



## How to Schedule a District Meeting with Your Legislator

1. Identify who your members of Congress are. Use this [website](#) to find your two Senators and your Representative.
2. Use the Member's website to find the contact information for the local office nearest you. The district office contact information is usually at the bottom the Member's website.
3. Call your Representative and Senators' local office and say you would like to schedule a meeting to discuss agriculture/natural resources research and research funding. At this point, you will probably be transferred to the scheduler or given a web address to request a meeting online.
4. Ask for a 15-minute meeting with the Representative or Senator. Have 2 days/times in mind that you could meet. Members of Congress have very busy schedules, but they do make time for constituent meetings. If you have some flexibility in when you can meet, you are more likely to actually meet with the Member.
5. If the Member is unavailable, ask for a 15-minute meeting with the District Director.
6. If you do not receive a reply phone call or email within one week, call the district office again and say you are following up on a meeting request.
7. After you have finalized your meeting, email the Science Policy Office ([sciencepolicy@sciencesocieties.org](mailto:sciencepolicy@sciencesocieties.org)) so we can record your meeting. Go to the "[Advocacy Toolkit](#)" on the Science Policy Office website to print out the leave-behind materials for your meeting. You will also find additional information on communicating with Congress and general meeting tips.
8. You can always email the Science Policy Office ([sciencepolicy@sciencesocieties.org](mailto:sciencepolicy@sciencesocieties.org)) if you have any questions or need help scheduling your meetings!