

How to Schedule a Meeting (Virtual or In-Person) with your Member of Congress

Find Your Member of Congress:

Use this [link](#) to locate your federal, state, and local officials

Contact your Member of Congress

Contact your Legislator's Office to set up a meeting. There are two main ways to do this:

1. Most Members of Congress have a "Request a Meeting" form on their website
2. They may provide an email address for the staffer in charge of scheduling meetings

When requesting a meeting, ensure that you provide this information:

1. Your name and address
2. The number of constituents in the meeting
3. The dates/times you are able to meet
4. The specific issue you are going to address

Sample Email

Re: Meeting Request

Dear [Representative or Senator] [last name],

I am a constituent and a [member of Name of Faith Community/ Franciscan Order] from [City/Town]. I am writing [*on behalf of a group*]* to request a meeting with you or your staff about [specific issue].

Franciscans are committed to [explanation of issue and its importance to Franciscans]. [If there is a specific bill, include the name and bill # here].

The timeframe that is most desirable for our group is from [Beginning date - End date]. I can be reached by email at [name@gmail.com] or by phone [555-555-5555]. Thank you for your time and I look forward to hearing from you soon.

Sincerely,
[Name]
[Address]

**It is not necessary to advocate with a group. However, it can increase the effectiveness of a meeting.*

Follow-Up

After several days, follow up with the office by phone or by email.

Sample Phone Script:

"Hello, my name is [Your name] and I live in [City/Town]. I wanted to follow up on my request to meet with [Representative/Senator Name] regarding [issue]. Is the [Representative/Senator] available to meet during the proposed dates?"