

## Legislative Meetings Checklist

### Step 1: Find Your Legislators

- [Find your State Senator by address](#)
- [Find your State Representative by address](#)
- [Find your U.S. Representatives and U.S. Senators by address](#)

### Step 2: Setting Up Appointments

- You can find contact information at the links above. We recommend reaching out to schedule your meetings 2-3 weeks in advance. If your meeting is in person, remember to ask for the office address.

### Step 3: Prepare One-Pagers About Your Nonprofit

- Be sure to prepare one-pagers about your nonprofit to share with the elected official. These “leave-behinds” are important resources in your meetings.

### Step 4: Prepare Briefing Memo and/or Talking Points

- Prepare briefing memo to send to the legislator’s office in advance of the meeting (example available on MNA’s website).
- Make sure you are prepared to lead the conversation. Prepare talking points for your conversation with the legislator.
- Examples may include:
  - Introduce your nonprofit organization, mission, and the community you serve.
  - Share successes and challenges your nonprofit faces.
  - Make your request – supporting/opposing legislation, inviting them to an event, etc.
  - Q&A

### Step 5: Following Up

- Send thank you notes (email is fine) to the elected officials you met with. This is also a good opportunity to follow up on questions asked during the meetings, clarify misperceptions, and cement good relationships.

### Best Practices:

- **Your organization is a 501(c)(3) public charity, so all your work must remain strictly nonpartisan.** You cannot wear buttons, hats, T-shirts, etc. that are political or partisan in nature.

- Remember that effective advocacy rarely relies on one-and-done activities, such as only meeting once a year. Relationships are key. We recommend adding legislators to your newsletters to keep them in the loop.
- Remember: You're the best messenger for your organization and community.

**Other:**

- Business cards
- One-pagers or "leave-behinds" about your nonprofit and organization's mission
- Business professional attire is recommended

**Please contact Annie Hamaty ([ahamaty@mnaonline.org](mailto:ahamaty@mnaonline.org)) or Joan Gustafson ([jgustafson@mnaonline.org](mailto:jgustafson@mnaonline.org)) with questions.**