

## **TIPS FOR VISITING YOUR ELECTED OFFICIAL**

*Prepare for the meeting* – Schedule an appointment ahead of time. An appointment normally ensures that you will be heard and your time not be wasted. Scheduling ahead of time also provides a better chance at meeting with the legislator and not just staff. Research your issue ahead of time. Know how your legislator can provide assistance and offer solutions to the problem.

*Be prompt for your meeting* – Demands on the official's time are ever changing and numerous, try to be flexible. If the official is not available, offer to meet with their legislative aide. Do not be disappointed if you can't meet with the actual official, the legislative aide is often in a position to directly impact the official.

*Keep your meeting brief and on topic* – Determine before the meeting starts exactly what you wish to address and then stay on topic. Don't stray from the meeting topic with personal concerns or stories. Remember you have a limited time period. If you have specific issues you would like to address related to personal experiences, consider sending a follow up email or letter.

*Ask what you can do* – Offer to provide additional information and assistance. Leave your name, address and phone number so that the legislator's office can contact you. Be sure to leave the brochure provided in your information folder.

*Send a thank you note* – Send a written thank you in the mail or email recapping the meeting as soon as you return home. If you promised to send specific information, get it to the legislator as soon as possible.