



## Steps to Success in District – August Recess

As US United activists, you should try to meet with your State and Federal Members of Congress while they are home in your district during August Recess.

- **Email the Scheduler** in your legislator's office
  - a. Ask to schedule a meeting in your Member's **district office**
  - b. Let us know if you are having trouble scheduling a meeting
  - c. Let us know once a meeting has been scheduled, and we will provide you with talking points.
  
- **Be Prepared** with background on the elected official, thoughtful arguments, specific points, good data, and a clear agenda.
- **Be Flexible** – Members' schedules can change and you may ask to wait or reschedule.
- **Express Your Concerns** – you want to be remembered; they want to hear your viewpoint. Limit your story to about 2 minutes, and explain why the issue is so important to you personally and how it can make a difference for you and your community.
  
- **Use Numbers** - How many people in your state does your cause impact? What are the dollar amounts involved?
- **Keep It Simple** - Avoid acronyms, vernacular, and keep the language you use as basic and as non-technical as possible.
- **Be Respectful** to the legislator and his or her staff members.
- **Leave Something Behind** that reiterates the points you made in your meeting:  
Ask us to develop fact sheets for you or to find relevant materials for you to use  
Include your contact information so your legislator or their staff can contact you with any questions.
  
- **Promptly Follow-up** with an e-mail to your Member's office to reinforce your presence and comments. Always be polite, thank them for their time and provide any additional information that you agreed to get to them. Use this opportunity to cultivate your relationship.

***Remember: You are a constituent, and they work for you!***