HOW TO ARRANGE A HILL MEETING

While NAFIS advocates on behalf of the Impact Aid program at the federal level, **your voice as a constituent is critical.** Meeting with your Members of Congress and their staff is one of the most effective ways to share your stories and input to sway policymakers' decisions. You don't even need to be physically on Capitol Hill — you can meet with the Member of Congress or their staff 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 (one member of the House of Representatives and two Senators) 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's House or Senate website contains a wealth of information: bio, contact information, office locations, committee assignments, etc. Find the way to contact the Member on their site, or email jschimmenti@nafisdc.org for specific staff contact information. 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 jschimmenti@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 general 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. Contact NAFIS Policy & Advocacy Director Jayson Schimmenti at jschimmenti@nafisdc.org or 202-624-6314.

Step 5: Prepare for Your Meeting
Use the NAFIS Advocacy Toolkit to prepare for your meeting.