

And for those who are brave here is a how to on

# MEETING WITH YOUR ELECTED OFFICIALS OR THEIR STAFF

## Before you go:

- Make an appointment.
- Understand that you are likely to meet with a staff person. Such visits are valuable as staffers represent the legislator and often make important policy decisions.
- Be prepared. Know the one or two issues you will be discussing beforehand. Get Americans United brochures and fact sheets to take with you.
- Research the legislator's position on those issues. Review your arguments and tailor them to the legislator's positions. Approaching your legislator and their staff with an appropriate message is the best way to be effective.

## When you are there:

- Arrive on time, dress nicely, and be cordial.
- Keep your focus on the one or two issues you planned to discuss when setting up the visit.
- If you are a person of faith, state that in relation to the issue.
- Listen carefully. Politicians and their staff tend to speak generally. Try to draw out specific answers to specific questions.
- If you don't know an answer to a question, be honest. Say that you will get the information to him or her later.
- Thank the legislator and/or the legislator's staff for the visit.

## After the visit:

- Immediately after the meeting, make notes on what was discussed and what the staffer/legislator agreed to do.
- Follow-up the meeting with a thank-you letter that summarizes your understanding of the meeting. Let the person you spoke with know that you are available for help and information.