



## Meeting with Legislators

### **Request a Meeting**

- Find your legislators for the Indiana House and Senate at this link: <https://iga.in.gov/information/find-legislators>
- Click on your legislator's name and click "Visit Caucus Page"
- Once you are on their homepage, click on 'send email' or find their phone number.
- Email your Indiana Legislator (Senator and Representative) or make a personal phone call.
- Make a request for a meeting to discuss public education/public schools.
- State that you are a constituent and request a 15-30 minute meeting time. If you can find other public education focused constituents that live in your legislator's district, you can invite them to come along with you.
- Note the name and contact info of the person you speak with.

### **Sample Phone or Email Script – with Indiana Legislator/Scheduler:**

*Hello my name is [Insert your name] and I'm a public school [supporter, parent, teacher, student, etc] and constituent of Senator or Representative [Insert Legislator's Name]. I would like to schedule a meeting with Senator [name] or Representative [name]. I'm a member of the Indiana Coalition for Public Education, and we are the state's largest grassroots public education organization working to support and improve public education in Indiana. I would like to schedule a meeting to discuss public schools and will already be at the Statehouse on Monday, February 19. (If you are bringing other constituents with you, mention this so the legislator is prepared).*

### **The Meeting**

- What to bring: personal contact information (maybe a business card) and any notes about what you want to talk about
- Show excitement and passion for what you are doing.
- What to say - bring talking points but always try to put into personal context. How do these issues affect you? Your kids? Your teachers? Your schools? Your community?
- Do you have a personal story that applies? Try to link the talking points to a stronger personal and local connection.
- Do not be afraid to say "I don't know". Nothing is worse than providing false information to a member/staffer. Simply say "I'm not quite sure about that, but I can get you the answer later."

### **Follow-up**

- Always follow up 1 to 2 days later with a thank-you email.
- Reiterate your messaging on things discussed in the meeting/visit.
- Make sure to state that you will be reaching out the member's relevant staffer (state their name) to answer any questions the member had, or to provide supporting materials that were requested.