Rep. Rick Larsen
- · Rep. Cathy McMorris Rodgers
- · Rep. Adam Smith

Wisconsin

- · Sen. Ron Johnson
- Rep. Glenn Grothman
- · Rep. Gwen Moore
- · Rep. Derrick Van Orden



The Legend of the Bells: The Meaning of the Legislative Bells

Capitol Hill is a big campus. Like every high school in America, Capitol Hill also has a bell system. Engineers set up Capitol Hill with bells at strategic places around the campus. The House and Senate are famously unique institutions, so it should come as no surprise that the House and Senate bell systems are as different as the bodies themselves.

In the Senate:

A single bell indicates the beginning of a vote. Most votes in the Senate last for 15 minutes. Five bells signal the Senate is halfway through that vote.

Two bells mean a quorum call. The Senate rarely executes a true quorum call (known as a "live" quorum call) in which they require senators to literally come to the floor to establish whether they have enough lawmakers present to conduct business. Instead, most Senate quorum calls are simply timeouts. The Senate may also order a quorum call so floor leaders can huddle offstage to forge an agreement on votes or amendments.

Four bells signify the Senate is packing up for the day or beginning a long recess.

Six bells dictate that a parliamentary time of the day called "Morning Business" is ending. It could also mean that the Senate has recessed but will return.

The House system is more complex:

Two bells denote a vote on the House floor, but only if it is an "electronically recorded vote."

The two ring bell bursts are also complicated by the types of votes called on the floor.

- If the House rings the bells two times and pauses, followed by five bells, the first vote is on a measure handled as a "suspension." A suspension vote means the House needs a supermajority to pass the bill or resolution.
- Two bells followed by five bells also means the House is not just taking one vote, but beginning a cluster of votes.

Three bells signify a quorum call.

Four bells indicate the House is adjourning.

Five bells mean a five-minute vote.

Six bells indicate the House is in recess.

The Meaning of the Flag and Lantern

You can tell if Congress is in session from outside the Capitol building. Whenever the House or Senate is in session, the American flag flies above that chamber's roof. When the legislative load forces members of Congress to work into the wee hours of the night and early morning, a lantern at the top of the Capitol dome is lit.

Fun Fact: Did you know that you can reach out to your members of Congress to request that an American flag be flown over the Capitol in honor or memory of a person or special event? The Architect of the Capitol flies and delivers more than 100,000 flag requests annually. You can find out more information about how to order a flag on the **Architect of the Capitol's website**. You can also find your members of Congress and their contact information at **Congress.gov**.



Key SourceAmerica Congressional Committees and Information Resources

Congressional Committees

Senate

- Appropriations
- · Armed Services
- Finance
- Health, Education, Labor, and Pensions
- Homeland Security and Governmental Affairs
- · Small Business and Entrepreneurship
- · Veterans' Affairs

House of Representatives

- Appropriations
- · Armed Services
- Education and Workforce
- · Energy and Commerce
- · Homeland Security
- Oversight and Accountability
- · Small Business
- · Veterans' Affairs
- · Ways and Means

Information Resources

Helpful information	Where to find it
 Who represents you in Congress Basic contact information Party affiliation Committee assignments Member of Congress photograph Biographical information 	House of Representatives Website Senate Website
Campaign contributors	Center for Responsive Politics Federal Election Commission
 Voting records Floor speeches Bill co-sponsorships	• Congress.gov



Congressional Visit Feedback

One of the most important aspects of a SourceAmerica Grassroots Advocacy Conference is the feedback we receive about your congressional visits. What often goes unseen is the work done by SourceAmerica and the grassroots teams following this type of event. We continue the work and relationship building that you started during the conference through follow up and additional meetings. Your detailed feedback is critical to SourceAmerica's ability to capitalize on this event.

Please use the Congressional Meeting Feedback Form in the Advocacy Associates mobile app to share feedback about your congressional visits. You can also share meeting feedback with the Government Affairs team at CongressionalRelations@SourceAmerica.org.





Accessible Transportation

Request a wheelchair-accessible taxi in Washington, D.C. using one of these taxi companies. You may contact them via phone or book your trip online.

- Taxi Transportation Service (202) 398-0500
 - Note: Be sure to select
 "Wheelchair Accessible Taxi"
- Yellow Paratransit

 (202) 544-1213
 - Note: Request a wheelchair accessible cab by selecting "WAV" (wheelchair accessible vehicle) when selecting the vehicle type.

All taxi services are available 24 hours a day, seven days a week.

If you have any questions, please contact Kelsey Adkins, SourceAmerica event and meeting planner, at KAdkins@SourceAmerica.org.

Taxis

You can hail a taxi outside the hotel or on Capitol Hill.

Amtrak Train Station

Union Station is 2.2 miles from the hotel or 1.6 miles to the east of the Capitol.

