

Steps to Scheduling a Successful In-District Advocacy Meeting

1. Find your members of Congress. Follow the steps in the “locating state/district office contact information” section of the packet.
2. Choose the elected official with whom you would like to meet. Then follow the directions to locate the local office phone number and address.
3. Call the district office where you would like to schedule a meeting. Introduce yourself and explain that you would like to schedule a meeting with the representative/senator when he/she is in the district/area.
4. Ask for the name and email address of the district scheduler so that you can submit a written request. Sample language for your scheduling email is included in the materials packet.
5. AUGUST is always a key opportunity for these meetings. Your members of Congress are home each year for the "August recess" specifically to meet with you and other constituents.
6. Remember that meetings can be held at the lawmaker’s district/state office or at your office. Don’t hesitate to offer to host them at your office and provide them a tour of your facility/practice. This presents an unparalleled opportunity for them to learn first-hand about rheumatology and the needs of rheumatology professionals and patients. It can also accelerate your personal connection with the member of Congress. Remember to take photos!
7. Prepare for your meeting. Printable issue briefs and other information are [here](#) on the ACR’s website. You can also email advocacy staff at advocacy@rheumatology.org or call (404) 633-3777 to discuss the meeting.
8. After your meeting, send a follow-up letter or email thanking the member for the meeting and reminding them of your “asks”. Sample text is in the materials.
9. Notify ACR government affairs staff of how your meeting went and any next steps for staff. Email quick comments to advocacy@rheumatology.org.

Local Meetings with Elected Officials

Every member of Congress has at least one local office in the district, and most have several. These district offices are staffed with people whose jobs revolve around communicating with constituents like you. There are no barriers to stopping by the local office and developing relationships with the Senator or Representative's staff. In fact, these staff members would welcome you! Elected officials depend on their staff to keep a finger on the pulse of what's happening in the district and advise them on local issues.

When Your Member of Congress is Home, You're Invited!

Most senators and representatives frequently travel home to their state or district. They meet with constituents like you, consult with district staff, and keep in touch with local issues and voters.

During these district work periods elected officials are hearing about myriad issues affecting your friends and neighbors; it is *critical* that they also hear from you. **Speak up for rheumatology and help educate lawmakers on the important issues facing our community.**

The next several pages include resources to help you schedule, participate in and follow up after a local meeting. In addition, ACR government affairs staff is ready and willing to help. Please contact advocacy@rheumatology.org if you would like assistance scheduling or preparing for a meeting.

Resources Included:

- Sample Local Meeting Request Email
- Sample Local Meeting "Thank You" Letter
- Locating State/District Office Contact Information

Sample Local Meeting Request Email

Call the district office where you would like to schedule a meeting. Introduce yourself and explain that you would like to schedule a meeting with the Representative/Senator when he/she is at home in the district. Ask for the name and email address of the district scheduler so that you may submit the following written request.

***see page 5 for information on locating the phone number for the closest state/district office*

Dear Ms./Mr. [Staff Last Name]:

I am a local [rheumatologist/rheumatology health professional] from [city]. I would greatly appreciate the opportunity to meet with [Representative/Senator] [Last Name] when [he/she] is at home on [date] or at [his/her] earliest convenience during an upcoming [state/district] work period. I'm interested in discussing current issues facing the rheumatology community and the patients I care for. In particular, I would like to talk to [Representative/Senator] [Last Name] about [issue/bill number, ex. H.R. 460] and its effect on residents in our [state/community].

I can be reached by email at [name@email.com] or by phone [555-555-5555]. I appreciate your assistance scheduling this meeting and look forward to hearing from you soon.

Sincerely,
[Name]

Sample Local Meeting “Thank You” Letter

**Print on letterhead, if available. Include your full name, address and phone number.

[Date]

The Honorable [First + Last Name]
[Room Number] [Building Name] House Office Building
U.S. House of Representatives
Washington, DC 20515

Dear Representative [Last Name]:

Thank you very much for taking time out of your very busy schedule to meet with me recently in your district office. I greatly appreciate your interest in issues affecting the rheumatology community.

Our discussion on [issue/bill number, ex. H.R. 1600] was very beneficial. I am pleased to know that you are committed to helping ensure [patient access to treatments by limiting cost sharing for specialty tier drugs. These treatments are critical to those with rheumatic diseases because they can prevent disability, save and improve lives, and allow patients to function and remain in the workforce.]

Again, thank you for your time. I look forward to following up with [name of individual staff person] of your staff. Please call on me if I can be of any assistance, particularly as you consider issues affecting our health care system and improving patient access to care and treatments. I can be reached at [email] or [phone].

Sincerely,
[Name]

Locating State/District Office Contact Information

Visit the ACR Legislative Action Center at <https://www.rheumatology.org/Advocacy/Legislative-Action-Center>

On the right side of the screen under Find Politicians, enter your zip code then your address to find your legislators

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[View key legislation](#)

Find Politicians

Look up and contact your officials.



Find Politicians






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After scrolling down, you will be able to review the list of your elected officials. You can view additional information or choose which member you would like to contact by selecting their name.

Directory

Your Federal Officials

-  [President Donald Trump](#)
-  [Vice President Mike Pence](#)
-  [Senator David Perdue Jr. \(R-GA\)](#)
-  [Senator Kelly Loeffler \(R-GA\)](#)
-  [Representative Lucy McBath \(D-GA-006\)](#)

Your State Officials

-  [Governor Brian Kemp \(R-GA\)](#)
-  [Lt. Governor Geoff Duncan \(R-GA\)](#)
-  [Secretary of State Brad Raffensperger \(R-GA\)](#)
-  [Attorney General Chris Carr \(R-GA\)](#)
-  [Senator Elena Parent \(D-GA-042\)](#)
-  [Representative Matthew Wilson \(D-GA-080\)](#)

Profile



Representative Lucy McBath
Democrat-GA-006

Contact

Political

Staff

From this page, you can access their contact information, committee assignments, and staff directory

Capitol Address	1513 Longworth House Office Building Washington, DC 20515
Capitol Phone	(202) 225-4501
District Address	5775 Glenridge Dr Ste 380 Atlanta, GA 30328
District Phone	(470) 773-6330
Email Address	noemail@votervoicenet
Web Site	https://mcbath.house.gov/
Facebook	https://www.facebook.com/replucymcbath
Twitter	http://www.twitter.com/replucymcbath

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