



## TIPS FOR ARRANGING YOUR LOBBY VISIT

Face-to-face meetings are the most effective way to influence your legislators. If you are unable to see your legislators in person, you should still meet with their staffers. The staff of elected officials work on legislation, regulatory, and policy issues every day and greatly influence their bosses' positions and votes.

### **ARRANGING THE MEETING**

- Call the Capitol Switchboard at (202) 224-3121 and ask to be connected with your member's office. If you need to find out who the members of your state's congressional delegation are, visit <http://www.senate.gov> and <http://www.house.gov/>.



**IMPORTANT TIP:** Because Senate and House office buildings are located on opposite sides of the Capitol, try to schedule all House appointments in one block of time and all Senate meetings in a separate block. Allow 30 minutes to get from one side of the Capitol to the other.

- Ask to speak to the member's scheduler. When you speak to the scheduler, explain that:
  - You are a constituent from X (city or town in their district/state).
  - You are coming into town for the National Council of La Raza's National Advocacy Day on March 10.
  - You are visiting to discuss issues that are important to the Latino community (e.g. health care, educational opportunities, workforce development, and positive immigration reform).
  - You will be attending the meeting alone or with others from your organization (give the scheduler those names if known).
- If the member is unavailable for a meeting, ask to meet with the Chief of Staff or the Legislative Director. Let the scheduler know you are interested in discussing a variety of issues, so you will need a staffer who has knowledge of the issue areas listed above.



**IMPORTANT TIP:** If you are unable to schedule a meeting with a particular office, you should still put that office on your schedule and plan time for a drop-by visit. Whoever is available to talk with you when you stop in will receive the drop-off packet of information (which NCLR will provide you with).