

## Congressional District Office Visits Steps and Tips for Success

### STEPS

1. Locate the local district office by visiting <http://capwiz.com/hemophilia/dbq/officials/>
    - a. Type in your zip code.
    - b. Select your Representative or Senator.
    - c. Select contact and look for the district office contact information (click “more district offices” if available to see all locations).
  2. Schedule your visit
    - a. Please call the district office and ask to speak with the member of Congress or the health legislative assistant.
    - b. Announce who you are, tell them your reason for the call (see sample script below) and the number of people who will attend the meeting.
  3. Meet with your Member of Congress or staff person
    - a. Share your story.
    - b. Discuss current legislation, ask them to co-sponsor legislation if they have not signed on as a co-sponsor, or thank them for co-sponsoring legislation.
  4. Follow-up with a short thank you note or letter within two days.
  5. Let HFA know about your visit. Please contact Kisa Carter at [k.carter@hemophiliafed.org](mailto:k.carter@hemophiliafed.org). This will help HFA to know where your member stands on the issues.
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### TIPS FOR SUCCESS

1. Plan in advance
  - a. Decide what you plan to discuss and your purpose for the meeting. If you decide to go with a group, decide who will introduce the group.
  - b. Appoint someone to take notes during the meeting if traveling with a group.
2. Ensure you are concise and complete
  - a. Congress members and staff often have extremely tight schedules. You may only have 15 minutes to present your story. Keep statements brief and if you have time go back and tell more personal stories.
3. Dress for success
  - a. Appearance is important. Dress appropriately. Business casual style of dress is suitable for this type of meeting.
4. Share information
  - a. Present the member or staff with 1 or 2 handouts. HFA has handouts about bleeding disorders that can be mailed to you.
5. Show your commitment
  - a. Offer to answer any questions or follow-up with answers to questions
  - b. Demonstrate your long term commitment through follow-up letters or emails, letters of support for legislation, or offering to be available as a patient witness for testimonies at hearings.
  - c. Provide your contact information should the district office need to reach you.

## **SAMPLE SCRIPTS**

### Meeting Request (phone call)

Hello my name is (your name). I am a constituent of (name your Senator or Representative).

I (my child, my spouse, etc) has a genetic bleeding disorder called \_\_\_\_\_ and I would like to set up a meeting with (Senator or Representative)\* to discuss current legislation (see brief talking points document) and/or thank him/her for their support. Is it possible to schedule a time (for several patients) to stop by and talk with (name of your Senator or Representative) about bleeding disorders and what he/she can do to help?

Thank you.

*\*You may be scheduled to meet with the health legislative assistant.*

### Thank You Note

(Sender address line 1)

(Sender address line 2)

(Date)

The Honorable (Senator/Representative name)

(Recipient address line 1)

(Recipient address line 2)

Dear Senator/Representative \_\_\_\_\_,

It was a pleasure to meet with you on (day of meeting). I appreciate you taking the time from your busy schedule to speak with me.

*\*Discuss how important \_\_\_\_\_ legislation is and if your Senator or Representative has not co-sponsored, urge him or her to support the legislation or recap in 1 or 2 sentences what was discussed at the meeting.\**

Please contact me if you have any questions about bleeding disorders. I truly appreciate your support.

Sincerely,

Your name, telephone number, and email address