

HOW TO REQUEST A MEETING

...with Sitting Members of Congress

- Contact the Senator's or Representative's Washington, D.C., office and ask to speak with the scheduler.
- Explain whom you represent (for example, the name of your health center, location(s) in the Member of Congress' district, and how many patients you serve) and the reason you want a meeting with the Senator or Representative. Ask the scheduler how you can arrange a meeting. You may be referred to the District Office if you are requesting a meeting in your state.
- Ask the scheduler the amount of lead time needed to schedule a visit and send your invitation far enough in advance.
- Even after you speak with the scheduler, you should still send a formal letter of invitation from the CEO and/or Board Chair, or a board member who has a personal relationship with the legislator. Ask the scheduler how they prefer to receive the invite letter, by email or fax, and if the letter should be sent to the D.C. scheduler or to someone in the District Office.
- *In election years:* If your Member of Congress is currently running for re-election, be clear in your letter that you are requesting an official visit and explain that as a 501c3 non-profit organization your health center is not allowed to have any campaign events or materials on-site or affiliated in any way with your organization.

...with a Candidate for Office

Leading up to elections, health centers can and should educate all candidates running for an elective office that would represent any of your health center sites. **It is very important that if you send educational information about your health center to a candidate, you send the same materials and extend the same educational opportunities to ALL candidates running for a given office.**

Contact the candidate directly and invite them to visit your health center. **Be clear in your communication that this is an educational opportunity for the candidate to learn about your organization and the patients you serve, and that their visit will not be a campaign event,** since your health center is a 501c3 non-profit organization and is not allowed to have any campaign events or materials on-site or affiliated in any way with your organization.