

# SITE VISITS WITH YOUR LEGISLATOR

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Another way help your legislative representatives further understand the importance of your program is to invite them to visit your site. Below are suggested steps and a timeline you can take to schedule a site visit with your legislators.

## At least 1 month in advance:

- ✦ **Find a Date.** Try to find a few days when your site is holding a special event or activity that the legislator can observe or participate in during the visit. Provide options for dates and times if your first choice does not work.
- ✦ **Send the Invitation Letter.** Write a letter to the legislator on your organization's letter head. Fax and mail the invitation. You can also invite the youth in your program to write letters that can be included in the packet that you mail. Within in a week, call the office to confirm receipt and status of your request. Contact info can be found at [www.leginfo.ca.gov](http://www.leginfo.ca.gov).
- ✦ **Be Flexible.** If your legislator is not available for any of the dates you selected, ask whether a senior staff person can visit instead.

## When the site visit is scheduled:

- ✦ **Thanks & Confirmation.** Once the date is set, send an email confirming the site visit and thank the legislator and their staff.
- ✦ **Find Speakers.** Identify youth, parents, program staff, school officials and community partners who would be good advocates for your program. Try to find individuals who have compelling stories about the impact the program has had on their lives.
- ✦ **Create an Agenda & Talking Points.** Meet or hold a call with all speakers to create an agenda and talking points for the day and review background information about each legislator.

## 1 week prior to the site visit:

- ✦ **Final Confirmation.** Call the legislator's office to reconfirm the site visit.
- ✦ **Gather Information.** Create a packet of information to give to the legislator that highlights the successes and the challenges that your program has experienced. This could include copies of awards, news articles, letters from parents, and writings or projects done by children and youth at your site.
- ✦ **Final Preparation.** Review the agenda and talking points with all speakers. Be sure that the children and youth are comfortable with speaking.
- ✦ **Find a Camera.** Be prepared to take a photo with your representative to be included in newsletters or any other publication.

## After the visit:

- ✦ **Debrief.** Meet with your group to discuss how the experience was for everyone.
- ✦ **Thank Everyone.** Send a letter that includes thank you notes from the youth in the program, a photo from the visit, and a flyer about upcoming events at your site. Don't forget to send thank you notes and photos to all the participants in your group.