

Setting up a meeting with your elected official

Meeting with your elected officials is one of the most effective ways you can make your voice heard and have a political impact. Follow the steps below to set up a local meeting with your Senator or Representative.

1. **Get your Senator or Rep's information.** Visit the congressional directory at <http://www.congress.org/congressorg/directory/congdir.tt> to search for the address and phone number of your local office. To find their phone numbers, click on your senator's name. Take some time to also research your elected officials' positions on climate and energy (visit their websites, look at their issues stances and voting records, read through newspaper articles, etc.).
2. **Recruit your community.** Invite your friends, family and members of your community to participate in the meeting with you to have a larger impact by showing power in numbers. Try to recruit people with a variety of interests/backgrounds to articulate the diversity of the movement.
3. **Schedule your meeting.** Call your local office and ask to speak to the scheduler. Suggest specific dates and times for your meeting, and be sure to let the scheduler know that you are a constituent and that you would like to meet with your elected official or a staffer who works on climate change and clean energy.
4. **Confirm your meeting.** Mail or fax a confirmation letter to your district office (see below for a sample). The letter should verify the date of the meeting and list the meeting attendees and their affiliations. Call the office scheduler after the letter is sent to confirm your meeting request. This might take some persistence, so don't be afraid to call the office repeatedly to follow up – they're very used to people calling frequently.

See the following page for a sample form letter to send in order to request a meeting

Sample congressional meeting request/confirmation letter

DATE

[Senator/Representative] _____

OFFICIAL'S ADDRESS

Dear [Sen./Rep.] _____,

As your constituent, I am writing to [request/confirm] an opportunity to meet with you in your district office on DATE at TIME to discuss climate change and clean energy.

The following people, who are also your constituents, will join me in this meeting:

- LIST ALL NAMES AND AFFILIATIONS HERE

I look forward to speaking with you more at length about these issues. Please contact me to confirm our meeting at your earliest convenience. Thank you for your consideration.

Sincerely,

YOUR NAME

YOUR CONTACT INFO