



KEEPING KIDS IN FAMILIES

How to Schedule an In-District Advocacy Meeting

1. [Find your members of Congress.](#)
2. Choose the elected official with whom you would like to meet. Visit their official website and locate the local office phone number and address.
3. Call the district office where you would like to schedule a meeting. Introduce yourself and explain that you would like to schedule a meeting with the representative/senator when he/she is in the district/area.
4. Ask for the name and email address of the district scheduler so that you can submit a written request. **Sample language for your scheduling email is included below.**
5. AUGUST is always a key opportunity for these meetings. Your members of Congress are home each year for the "August recess" specifically to meet with you and other constituents.
6. Remember that meetings can be held at the lawmaker's district/state office or at your office. Don't hesitate to offer to host them at your office and provide them a tour of your facility/practice. This presents an unparalleled opportunity for them to learn first-hand about your work and the needs of your organization and the community you serve. It can also accelerate your personal connection with the member of Congress. Remember to take photos!
7. [Prepare for your meeting.](#) Visit keepingkidsinfamilies.org for advocacy tools ([talking points](#), [meeting outlines](#), and [meeting leave behinds](#)). You can also email advocacy staff at info@keepingkidsinfamilies.org or call (202) 429-0638 to discuss the meeting.
8. Look for ways to promote your meeting (before and/or after) to the media using [letters-to-the-editor](#), press releases etc.
9. After your meeting, send a follow-up letter or email thanking the member for the meeting and reminding them of your "asks". **Sample language is included below.**
9. Notify Keeping Kids in Families staff of how your meeting went and any next steps for staff. Email comments to info@keepingkidsinfamilies.org.



Local Meetings with Elected Officials

Every member of Congress has at least one local office in the district, and most have several. These district offices are staffed with people whose jobs revolve around communicating with constituents like you. There are almost no barriers to stopping by the local office and developing relationships with the Senator's or Representative's staff. In fact, these staff members would welcome you! Elected officials depend on their staff to keep a finger on the pulse of what's happening in the district and advise them on local issues.

When Your Member of Congress is Home, You're Invited!

Most senators and representatives frequently travel home to their state or district. They meet with constituents like you, consult with district staff, and keep in touch with local issues and voters.

During these district work periods elected officials are hearing about the many issues affecting your friends and neighbors; it is *critical* that they also hear from you. **Speak up for Keeping Kids in Families and help educate lawmakers on the urgent need for child welfare finance reform.**

Below are resources to help you schedule, participate in, and follow up after a local meeting. In addition, Keeping Kids in Families staff are ready and willing to help. Please contact keepingkidsinfamilies.org for assistance scheduling or preparing for a meeting.

Resources Included:

- Sample Local Meeting Request Email
- Sample Local Meeting "Thank You" Letter



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Sample Local Meeting Request Email

***Call the district office where you would like to schedule a meeting. Introduce yourself and explain that you would like to schedule a meeting with the Representative/Senator when he/she is at home in the district. Ask for the name and email address of the district scheduler so that you may submit the following written request. ***

Dear Ms./Mr. [Staff Last Name]:

I am a local [leader/advocate/provider] from [city]. I would greatly appreciate the opportunity to meet with [Representative/Senator] [Last Name] when [he/she] is at home on [date] or at [his/her] earliest convenience during an upcoming [state/district] work period. I'm interested in discussing current issues facing the child welfare community and the children and families I serve. In particular, I would like to talk to [Representative/Senator] [Last Name] about [issue/bill number, ex. The Family First Act] and its effect on residents in our [state/community].

I can be reached by email at [name@email.com] or by phone [555-555-5555]. I appreciate your assistance scheduling this meeting and look forward to hearing from you soon.

Sincerely,
[Name]
[Title]
[Organization]



Sample Local Meeting “Thank You” Letter

**Print on letterhead, if available. Include your full name, address and phone number. **

[Date]

The Honorable [First + Last Name]
[Room Number] [Building Name] House Office Building
U.S. House of Representatives
Washington, DC 20515

Dear Representative [Last Name]:

Thank you very much for taking time out of your very busy schedule to meet with me recently in your district office. I greatly appreciate your interest in issues affecting the wellbeing of children and families.

Our discussion on [issue/bill number, ex. *The Family First Act*] was very beneficial. I am pleased to know that you are committed to helping strengthen our nation’s child welfare system [Reiterate the key details or main “ask” from your meeting.]

Again, thank you for your time. I look forward to following up with [name of individual staff person] of your staff. Please call on me if I can be of any assistance, particularly as you consider aligning federal investments in child welfare with the greater goal of ensuring success for all children and families. I can be reached at [email] or [phone].

Sincerely,
[Name]
[Title]
[Organization]

