

HOW TO ARRANGE A HILL MEETING

Meeting with your Members of Congress and their staff is one of the most effective ways to share your constituent stories and input to influence policymakers' decisions. You don't even need to be physically on Capitol Hill — you can meet with the Member of Congress or their staff in their district office virtually. If you've never participated in a "Hill Meeting," follow these steps to easily schedule one:

Step 1: Find Your Members of Congress

Visit the NAFIS website (www.nafisdc.org) and click the "Take Action" button. Find your Members of Congress by entering your email and physical address (or your school district's address) into the "Find Members of Congress" tab.

Step 2: Do Your Research

Each Member of Congress's website contains a wealth of information: biography, contact information, office locations, committee assignments, press releases, sponsored legislation, etc. Find the contact information on the website, or email adileo@nafisdc.org for specific staff contact information. Always ask to meet with your Member of Congress if they are available to stop by for a meet and greet and photo opportunity. 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 (or possibly the person who handles military or Indian affairs).

Step 3: Contact the Office

The telephone number for the Washington, DC, office is included in the Member profile, or you can call the Capitol Switchboard at (202) 224-3121 to 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. However, you'll need to know the name of the staff contact with whom you'd like to meet. You can always email adileo@nafisdc.org to get that information. 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

Help us with our advocacy strategy by letting us know when you've contacted your Members of Congress. NAFIS can always assist with any follow-up, or answer any questions that arise.

Step 5: Prepare for Your Meeting

Use the NAFIS [Meeting Tips](#) one-pager to prepare for your meeting.