

## Tips for Scheduling In-District Meetings

Thank you for joining with Reform congregations across California to meet with your state legislators to build relationships and help RAC-CA prepare for the selection of the 2019 legislative agenda.

### Step 1: Find the Right Person to Contact

To request a meeting, you first need to find the right person who can help you schedule the meeting. Find your state legislator [here](#), and then click on the link to your State Senator or Assemblymember.

Call the home office and ask for the name and email address of the scheduler – this is the person you want to be in touch with.

### Step 2: Email the Scheduler

Once you have their name and contact information, call or email the scheduler with a request to meet with the State Legislator or the District Director. Here's a sample email:

SUBJECT: Meeting request

Dear *(insert scheduler name)*,

My name is *(your name)*. I am a constituent and a Reform Jew from *(congregation name)* in *(town/city)* and from the Religious Action Center of Reform CA.

Along with others from my congregation and community, I would like to schedule an in-district meeting with Senator/Assemblymember *(insert name)* to speak about the issues that we believe should be a priority in the 2019 legislative session. We are hoping to schedule a meeting in December or January. We have availability on *[list dates you are available]*.

Please let me know if any of these times work, and if not, please let me know when there is availability.

Thank you,

*(your name)*

A couple of notes:

**It is better to have the letter come from a constituent in the legislator's district, but be clear and honest if the author of the letter is not a constituent.** If the author of the letter doesn't live in the district, you can tell them that you will be bringing along additional members of your community that are their constituents.

**If the scheduler gets back and offers a meeting with a staffer, ask to meet with the District Director!** Securing meetings with members themselves can be challenging, but meeting with the District Director is the next best thing.

### **Step 3: Follow Up**

State Legislators and their staff are busy, and often won't get back to you right away. Don't get discouraged! If two or three days go by and you don't hear back, forward the original request to the scheduler with a short messaging letting them know you want to follow up on your previous request. If two or three more days go by, call the office and ask to speak to the scheduler by name. Leave a message or voicemail if that's the option that's given. Keep calling and emailing until they get back you.

If the office asks for information on the meeting, like who will be attending the meeting, send them the information you have. If you're still waiting to confirm participants or other pieces of the meeting, let them know that you'll send a full list closer to the meeting date.

### **Step 4: Reconfirm Your Meeting**

This is especially important if you scheduled your meeting far in advance – a week or more. One or two days before your meeting, send a note to the scheduler or other staffer to confirm the meeting, reminding them of the topic, the participants, and any other information you want them to have in advance.

***Have questions or need advice? Contact RAC-CA staff Lee Winkelman [lwinkelman@rac.org](mailto:lwinkelman@rac.org) or Rabbi Julie Saxe-Taller [jsaxe-taller@rac.org](mailto:jsaxe-taller@rac.org).***