

Meet with Congress and staff

Meetings with members of Congress and their staff lay an essential foundation for your relationship with their office. This relationship is your key to influence. By relating in person, talking about the issues, and telling our powerful stories, we invite them to become champions for the end of poverty.

RESULTS has an entire [section of our website](#) dedicated to lobbying tools and support.

Steps to a successful lobby meeting



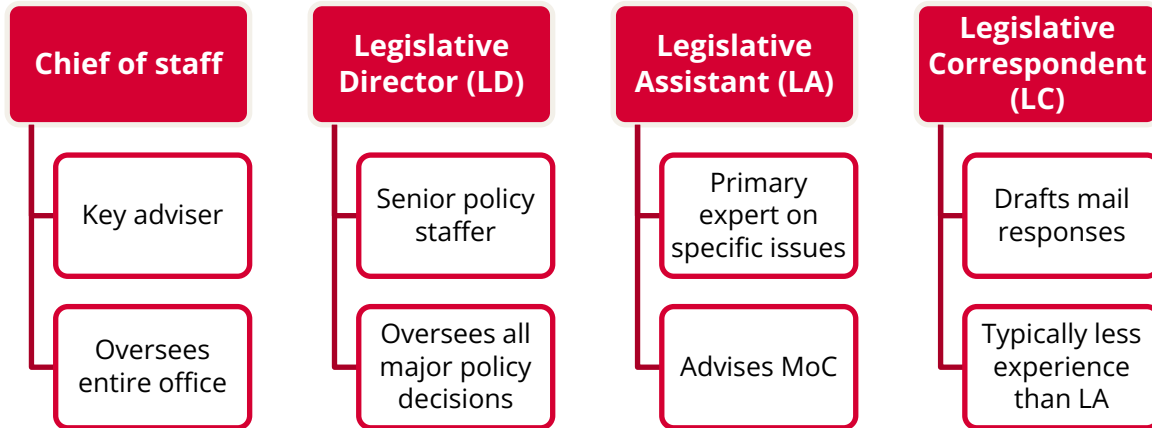
Step 1: Assemble your lobby team

This can be your RESULTS group, your friends, members of your faith community, community partners who have a stake in the issue, or anyone else who might care. It can also just be you!

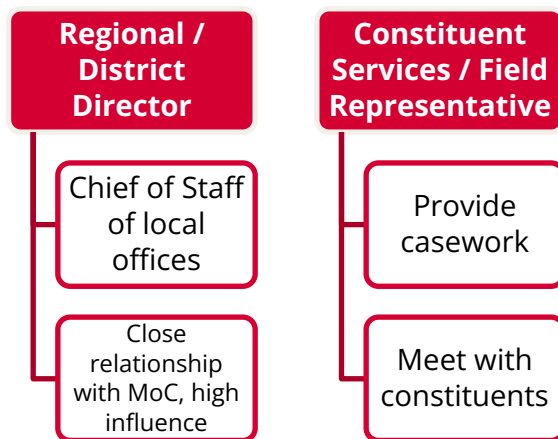
Step 2: Choose your meeting target

You can request an in-person meeting with your member of Congress (MoC). There are also several staff who work in their D.C. and local offices that are influential that you can request a meeting with.

Washington, D.C. Office Staff



Local / Regional Office Staff



The life of a congressional staffer can be difficult. They often work overtime in a fast-paced environment with low pay and frequent calls from angry and rude constituents. They are generally eager to hear from you (and it's their job!). Remember when communicating with the congressional office to be:

1. Respectful of the staffer's time: Be prepared, organized, and focused.
2. Respectful of the staffer's humanity: Be kind, even if you disagree with them!
Cultivate a relationship that makes them want to hear from you.
3. Patient: It's important to be persistent and follow up with the office but do understand the limitations of staff in D.C. and in-district.

Step 3: Schedule your meeting

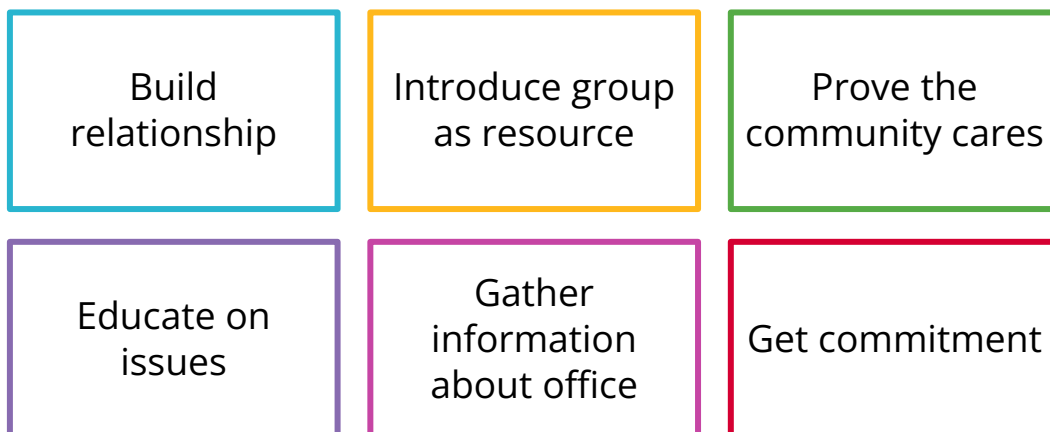
You'll need to share the date(s) you had in mind, issues you want to discuss, and number of people attending. You may have to call and follow up several times to get your meeting confirmed. Be persistent! Find sample meeting requests in our [Lobbying Resources](#).

