

Workday With My Legislator

National Disability Employment Awareness Month (NDEAM)

IOWA DD Council
Preparation, Participation, Power

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October is National Disability Employment Awareness Month (NDEAM)

As we celebrate NDEAM, we encourage you to invite your legislator to your workplace to see what your job is like.



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Employment First
Employment for All

IOWA DD Council
Preparation, Participation, Power

Iowa
Vocational
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Services
Finding solutions. Generating success.

Workday With My Legislator Campaign

How do we help legislators see that hiring people with disabilities is a good idea?

We show them—by bringing them to work!

They get to see people with disabilities doing their jobs and helping the community. They also meet business owners who say their company is better because they hire people with disabilities.

This is your chance to tell your legislator(s) what you do at work and why it matters to you. You can also share any challenges that make it hard for you to do your job. The DD Council will share pictures of your visit throughout National Disability Employment Awareness Month (NDEAM) in October.

Before you begin, ask yourself the following:

1. Do I have good things to say about my job? ☐ Yes ☐ No
2. Do I have things I want my legislator(s) to know about my job? ☐ Yes ☐ No

If you answered **yes** to these questions, please participate in the Workday With My Legislator campaign.

Getting Started

STEP 1

Fill out the **Participant Information Form** on page three of this packet and mail or email the form to the DD Council. A member of the DD Council team will contact you.

Mail to: DD Council, 700 2nd Avenue Suite 101, Des Moines, Iowa 50309

Email to: contactus@iowaddcouncil.org

STEP 2

Ask your employer for permission to invite your legislator(s) to visit you at work. Talk with them about why you want to be involved with this campaign. If your employer agrees, have them complete and sign the **Employer Agreement Form** on page four and then email the agreement to contactus@iowaddcouncil.org.

STEP 3

Complete the remaining worksheets on pages five to eight, beginning with the **Planning Your Visit Worksheet**. We are here to help you make this visit a success! If you have questions, contact the DD Council at (800) 452-1936 or at contactus@iowaddcouncil.org.

Participant Information Form

Participant Information

Your name: _____

Do you have a guardian: ☐ Yes ☐ No

If yes, share their name(s): _____

Address: _____

City: _____

State: _____

Zip: _____

Phone: _____

Email: _____

Business you work for: _____

Your job title: _____

Number of years employed at your current job: _____

Tell us about yourself.

What are your job duties?

What do you like best about your job?

Why do you want to invite your legislator to work?

Employer Agreement Form

Business Information

Business name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Website: _____

Supervisor's Information

Supervisor's name: _____

Job title: _____

Email: _____

Permission

I, _____ (SUPERVISOR'S NAME), as the _____ (TITLE)

at _____ (BUSINESS NAME), give _____ (EMPLOYEE NAME)

my permission to invite their legislator to our workplace and understand that this employee will spend 30-45 minutes visiting with their legislator(s) during their shift.

I will allow the following activities to take place:

Use of the business name in media-related activities surrounding the campaign, including my name as the employee's supervisor.

Media to be present during the visit.

Photos to be taken inside of the business and used at the discretion of the DD Council for media and/or promotional purposes.

(Printed Name)

(Title)

(Signature)

(Date)

Planning Your Visit Worksheet

Determine the Date and Time of Your Visit

Many legislators have full-time jobs in addition to their responsibilities as elected officials. You will need to be flexible. Talk with your employer about the best times to hold your visit. Depending on the type of work you do, certain times may work better to allow you enough time to show your legislator(s) your workplace and have a discussion.

Plan for the visit to last 30–45 minutes. Determine at least three dates and times to offer your legislator(s).

OPTION 1

Date: _____ Time: _____

Location: _____

Who will you invite: _____

OPTION 2

Date: _____ Time: _____

Location: _____

Who will you invite: _____

OPTION 3

Date: _____ Time: _____

Location: _____

Who will you invite: _____

Media

The DD Council will work with you to send out media alerts and press releases to your local newspaper about your visit. If your employer approves, we will invite the media to attend.

Contacting Your Legislator(s)

It is important that you give your legislator(s) plenty of time to plan for the visit. Please contact your legislator at least two weeks in advance and have three dates and times that will work for you and your employer. When asking your legislator(s) to visit, it is important to mention that the visit will last between 30-45 minutes.

It is important that you prepare for the phone call or email inviting your legislator(s). You will want to explain why you are inviting them and why it is important.

Here is a sample of how to start the conversation or email:

Good morning, my name is _____. I live in _____ (TOWN). I’m an employee at _____ (BUSINESS). In celebration of National Disability Employment Awareness Month, I am inviting you to visit me at my workplace because I want you too see what I do and how important my job is to me! The visit will last around 30-45 minutes.

Refer to your date and time options and share those with your legislator. Have the following information ready:

Your address: _____

Phone: _____

Email: _____

Employer’s name: _____

Employer’s address: _____

When Your Legislator(s) Arrives

1. Introduce your employer, job coach, and co-workers to your legislator(s).
2. Give your legislator(s) a tour of your workplace.
3. Show your legislator(s) what you do at work.
4. Find a place to speak with your legislator(s). Sit down and have a cup of coffee or a soda.

What should you talk about?

Legislators are regular people just like you, your family, and your friends. They want to get to know you. You do not need to be an expert to talk to your legislator(s). The Workday With My Legislator campaign is an awareness campaign to educate legislators about the importance of employment for Iowans with disabilities.

Prepare questions and practice what you want to say.

Here are a few ideas to get you started:

- I work _____ days per week and I work _____ hours per shift.
- My job is:
- I like my job because:
- I want to work here because:
- Working is important for people with disabilities because:
- My hope for the future is:
- Some of my friends with disabilities work:

After Your Visit

After the event, send a heart-felt thank you note to your legislator. This will make the visit more memorable for them. Provide your contact information to stay in contact after your Workday With My Legislator.

Thank you note example for legislators:

Dear _____ (LEGISLATOR’S NAME),

Thank you for visiting me at _____ (YOUR WORKPLACE). I enjoyed meeting you and appreciate the opportunity to tell my story and share my passion for my work and my community. I look forward to staying in touch with you.

Thank you,

_____ (YOUR NAME OR SIGNATURE)

REMEMBER

Thank your employer for the opportunity to have your legislator(s) visit.

Sample thank you note for employer:

Dear _____ (YOUR SUPERVISOR’S NAME),

Thank you for allowing me to invite my legislator to visit me at work. I wanted to show how much I love my work. I wanted _____ (LEGISLATOR’S NAME) to see how important my work is. I appreciate working for you and with my co-workers.

Sincerely,

_____ (YOUR NAME OR SIGNATURE)

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