

## **FACE TO FACE**

### Expectations and Courtesies

- ☆ Make an appointment whenever possible. You may be able to briefly “drop in” depending upon your legislator’s schedule.
- ☆ Be prepared for the possibility that a last minute change in legislative business may force a cancellation of your appointment or a meeting instead with a staff member.
- ☆ Be on time and stay no longer than your scheduled time.
- ☆ Keep to the points on your agenda. Be efficient with the time.
- ☆ Be positive. Avoid angry, sarcastic, and blaming remarks.
- ☆ Maintain your positive attitude even if he or she disagrees with your ideas or your positions. They are *still* your opinions.
- ☆ Offer to be a resource. Emphasize that you will share the legislator’s viewpoint with constituents.
- ☆ Thank him or her for the time and support
- ☆ Follow up with a thank you letter to the legislator. Include a summary statement of your position. Offer to be a resource. Ask to be placed on a mailing list or update to constituents on this issue.
- ☆ Maintain your contacts. Send new information about children’s and family’s issues.