



## **Guide to Dropping-in to Your Congress Members' Office**

### **What is a drop-in?**

A “drop-in” is a quick visit to the office of your elected officials to talk about a policy issue. In this case, the issue is defending the Clean Air Act (CAA) and allowing the EPA to continue to do its job and enforce the CAA.

### **How do you go about a drop-in visit?**

**Step 1:** Figure out who represents your district, and where their office is located, plug your address into the tool [HERE](#). Then click on their name for full list of their offices in DC office and in your state.

**Step 2:** (Optional) See if you can find your elected officials' positions on the CAA. The most important part of the visit is telling your story, and letting them know you care about the issue. BUT, it can be reassuring to know who you are talking to. To find your elected official's positions on the CAA:

- Visit your elected officials' website and look in the issues section
- Do a google search with their name and the words “Clean Air Act” or “EPA”

**Step 3:** Review and edit the 1Sky drop-in/ meeting letter, which has talking points on the CAA and the EPA. Personalize it with your information, and print it out so you have something to leave behind. The most important point is that you have a clear ask of your congressional office:

- Will you stand with us in support of the Clean Air Act?
- Will you support the CAA by publicly defending it against the interests of corporate polluters?
  - If they answer “YES,” thank them, and be sure to follow up.
  - If “NO,” respectfully thank them for their time, but remind them that you and your friends will be organizing in your community in support of climate solutions.

**Step 4:** Drop-in! Figure out a time that works well for you, and then just drop by the office! Be friendly, and ask the front desk person if your representative or a relevant staff member is available to talk about an important and urgent matter. If they ask, let them know it is about defending the Clean Air Act.

Remember, lots of folks stop by congressional offices for drop-in visits; they like to hear from constituents! In the meeting, introduce yourself (or yourselves).

**Step 6:** Give them your letter on the Clean Air Act. This will make it much more likely that you will get a written response to your visit.

**Step 7:** Take a photo with the person you speak to! Don't forget to thank them for their time.



## **Tips!**

- Remember your specific asks from step 3
- Keep it personal, talk about your story instead of just policy (the person you speak to might be a policy expert, but they don't know your story or motivations)
- Be friendly AND firm in your mission.
- Ask what they plan to do/ can do to help
- Wear neat or business casual clothing
- Make sure to thank them for their time