

## **SEVEN Tips for Local School Board Members - District Congressional Meetings**

When members of Congress are in district/state, we encourage local school board members to meet with them personally. Below are some tips for their meetings.

Schedule a meeting locally by contacting the member's district office. To find the local office phone number, go to <https://www.nsba.org/advocacy/take-action> and enter your zip code under "Find Legislator."

Research your member's history. Find out the member's background, committee assignments, and voting record before the meeting. You can find this information at <https://www.nsba.org/advocacy/take-action>, or go to the [National School Board Action's \(NSBAC\)](#) website to access the information.

Hold a pre-meeting if you are going with a group and decide who will speak on what issue. Assign a lead spokesperson.

Always provide local data or anecdotes to support your arguments. Lawmakers are very interested in how legislation will impact their constituents.

Invite your Member of Congress to visit one of your schools. Follow-up with a formal invitation with the scheduler.

Follow-up the meeting with a thank you letter. The letter should summarize your understanding of what the member agreed to do. Let your member know that you are available to serve as a resource.

Stay in touch by periodically sending relevant information about the issues discussed and your school district.

Meetings in the district office are just as important as meetings held in Washington, D.C., and the district staff are vital conduits of information between constituents and legislators.

Best of luck with your meetings!