



NYSCAA

New York State Community Action Association

www.nyscommunityaction.org

Step:

1

Find your Elected Official

- Find contact information for your federal and NYS elected officials: [click here](#).

Step:

2

Call & schedule your visit!

- Plan your call before dialing. Start by saying you are a constituent (if you are). Be prepared to meet with a staff person. Legislator's staff often meet with constituents and then share the information with the legislator when s/he is available. While it is nice to be able to sit down with your legislator, it can be just as effective to meet with staff.
- When you make your appointment be sure to provide a cell phone number and / or an email address where you can be reached that day.

Step:

3

Make sure you're prepared

- Be brief, get to the point.
- Refer to NYSCAA's Policy Agenda and bring materials you wish to leave for further reading. Share a story or some statistics.
- Don't just talk, listen so you can understand the legislator's position. You can't change someone's mind if you don't understand what they are thinking.

Step:

4

Send a Thank You Note

- Make sure to get the full contact information for anyone you meet with and send a brief thank you note directly to them.

Remember!

Don't be a stranger to your elected officials. Get to know them and their staff. Invite your legislator and their staff to agency events and visit them both in their district offices and in Albany.