



Connecting with Your Member of Congress

1. The Appointment

- Call the District Office.
- Ask for an appointment with the District Director or the staff who handles health issues.
- Get key info: name and e-mail address.
- Make the appointment. Confirm how much time you will have.
- Leave your contact info, including cell number.
- Send an e-mail confirming the appointment: state who will be attending and the topic, and provide a one-pager.
- It is best to have one topic if possible.
- Decide who will be key spokesperson(s).
- Arrive 10 minutes early for appointment.
- Practice, practice, practice what you are going to say.

2. The Meeting

- Introductions.
- Make the Pitch.
- Listen to what member/staff has to say.
- Ask about what member/staff is interested in/needs help with.
- Find out how they like to receive information.
- Always follow-up on anything you promise to do.
- Always send a thank you!!

3. Building the Relationship

- It's not one and done!
- Build the relationship building into your work-plan.
- Invite members/staff to events you host.
- Send your newsletter or media releases.
- Schedule a follow-up a short visit or meeting to provide updates.
- Always reintroduce yourself when in the community.
- Sign up for e-news, Facebook, Twitter.

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