Washington Metro System

For individuals with disabilities, the Washington Metro system offers an ideal way to travel around the Washington, D.C. area. Metrorail stations are easily identifiable from street level. Look for the Metro pylons with station names and rail line colors. The elevator locations and accessible entrances are indicated by the International Symbol of Accessibility. The directions on these pylons are easily visible by wheelchair users.

For customers who are blind or visually impaired, the information pylon outside of each station includes information in Braille and raised alphabet. Extra-wide fare gates in Metro stations offer easy access for wheelchair users. TTY-equipped telephones and public telephones are located on all station mezzanines.

When traveling to Capitol Hill, the **L'Enfant Plaza** rail station is located next to the hotel. The metro stop closest to the House of Representatives on Capitol Hill is **Capitol South**; the one closest to the Senate side is **Union Station.** The trip will take approximately 10 minutes. If you prefer to walk, the trip will take approximately 20 minutes.

For Capitol South

Take the train that displays:

- Blue/Silver Line toward Downtown Large or
- Orange Line toward New Carrollton.

For Union Station

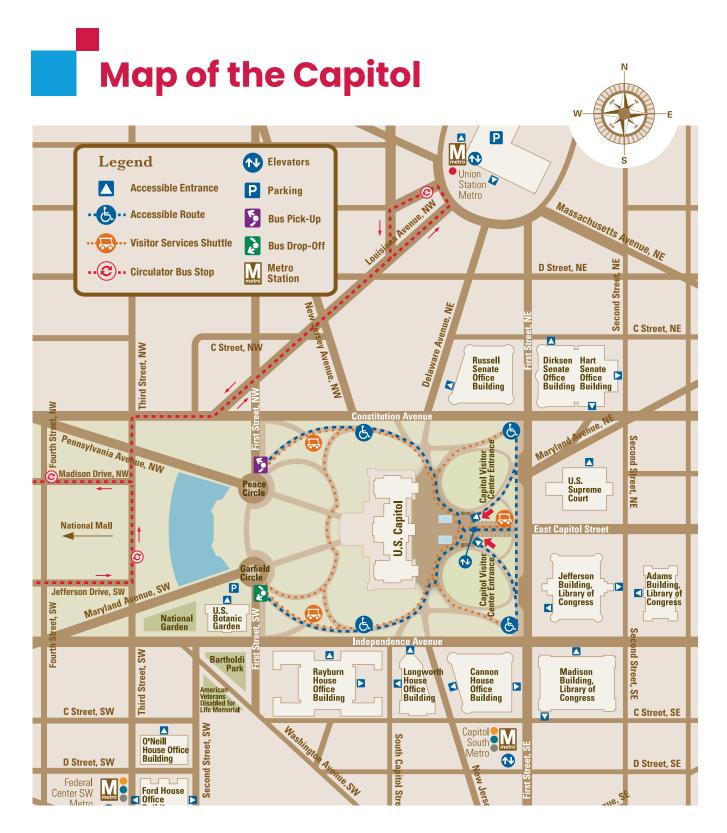
Take the train that displays:

- Green Line toward or Greenbelt or
- Yellow Line toward Mount Vernon Square.

Switch to the **Red Line** at **Gallery Place** and take the train towards **Glenmont**.

Purchase a SmarTrip® card in the station using the fare machines. To learn more about SmarTrip and purchasing metro fare, visit <u>WMATA.com</u>.

For all lines, a train is scheduled to arrive every 20 minutes. However, please plan for delays.



Accessible Entrances

Cannon House Office Building

Entrance is the north door on New Jersey Avenue

Dirksen Senate Office Building

First and C Street entrance

Hart Senate Office Building

Second Street entrance

Longworth House Office Building

Main entrance on Independence and New Jersey Avenues, or the South Capitol Street entrance

Rayburn House Office Building

Horseshoe drive off South Capitol Street or entrance on Independence Avenue

Russell Senate Office Building

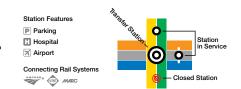
Delaware entrance on ground level closest to Constitution Avenue

