



## Requesting a Meeting with a Member of Congress (and/or Their Staff)

Personal meetings, either to discuss a specific issue or to introduce yourself as a constituent, are the most effective means of political communication.

### *Did You Know...*

97% of Congressional staff say constituent visits to the Washington office and to the district/state office have **some or a lot of influence** on an undecided member of Congress.

Source:

[http://www.congressfoundation.org/storage/documents/C MF\\_Pubs/cwc-perceptions-of-citizen-advocacy.pdf](http://www.congressfoundation.org/storage/documents/C MF_Pubs/cwc-perceptions-of-citizen-advocacy.pdf)

Here are some tips to help you request a meeting with your Senators and Representatives:

1. Identify who your two senators and one representative are by visiting CEC's [Legislative Action Center](#) and putting in your zip code under **Find your elected officials**.
2. Once you have the Senator/Representative's contact information, you can schedule a meeting by:
  - (1) Calling their office and asking to speak to the Education Legislative Assistant (LA) and Scheduler;
  - (2) Calling their office and asking for the email address of the Education LA and Scheduler and email your request;
  - (3) Faxing a meeting request to the attention of the Education LA and Scheduler; or
  - (4) Filling out a request to meet form on the Congressional member's website.
3. Here's a sample meeting request/text for your contact with the Education LA and Scheduler:

*Dear [Name of Education Legislative Assistant and Scheduler],*

*I am a constituent from [Your Town] and am a [Your Professional Role].*

*On July 9, I will be in Washington, D.C., as part of the Special Education Legislative Summit. I hope that I may meet with the senator or representative in the a.m. or p.m. to discuss issues related to the education of children and youth with exceptionalities.*

*I look forward to hearing from you and connecting with you in Washington D.C.*

*Sincerely,*

*[Your Name] [Your Contact Information]*
4. It may take several attempts, so be sure to follow up if you do not hear back! Persevere: you may not get an appointment until several days prior to July 9.
5. If your member of Congress is not available to meet, please set up the appointment with the Education Legislative Assistant.
6. Make sure to let the Education Legislative Assistant and Scheduler know that you will be bringing a state team of *[Number of People in Your Team]* to the meeting.