

How to Schedule a Hill Visit

If you are coming to DC and want to meet with your Members of Congress, it is easy to set up a meeting. Use these steps and be sure to clarify that you are a constituent.

Step 1: Find your Members of Congress

Visit the NAFIS website (www.nafisdc.org), click “Take Action, and scroll down to find “Find Politicians”. Find your Members of Congress (one member of the House of Representatives and two Senators) by typing your zip code (or your school district’s zip code).

Step 2: Do Your Research

Each Member profile contains a wealth of information: bio, contact information, office locations, committee assignments, etc. Scroll to the bottom for list of staff assignments. It is common to meet with a staff member instead of the Member of Congress. Staff are often the experts on the issues and advise the Member of Congress how to vote. In most cases, you will want to meet with the staffer responsible for education or appropriations issues (but possibly the person who handles military or Indian affairs).

Step 3: Contact the Office

The telephone number for the Washington, D.C. office is included in the Member profile or you can call the capital switchboard to be direct you to any office. Ask to speak directly to the staff member with whom you want to meet. If you wish to meet with the Member of Congress, contact the executive assistant or scheduler. Hill staff are busy and may be unavailable, so be sure to leave a message and follow up. Email is often the best way to contact Hill staff. The House and Senate use two different email formats for their employees. Generally, the format is: House emails: `Firstname.lastname@mail.house.gov` Senate emails: `Firstname_lastname@senatorlastname.senate.gov`

When you call the office or email the staff contact, let them know your title in the school district, the date and time you would like to meet, the number of people accompanying you, if any, for the meeting, and that the meeting will focus on education issues, including Impact Aid.

Step 4: Let NAFIS Know Who You’re Meeting With

NAFIS staff need to know the advocacy reach of NAFIS members. Tracking the number of visits and the offices NAFIS members meet with helps with follow-up meetings and the general advocacy strategy.

Need Help? Contact Leslie Finnan (Leslie@nafisdc.org or 202-624-5455).

THE NAFIS FAMILY

MISA

Military Impacted
Schools Association

NIISA

National Indian Impacted
Schools Association

FLISA

Federal Lands Impacted
Schools Association

MTLLS

Mid-to-Low-LOT
Schools