

# Advocacy Resources

## Setting Up a Meeting with Your Legislator

The most effective way of asking your legislator for support for climate protection measures is to set up a face-to-face meeting. The following steps provide a framework for setting up your meeting and making it as productive as possible.

1. **Clarify your objective for the meeting.** Do you simply want to inform them on your interest in the issue as a constituent, or is there a specific measure you would like them to support?
2. **Do your research.** If you're reaching out to a U.S. Representative or Senator, look through the [Congressional Record](#) to get an idea of what climate protection measures are already being introduced, and where your legislator stands on them. This will give you a more specific idea of what you want to discuss.
3. **Contact the office.** If you can, find the contact information of your legislator's scheduler. If that information isn't available, contact the general office line, and ask to be transferred to the scheduler. Explain that you would like to set up a meeting with your legislator, and give details of the date and time, and who will be attending. Offer to mail or fax a hard copy of your request. To find your national legislators' contact information go [here](#).
4. **Confirm the meeting.** A week before your meeting is scheduled to take place, call the scheduler or office to confirm the meeting.
5. **Prepare for the meeting.** In addition to preparing your background research, have a personal anecdote/story to share - that will go a long way in making you stick out to the legislator. Your discussion will have more impact if you present your story in the light of your faith's teachings. If other people will be going to the meeting with you, prepare them so that everyone has something to say.
6. **Prepare a 'Leave Behind'.** Write a one-page synopsis of your position, highlighting why your position is important. Having something to leave with your legislator will help them remember the most important parts of your meeting, as well as any action items you'd like them to follow up on.
7. **The meeting.** Be prompt and polite. Be in dialogue mode, not confrontation mode. Thank the legislator/staff person for their time. If you're in a group, don't talk among yourselves, but focus all your attention on the person who took time to meet with you. Invite questions, and if asked something you don't know the answer to, tell them that you will get back to them, and then make sure to follow up later. Stick to your planned objective, and ask your legislator for their support. Give your legislator's secretary your "Leave Behind" on your way out, and ask them to convey it to the legislator.
8. **After the meeting.** Send a note to your legislator after the meeting thanking them for their time, and re-iterating your main points. Follow up with the answers to any questions or concerns your legislator had during your meeting. Let us [know](#) how your meeting went!