



Setting up visits with your Representatives - Worksheet

To make an appointment with your legislator you can call their office, either in your district or in Sacramento, or you can also fax or write a brief letter requesting the meeting and follow up with a phone call. Either way, you will want to be prepared before attempting to set up a visit or meeting. You do not need to have an issue to set up meetings with your representatives. Just letting them know that you are there should they have questions concerning nursing is a step in the right direction. These people are not nurses, so it is up to the nurses in California to teach our representatives what they need to know.

Please consider the following information before setting up your meeting. This worksheet is for information only and may or may not contain all the information you would like to discuss.

1. Determine who will go on visit with you. If you are taking others with you, usually 2 - 4 should visit. Decide who will introduce everyone: _____

2. What would you like to discuss during your meeting (meet and greet, or specific issue. Be specific, but not lengthy when setting up visit): _____

3. Develop your script - what information do you want to share. Develop 2-3 key points, determine who will do the introductions, who will say what (everyone should speak) and have materials to leave behind:

4. Make the appointment with your representative.

Representative Name: _____

Phone #, and/or address: _____

Will you be accompanied by others or go alone: _____

Date and Time of appointment: _____

Appointment confirmed by phone _____ fax _____ e-mail _____ Confirmed by: _____

5. During the meeting make the key points as succinctly as possible; ask legislator if they have questions or concerns regarding nursing or the issue you are discussing. Don't argue! If they attempt to argue, make statements like "yes, but have you thought about it this way, or I see your point but my/our point is..." You want to present yourself as a resource on issues affecting nursing and contributing to a debate will not help move your agenda.

6. Be sure and leave your contact information with your representative in the event that they may have questions concerning the discussion or nursing in general. And don't be surprised when they call.

7. After your meeting, follow up with any information you committed to providing for your representative and whether your issue was resolved or not, it is good to send a thank you note.