



Scheduling In-District Meetings with Members of Congress and Staff

In-person meetings provide Members of Congress and their staff the opportunity to have a meaningful conversation with you about mentoring. It gives them an understanding of why mentoring is important meeting “in-district” (in their home town or state) often allow for more time to talk with fewer interruptions.

Guide for Scheduling an In-District Congressional Meeting

You have a few options to request a meeting: call the Congressional office and ask to speak to the scheduler, visit their website to fill out a meeting request form or email the scheduler the request.

1. Most Members of Congress have a section on their website titled “Contact” with a dropdown option to “Schedule a Meeting.” Here you will enter relevant information regarding your meeting request. Make sure to specify that you would like to meet with the Member of Congress or staff in their District Office.
2. If they do not have an online form, call the office and ask for the scheduler’s email address. In your email include your name, the name of your organization and the meeting topic so that the staff has an understanding of what you want to discuss during your meeting.
3. Congressional offices get many meeting requests so you may not receive a response right away. We recommend you follow-up on your meeting request about a week after initially reaching out.
4. If the Member of Congress isn’t available, but their staff is, take the opportunity to meet with them. Building relationships with staff is just as important as creating them with the legislator.

Before the Meeting

- Visit MENTOR’s [Advocacy](#) page in order to view the current legislative agenda and then print the [Legislative Leave Behind Sheet](#) and [MENTOR and the Effects of Mentoring](#) for your meeting. This will provide you with talking points on key legislation to use during your meeting and with materials to leave behind for the Member of Congress or their staff.
- Think about personal or organizational connections to mentoring to share during the meeting. Congressional staff like to hear personal stories about mentoring and about how the issue affects the people in their district. It helps them better understand why the issue you’re discussing should be a priority for their boss.
- If you have any questions regarding specific legislation, don’t hesitate to contact MENTOR’s Advocacy Team.

During the Meeting:

- Introduce yourself and your group introduce themselves and where they are from.
- Come prepared to tell your story and to cover your agenda. If a group of you are meeting together, determine before the meeting who will cover what topic.
- Be sure to talk about activities going on in your state and communities.
- Allow time for questions.
- Provide the legislator and/or staff with supplementary materials that summarize your key points before you leave. Be sure to include your contact information!
- Don’t forget to snap a photo. We encourage all advocates to post their pictures on social media using the hashtag #MentorIRL

Tip: To further your social media impact, be sure to tag your Members of Congress in your post. Many will retweet and repost messages from constituents

After the Meeting

- Send a thank you email or card to the Member of Congress and the Congressional aide you met with to express your appreciation for their time. This is a great opportunity to *briefly* remind them of what you covered during your meeting.
- Contact MENTOR's advocacy team about your meeting(s). MENTOR can help determine the best follow-up actions for you to take.
- Follow-up with the aide 2-3 weeks after the meeting to assess what actions are being taken by the Member of Congress in regards to the topics you covered. Continue to engage with the aide even when you don't have a specific ask for them. Fostering this relationship is important so that you don't only contact the office when you need them to act on an issue.

