



## HOW TO SET UP YOUR MEETING

### **(1) Schedule your meeting.**

When you schedule your meeting (following the suggestions in NYSSBA's May 5 email), be sure to let them know who you are and why you are coming in to meet them.

- Confirm with the office a few days in advance of your appointment time

### **(2) Be Prepared.**

Use the materials NYSSBA will send on May 26<sup>th</sup> to familiarize yourself with the issues of concern.

- Avoid reading from the materials – try to be conversational.

### **(3) Select a point person.**

Pick one person to start the conversation with introductions and an opening statement about the purpose of the meeting.

### **(4) Determine who will speak.**

One person should be determine to speak on each particular topic. Whenever possible this should be practiced with the group in advance.

### **(5) Know your legislator.**

Be familiar with view of your legislator and their voting record, committee memberships and important causes. Thank your legislator for past support on educational issues

### **(6) Ask for the legislator's support.**

Be clear that you are looking for their commitment to your cause. When you do not agree on a topic be respectful and move on to a topic where you may be more likely to make progress together.

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**(7) Don't be hijacked.**

Stick to the agenda. There is limited time and opportunity to meet with legislators so it is important to stay on target.

**(8) Provide written materials.**

You will have copies of the talking points to share with the legislators. Follow up with any materials that the legislators has requested.

**(9) Closing the meeting.**

Be thankful of the legislator's time and extend an invitation to visit your school district.

**(10) Stay in touch.**

Keep your relationship with your legislator strong year-round.

**(11) Look for NYSSBA's next e-mail on May 26<sup>th</sup> with the Talking Points.**

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