



How to meet with your member of Congress

NTEU's Legislative Department regularly meets with key members of Congress and their staffs. However, your direct contact with your own elected representatives can make the biggest impact and leave a lasting impression. Personal visits are the most effective way to make sure your two United States Senators and member of the House of Representatives know where you stand on the issues.

We have compiled a how-to guide to help make your meeting as easy as possible so you can concentrate on the issues you care about most.

Before Your Meeting

Step 1: Make an appointment with your Senator or Congressperson.

You can find out when they will be in DC or their local office by either calling their office, checking their website ([House](#)) ([Senate](#)), or getting on their mailing list.

Then send an email or letter to their scheduler. A template for that request is below:

DATE

The Honorable (*Insert Senator or Representative name*)

United States Senate / or / US House of Representatives

Address

Washington, DC 20510 (*Senate*) or 20515 (*House*)

Attn: Scheduler name / Scheduler email address

Note: You can call the Congressional office and find out the best contact and email address to send your meeting request letter in to.

Dear Senator or Representative (*Insert last name*):

As your constituent and on behalf of the National Treasury Employees Union (NTEU) representing more than 150,000 federal workers in 30 government agencies, I am requesting the opportunity to meet with you to discuss several issues of concern to federal employees.

Issues include:

(Insert issues for discussion)

I would greatly appreciate the opportunity to meet with you to discuss these issues at your earliest convenience. Please contact me at (*insert your phone number and/or email address here*), if you have any questions or to arrange for a mutually convenient meeting time.

Sincerely,

(Insert name and contact information here)

Step 2: Do a little bit of research.

Take a few minutes to look at your Senator's or Representative's voting record. If your member has consistently supported NTEU, begin the meeting by thanking them. Remember, if your member of Congress is newly elected, he or she won't yet have an NTEU voting record.

Both the Senate and House Voting Records are located on **NTEU's Legislative and Political Resources page**. The Legislative and Political Resources page can help you be fully prepared for your meetings, you can find congressional profiles, economic impact pages and more!

Step 3: Things to keep in mind.

Remember, you may not always be able to see your member of Congress personally. It is just as important to share your views with that member's staff person – after all, the staff is responsible for briefing the member of Congress and could be a great contact person for you to keep in touch with in the future.

Try not to be intimidated by your Senator or Representative, or the surroundings. As a taxpayer, they are there to serve you.

During Your Meeting

- Explain how each issue you raise affects you, your coworkers, your family and community. Be sure to stick to the facts, and be able to communicate the key information in just a few minutes.
- Be a polite listener - even if what your member has to say differs from what you want to hear. Don't express anger or harsh criticism. However, if your member has misinformation, by all means, politely provide the facts.

After Your Meeting

- It's a good idea to make notes after the meeting. Your member may be less candid if you are writing down everything that is said during the meeting.
- It is always a good idea to write a brief note to your member of Congress, or to send a quick email to the staff person you meet with, following the meeting thanking them for their time. This will serve two purposes—they will be more likely to remember you favorably, and more likely to agree to meet with you again when you request a meeting or other assistance in the future.

For more information on meeting with your member of Congress, contact Stacy Casimiro, NTEU's Director of Legislative Grassroots, at stacy.casimiro@nteu.org.