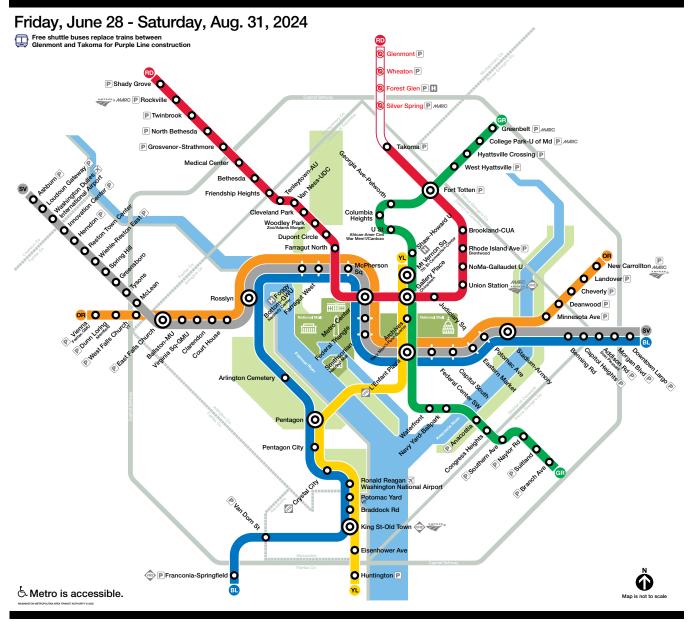
Metro Map



wmata.com Information: 202-637-7000 | TTY: 202-962-2033 Metro Transit Police: 202-962-2121 | Text: MYMTPD (696873) Red Line • Takoma / Shady Grove
OR Orange Line • New Carrollton / Vienna

Blue Line • Franconia-Springfield / Downtown Largo
Green Line • Branch Ave / Greenbelt
YL Yellow Line • Huntington / Mt Vernon Sq
SV Silver Line • Ashburn / Downtown Largo

















Group Photo

Date: September 11, 2024

Time: 8:15 a.m. – 8:30 a.m.

Location: On the stairs, between Peace Monument and Ulysses S. Grant Memorial, which are located in front of the U.S. Capitol and Reflecting Pool (National Mall side).





Attractions

- <u>International Spy Museum</u>*
 Next door to the hotel
- Smithsonian National Museum of African Art 0.4 miles
- Smithsonian National Museum of Natural History 0.6 miles
- United States Holocaust Memorial Museum*
 0.6 miles
- National Gallery of Art 0.8 miles
- <u>United States Botanic Garden</u> 0.9 miles
- National Museum of African American History and Culture*
 0.9 miles
- The White House*
 1.6 miles

Restaurants

- Sandella's Flatbread Café
 0.2 miles
- Falafel Inc. 0.3 miles
- Rice Bar 0.4 miles
- Mi Vida 0.4 miles
- Grazie Grazie
 0.4 miles
- <u>Del Mar</u> 0.5 miles
- Penn Quarter Sports Tavern
 0.9 miles
- Oyamel Cocinca Mexicana 0.9 miles
- Rasika 0.9 miles
- Jaleo by Jose Andres
 1 mile
- Hamilton's Bar and Grill
 1.2 miles

^{*}Tickets required



Please note: Due to space limitations, all participants must have previously signed up for the tour during general registration.

Join your fellow attendees for a fun and informative evening seeing some of Washington's most famous monuments and attractions lit up at night!

The tour includes stops at the Franklin Delano Roosevelt Memorial, the Martin Luther King, Jr. Memorial, and the Lincoln Memorial, as well as scenic views of the Washington Monument, the White House, and the Capitol Building.

Along the way, you will get to know Washington like never before as the tour guides share historical tales, fun facts, and anecdotes about this world-famous city.

- Meet in hotel lobby to board bus (Look for SourceAmerica staff in red polos): 7:00 p.m.
- Depart from Hilton Washington, D.C. National Mall (Pick up in front of the Spy Museum): 7:30 p.m.
- Return to Hilton Washington, D.C. National Mall: 9:00 p.m.









For questions about the conference contact:

Josh Prosser

Senior Specialist, Government Affairs (571) 421-8728

JProsser@SourceAmerica.org

Rick Terrazas

Vice President, Government Affairs (571) 519-6738 RTerrazas@SourceAmerica.org

For questions about the hotel or accommodations contact:

Kelsey Adkins

Meeting and Event Planner (571) 334-2800 KAdkins@SourceAmerica.org

Hotel Reception

(202) 484-1000



Nominations Close September 27!

Don't miss out on this chance to honor your outstanding employees, business partners, customers, and others. Nominate them for a 2025 Achievement Award, and join us as we celebrate the winners at the Xforce National Conference in Indianapolis, IN.

Spotlight on the Tom Miller Advocacy Award

About the Award

The Tom Miller Advocacy Award recognizes an AbilityOne® employee with a disability who has demonstrated outstanding achievement and remarkable passion for self-advocacy on a local, state, and/or national level.

Your Amazing Self-Advocate Could Be Our Next Winner!

If you have a self-advocate on your team with a talent and passion for advocacy, we'd love to hear more about them. Submit a nomination before it's too late! We've also got a lot of other great awards to choose from, including the new Quality Excellence Award, so get started on your nominations today!

Visit us online to learn more. SourceAmerica.org/Awards



Questions?

Contact the Achievement Awards team at AchievementAwards@SourceAmerica.org.



SourceAmerica.

8401 Old Courthouse Road | Vienna, VA 22182

SourceAmerica.org







