Tips for Setting a Meeting with the Washington, D.C.
Congressional Office or at a Local Congressional District Office

Call their office and ask for the scheduler or appointment staff person. Explain who you are and who you are representing in their district:

Hello, my name is __________, I represent California Retired Teachers Association Division ____ which is in Representative’s _________ Congressional district.

I would like to meet with Representative ______ to share some information about our position on Social Security Equity and Solvency.

They may take your information by phone or they may ask you to make the request by email to the scheduler. If you are sending an email please include the following information:

- Purpose of the Meeting: To discuss Social Security equity and solvency
- Who will be attending the meeting: Names and titles. Try to keep this meeting small.
- Your contact information for their office to respond to your request.

If they say they are not taking appointments for the Representative, ask for a meeting with the staff person who works on Social Security issues.

Thank the scheduler/staffer for their time and then ask them when you should check back on the status of the request.

It may take some time before they contact you. Feel free to follow-up with a call if two weeks go by, and there has not been a response to your request. On Advocacy Day, you may also try dropping by in person to the Congressional Office if you have not heard back about your appointment request. These drop-by visits happen all of the time and are not considered unusual at all.

➢ Once planning to make an appointment, please notify your Area Legislation Representative of your intended visit and then when the appointment time has been set.
➢ The Government Relations Committee coordinates visits to provide as much coverage as possible.

On Your Visit

When you speak to the member in person – or do a drop-by – be sure to bring an extra copy of the leave behind packet.