

2012 Guide to Scheduling and Making Meetings with Offices of Elected Officials

The National Council hopes you will make four visits on Tuesday, June 26, 2012: one to each of your Senators and one to your district's Representative in the House and, when applicable, one to your governor's Washington, D.C., office. The National Council also might ask you to participate in a targeted visit to a member of Congress who sits on a committee of strategic importance to our legislative goals. For information on what to expect from your Hill visits, tips on how to prepare and make the most of your visits, please refer to pages 10-13 of the [National Council's Public Policy Guide](#) and a National Council resource on [tips for successful hill visits](#) and managing questions & reactions.

How to Contact Your Elected Officials

To find contact information for your members of Congress, go to: <http://capwiz.com/thenationalcouncil/home/>. To determine whether your governor has a Washington, D.C., office and find contact information, go to http://www.sso.org/?page_id=31&sn=home.

Setting Up Your Appointments

- 1.) Contact the offices of your Senators, Representatives, and Governors to arrange your meetings for **Tuesday, June 26, 2012**.
- 2.) When calling: identify yourself, including the name of the organization you represent and where you are located. In the case of congressional offices, ask to speak with the health legislative assistant. In addition, if you have a relationship with the elected official and believe you can obtain an audience with him or her personally, don't hesitate to ask.
- 3.) Some offices might ask that you put your meeting request in writing. A [sample meeting request letter](#) is available on the National Council's website.
- 4.) During the conversation, establish a date and meeting time. The purpose of the meeting is to discuss "federal health care policy affecting people with mental illness and addictions and the community providers who serve them."
- 5.) BE FLEXIBLE. Congressional and gubernatorial staff schedules are busy, so take whatever time is offered – morning or afternoon – so long as the time does not conflict with your other appointments or the evening reception. An ideal window of time to shoot for is 10:00 am – 4:00 pm.
- 6.) Make sure to leave plenty of time between visits made with Senate offices and those made in House offices. If you are able to, try to schedule your Senate meetings together and House meetings together since House and Senate office buildings are located on opposite sides of the Capitol building. It will take about 20 minutes to walk from the Senate side to the House side of Capitol Hill. In addition, be aware that the Washington, D.C., offices of governors are located at 444 North Capitol Street, NW, about a 20-minute walk from the Capitol building.
- 7.) When you have scheduled your visits, please share them with the National Council by returning to the online registration at:
<http://www.thenationalcouncil.info/hillday/registration.asp>

This will allow the National Council staff to schedule their coverage of the lobbying visits.

Please contact Rebecca Farley if you have any questions about scheduling your appointments or wish to have National Council staff assist you with your appointments. She can be contacted at (202) 684-7457 ext. 235 or rebeccaf@thenationalcouncil.org.