

**WHAT YOU NEED TO KNOW ABOUT MEETING WITH LEGISLATORS**

**Before the Meeting:**

* To set up a meeting: call the legislative district office and ask to speak with the scheduler – that is the person who manages the legislator’s calendar.
* Give yourself a 2-3 week window of availability.
* Let the scheduler know what issue you will be meeting to discuss.

**The Meeting**

* While you might be nervous - - remember, the legislator represents you and your community.
* Introduce yourself and any other members with you in the meeting (name, where you live, where you work, what is your position in the school district).
* Identify the piece of legislation or issue you wish to address.
* Explain the issue and the association’s position clearly and concisely
	+ Share your story and how the legislation/issue is impacting you, your family, your students, your profession, etc.
	+ Clearly make your ask? Do you want the legislator to support/oppose a particular piece of legislation?
* Stay on topic – you may only have a limited amount of time for the meeting
	+ If you are attending with a group of people – rehearse ahead of time so that everyone has an opportunity to be heard
	+ Listen as well as speak. Assign a member of the group to take notes.
* Answer any questions a legislator or staff member has as best as you can. If you do not know an answer, let the legislator/staffer know you will find out the information and get back to them. Clarify who to follow up with and the best way to do that.
* Leave behind more information on the issue - - or offer to send additional information supporting your opinion.
* If a legislator agrees, thank him/her for the support. If a legislator disagrees, be frank in your disappointment, but not disrespectful.
* Thank the legislator/staffer.

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**After the Meeting**

* Write a note or send an email to thank the legislator or staffer for his/her time.
* Be sure to complete a report form about the meeting and send it to your GR Chair/Lobbyist.

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**9/25/2018**