

Step By Step Guide:

MEETING WITH YOUR MEMBER OF CONGRESS

Virtually or In-Person

Follow these steps to have a virtual or in-person meeting with your Representative, Senator, and/or their staff:

- 1. Collect the right info.** Review the messaging and asks in the August Recess toolkit. Determine what issues you want to focus on. Now, look up the contact information for [your members of Congress](#).
- 2. Schedule Your Meeting.** Be sure to reach out to the office several weeks in advance to try to schedule your meeting.
 - Below is a sample email you can use to request a meeting with your Representative or Senator.
 - If you are unable to schedule a meeting – see if they are hosting an in-person or virtual town hall, or similar event. Attend and ask a question!

SAMPLE EMAIL:

Dear [Scheduler First Name],

I am writing to request a meeting with Rep./Sen. [name] the week of [date]. A group of constituents, representing [communities/ organizations], would like to meet with [representative/senator] to talk about the importance of improving health and health care in America. Please let me know as soon as you can about Rep./ Sen. [name] availability on the week of [date]. If [he/she] is unable to meet, we would welcome the opportunity to have a discussion with the relevant staff member. Thank you for your time and attention to this request.

Sincerely,

Name

Profession, Community, Organization, Affiliation—if applicable

City, State, Zip code

List of who will attend the meeting

3. **Make a Plan.** Meetings can be quick and easy, but they are more powerful if you have a solid plan. Who will be in the meeting with you? Have you reached out to coordinate with other network members or group?
 - It is also helpful to plan out the agenda. Who will talk about what bills/aspect of health care? What will your message be?
4. **Email.** Email the legislator the leave-behind before the meeting. That way, they will have a chance to look at it before you meet with them.
5. **Have the meeting!** Make sure to thank them for any positive votes or statements and actions; share a personal reason for your interest in this issue, and make a clear ask to the member or their staff. Example: Can we count on the Senator to support making APTCs permanent?
6. **Post online.** You can share how your meeting went by tagging your representative and posting on social media.
7. **Follow up.** Be sure to thank the staffer or Representative for their time, get their email address, and follow-up post-meeting by email. This will help to continue to build relationships with your member offices. If they've requested any other information, you can send it in this follow up email. Families USA Action's Government Relations team is happy to assist with any policy questions, so [reach out](#) and let us know!