

MEETING WITH PUBLIC OFFICIALS

The best way to communicate with your public officials is to meet with them. Meetings allow you to provide more detailed information in an intimate setting and they make a lasting impression. Meetings are not necessarily easy to come by, so be prepared to take advantage of these opportunities.

WHO SHOULD YOU MEET WITH?

Public officials are likely to be most responsive to their constituents, so you should try to set up meetings with your own representatives. If you are concerned about activities occurring in another legislative or school district, try to team up with a like-minded individual from that district to maximize your impact.

Most school boards, departments of education, and state legislatures have websites that list the names and contact information of your public officials and their staff.

MAKING CONTACT

Calling, writing, and emailing are all acceptable ways to set up a meeting. In your correspondence you should:

- Identify yourself as a constituent or community member
- Briefly outline the topics you wish to discuss
- Propose several possible meeting dates

Make sure to copy appropriate staff people or schedulers and call or email a few days later to confirm that your request has been received.

MEETING WITH STAFF

You may be asked to meet with a staff member instead of your representative. This is OK! Staff members have the ear of your officials and will communicate your views to them. Make sure you treat them as you would your representative.

SAY THANK YOU

Send a thank you letter within a day or two after the meeting.