



Guide to Visiting Your Member of Congress

Before Your Visit

1. You can schedule a meeting in your Members District Office (note: you will be more likely to have a meeting with the Member if you schedule this appointment during a Congressional recess). To request a meeting with your Member of Congress, e-mail or fax a letter to your Member that names the issues you would like to discuss. *You can visit NACCRRA's action center (click "Take Action" on NACCRRA's home page, www.naccrra.org) and by typing in your zip code, you will find your Members of Congress and their contact information.* Follow-up on your letter by contacting the person who sets the Member's schedule. Do not be concerned if you are unable to meet with your Member of Congress as Members rely heavily on their staff to keep them informed about issues. Meeting with a staff is just as important as meeting with the Member.
2. Print out and bring supporting materials, which are provided in the Toolbox of the campaign page. If you have any questions about these materials, or would like to review them in advance of the meeting, please contact Grace.Reef@naccrra.org or Pamela.Davidson@naccrra.org.
3. Use the below worksheet to outline why the issue is important to you. Do this in advance of the meeting so that you can have a clear idea of how to articulate your story and why this issue is important to you in a short timeframe. Most meetings are about 15-20 minutes so it is important to carefully plan out the key points you want to convey in your meeting.

During Your Visit

1. Introduce yourself. Make sure whomever greets you knows that you are a constituent, and that you are there to express support for legislation that protects children in child care. Make sure they record your name, address and the reason for your visit.
2. Share your story or the reason why the issue you are discussing is important to you. This is not a debate, and you do not need to be an expert, just someone who knows firsthand why we urgently need to protect our children.
3. Ask for their support. Before you leave, ask if your Member of Congress will commit to support **(reference talking points on the Campaign page)**. Stay calm and positive. Your goal is to engage in meaningful, respectful discussion. Remaining calm, positive and polite while speaking to any staff member is the best way to be heard.
4. Thank them for their time and hard work!

After Your Visit

1. Share the details of your visit with NACCRRA and your local R&R. It is really important for everyone to hear where policymakers stand on this issue.
2. Send a thank you note. This is a great way to stay in contact and build a relationship with your policymakers, and to hold them accountable for what was discussed in your meeting.

Story Worksheet

My Story:

Tell the 'who, what, where, when and why' of your experience with child care and/or why this issue is important to you.

My Challenges:

Draw out specific problems with the how the current law and where improvements can be made.

Next Steps:

Provide action steps for the policymaker to take to help strengthen the laws (reference talking points on Campaign page).

Sample Thank You Notes for Policymakers

Senators

Dear **[insert Senator or staffer name]**

Thank you for taking the time to meet with me on **[Day, Month, Year]**.

[insert personal story and/or why child care is important to you.]

At our meeting, we discussed some of the ways that Senator **[insert name]** can help working families by ensuring child care is safe and affordable for all children. An immediate way you can show support is by [fill in specific issue from Campaign page].

Again, I appreciate your time and I look forward to working with your office in the months ahead. If you have any questions please contact me at **[email, phone]**.

Sincerely,

[insert name]

Representatives

Dear **[insert Representative or staffer name]**

Thank you for taking the time to meet with me on **[Day, Month, Year]**.

[insert personal story and/or why child care is important to you.]

At our meeting, we discussed some of the ways that Representative **[insert name]** can help working families by ensuring child care is safe and affordable for all children. An immediate way you can show support is by [fill in specific issue from Campaign page].

Again, I appreciate your time and I look forward to working with your office in the months ahead. If you have any questions please contact me at **[email, phone]**.

Sincerely,

[insert name]