

SCHEDULING IN-DISTRICT VISITS

Your legislators need to hear from you more than once a year! Follow the steps below to set-up a visit with your legislators at their home office.

Scheduling a legislative visit:

- ✚ Legislators are usually in their local offices on Thursdays and Fridays only. Select a few dates and times that you and a team are available to meet for approx. 30 minutes.
- ✚ Fax a meeting request letter 2-3 weeks in advance of the proposed meeting date. The request should include an overview of your program, the reason for the visit, and the specific dates and times you would like to meet.
- ✚ Within 3 days, follow-up with a phone call to confirm that the meeting request was received and to schedule a meeting.

Preparing for the visit:

- ✚ Research your legislator by visiting www.leginfo.ca.gov.
 - What party do they belong to?
 - Which committees are they involved in? Are they involved in any caucuses?
 - Which bills have they supported or opposed in the past?
 - What issues are they passionate about?
 - Did they or their children participate in an afterschool or school-age child care program?
 - What are their hobbies or interests?
- ✚ Determine your talking points & agenda for the visit.
 - Include the successes and challenges that your program has experienced.
 - Highlight data and facts about your program.
 - Be sure to include personal stories that connect the data to the actual people impacted by your programs.
 - Have a clear ask of your legislator.
 - Determine a role for each team member.
- ✚ Create a packet of information to leave with your legislator that provides an overview of your program. This could include copies of awards, news articles, letters from parents, and writings or projects done by children and/or youth at your site.