

August Recess Meetings Checklist

July – September 2023

<input type="checkbox"/>	<p>July: Talk to fellow advocates about the August recess meeting and set some goals about which members of Congress you want to meet with.</p> <ul style="list-style-type: none">• Who will request which meeting using the sample meeting request letter?• When will you make the request?• When will you follow up?
<input type="checkbox"/>	<p>July – August: Join our lobby prep office hours or schedule a lobby prep meeting. Before your meetings you may opt to join RESULTS staff during lobby prep offices hours or contact Katie Fleischer (kfleischer@results.org) to schedule a lobby prep meeting for your group.</p>
<input type="checkbox"/>	<p>July: Request meetings with senators and representatives while they are in district or state starting August 1 through September 4 (Senate) and September 11 (House).</p> <ul style="list-style-type: none">• Decide with your group whether to schedule lobby meetings during one day, or over multiple days. Multiple days might increase chances of getting in-person meetings with reps. and senators.• For Senate meetings, coordinate with other groups in your state. Domestic and global groups should decide whether to meet with aides separately or together if you can't get an in-person meeting with the representative or senator.• Use our meeting request letter for guidance, be sure to personalize it.• Use tips from our Advocacy Basics to guide you in requesting your meetings. Remain persistent until you get an answer on your meeting request. Ask for help from aides you may know from the Washington D.C. office if you are not getting a clear or timely response.• Once you have a meeting, thank the scheduler, and let them know you will be reconfirming your meeting the week before. If you will be having a virtual meeting, ask if the senator or rep. would like you to send a Zoom link or if they have a platform they prefer to use.• Organize logistics: If you are having an in-person meeting, who is confirmed to attend? Does everyone know how to get there or have transportation? If you are doing a virtual meeting, organize your technology—decide how you will hold your virtual meetings. Zoom is a good option. Ask RESULTS staff for help if you need it.

<input type="checkbox"/>	<p>July: Send out your invites! Make your invitation to your Warm Leads, Partners, and others. Let them know that you are planning to meet with your members of Congress in their district in August and invite them to attend with you and your group. Use this communications toolkit to help with your invitations.</p>
<input type="checkbox"/>	<p>July: Research your members of Congress. Where do they stand on the issues you will be meeting about? Review the Congressional Scorecard and their voting record. Review the champion scale to determine where they are on the issues and review our training on how to research your legislators.</p>
<input type="checkbox"/>	<p>July - August: Read through the preparation materials and watch the campaign videos. We'll have materials for U.S. poverty campaigns and for global poverty campaigns available on our issues page . They are great primers on our issues and legislative requests.</p>
<input type="checkbox"/>	<p>July - August: Prepare for your meetings.</p> <ul style="list-style-type: none"> • Prepare a sentence or two on what RESULTS is and why you advocate with RESULTS. • Prepare your meeting agenda with your group, be sure to fill all roles including facilitator/timekeeper, issue presenters, notetaker, etc. You can use this lobby planning form as a guide. You may also schedule a meeting with other RESULTS advocates in your state to prepare for Senate meetings. • Review the issues, prepare and practice your EPIC laser talk. Resources – I want to prepare for a lobby meeting. <p>Engage the listener, State the Problems we are seeking to solve, Inform on the solution – RESULTS! – and issue a Call to action to join RESULTS.</p>
<input type="checkbox"/>	<p>July - August: Prepare media, handwritten letters, and stories.</p> <ul style="list-style-type: none"> • Get published now! Use our media actions on the Action Center to submit a letter to the editor. • Make electronic prints of editorials, op-eds, articles, and letters to the editor that your group has gotten published this year. Check out our 2023 Grassroots Media packet to find relevant LTEs and other media pieces for your state. • Organize your media packet with editorials on top, followed by op-eds, articles, and letters to the editor. • Generate hand-written letters from constituents and fellow group members who can't attend the conference. You can mail or electronically send these letters ahead of or immediately after your meetings.
<input type="checkbox"/>	<p>August: Reconfirm your lobby meetings with the scheduler and/or the aide a few days before your meeting.</p>

<input type="checkbox"/>	August: Send a thank you note and follow up email. Remember to send a thank you note to the office for meeting with you. Be sure to follow up on questions or requests made during the meeting.
<input type="checkbox"/>	August: Remember to report your meeting After your meeting has taken place, remember to share some details about your meeting, as well as photos, on our Lobby Meeting Reporting form .