Type of meeting	How to schedule
Face-to-face meeting with member of Congress	<ol style="list-style-type: none">1. Call the D.C. office and ask to speak with the Scheduler2. Send an email to the Scheduler3. It does not hurt to do both!
Meeting with local aide at local office	<ol style="list-style-type: none">4. Call the local office and schedule directly with an aide5. Email the local office with your request and issues you'd like to discuss

Step 4: Plan your agenda, assign roles, and practice

Start by researching your member of Congress. Look them up on the RESULTS website using the [Legislator Lookup](#). Get an idea of their voting history on the [RESULTS Congressional Scoresheet](#). What can you thank them for? Where can you find common ground? What policies do they need to be lobbied on?

Decide the goals of your meeting. Goals should include:



Assign meeting roles:

Role	Responsibility
Facilitator	Kicks meeting off. Leads introductions, thank-you's, and meeting overview. Keeps meeting on track.
Storyteller	Shares a personal story about the issue or solution.
Issue educator	Educates about the broader issue, problem, and/or solution. Shares facts about how it shows up in your local community.
Requestor	Makes a yes or no request of the congressperson.
Note-taker	Notes any important information from the meeting: What question did the person raise? Concerns that need to be addressed in future meetings? Member's response? What follow up is needed?
Leave-behinds	Ensures letters, media, request sheets, and other supportive materials are delivered. Find leave-behinds in our Lobbying Resources.

Plan your agenda based on current RESULTS campaigns, laser talks, and meeting roles Find a lobby meeting planning form in our [Lobbying Resources](#) to assist in creating your agenda.

Sample lobby meeting agenda

1. Introductions and thank you (Facilitator)
 - a. Thank the representative for something
 - b. Introduce RESULTS and your chapter
 - c. Facilitate individual team member introductions
 - d. Provide a summary of issues/asks to be discussed
2. Share a personal story to illustrate the issue (Storyteller)
 - a. Make sure this relates directly to one of the requests being made
3. Overview of issue (Issue educator)
 - a. State the problem and inform on a solution
4. Call to action (Requestor)
 - a. Deliver a direct request (that has a yes or no answer) to the representative
5. Listen for a response and engage in a dialogue
6. Closing the meeting (Facilitator)

- a. Make follow-up plans with the office
- b. Ask when you can follow up
- c. Thank them for their time

Step 5: Collect letters from your community

Ask friends, family, and others in the community who care about your issue to write a letter to your member of Congress that can be delivered as a leave-behind in your meeting. This will be a strong reminder to the Congressperson that more people in the community care about the issue which can influence their willingness to act.

Step 6: Go to your meeting and report back to RESULTS

You can do it! It's normal to be nervous. It is literally their job to listen to you. They want you to be there (they do!). Let us know what happened by filling out a [Lobby Report form](#).

Step 7: Follow up

After your meeting, send a follow-up message to the aide you met with. Thank them! Provide answers to questions they raised in the meeting. Restate your ask. Most likely, you did not get a firm yes or no response in the meeting, especially if you met with an aide and not the member directly. The follow-up is where commitments happen! Use the sample email to get started:

Hi Kate,

Hope you're well! I'm following up on the requests we made during the meeting with our team from RESULTS Georgia last week.

We are grateful that Senator Loeffler is thinking about the global issues associated with this pandemic. Would you continue urging her to speak with leadership about the need for the U.S. to invest in our wellbeing by supporting existing global health programs during this pandemic? As we discussed, if these programs do not have the support to continue, we face additional global health disasters that will threaten the health and economy of people all over the world, the U.S. not exempted.

In particular, since the latest HEROES Act did not contain any funding for global support, we want to urge leadership to include at least \$20 billion for international development in any upcoming supplemental Covid-19 bill, with a suggested breakdown as we had discussed:

- *\$4 billion for the Global Fund to Fight AIDS, TB, and Malaria over 2 years*
- *\$4 billion for Gavi, the Vaccine Alliance*

- \$2 billion for Anti-hunger efforts, with at least \$500 million for Nutrition

Please see the [Global Response Needed for Global Pandemic](#) sheet for additional details.

Thank you so much for your time! Don't hesitate to reach out with any questions.