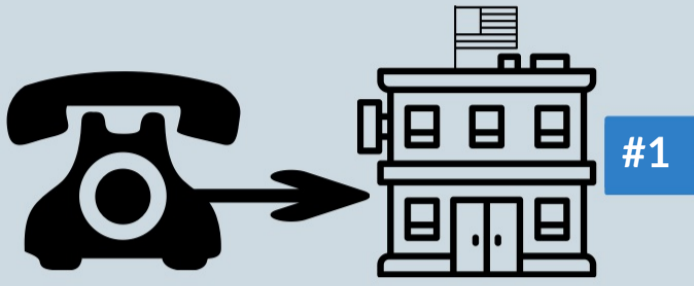




# Step Guide to Scheduling District Meetings

2016



#1

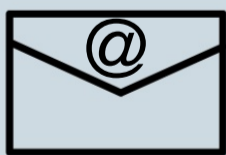
## Call Your Representative's and/or Senators' District Office

- Find the contact information for your senator/representative and call their District Office by following this link and entering your school's address.
- Identify yourself as a constituent and ask to speak with the office's scheduler.
- Let the scheduler know that you would like to schedule a meeting with the senator/representative during their recess.
- Remember that the senator/representative might not be available to meet you personally, and meeting with a staff member can be just as meaningful.
- Mention that you are a TESOL professional interested in discussing issues pertaining to the TESOL field.
- Agree on a date, time and location for your meeting.



## Gather Information

- Collect information to prepare for and reference during your meeting. Also gather information for a leave behind folder, such as TESOL position statements, policy briefs, school fact sheets, etc.
- Visit TESOL's Advocacy Resources page for information you can help to prepare and include in your leave-behind folders.



## Follow-Up!

#5

- Remember to send a thank-you letter or e-mail to your representative/senator/staffer
- Follow-up with any information you promised to send.
- Maintain contact and keep in touch with the District Office!



#2

## Ask Other TESOL Professionals to Join You or Help Plan the Meeting

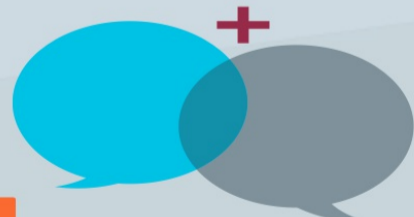
- Ask your colleagues and other TESOL professionals in your congressional district or school to come with you to your meeting.
- Meet with your group of advocates before your meeting to discuss key talking points, strategy and assign speaking roles.



#4

## Meet Your Senator or Representative

- Thank the senator/representative/staff member(s) for their time.
- If meeting as a group, have each member introduce him/herself, and a brief description of their background in the TESOL field.
- Discuss issues in the TESOL field that are important to you, important facts about your school/program, current bills up for debate, and any "asks" you have for the representative/senator.
- Be sure to ask for and take pictures to share on social media, school newsletters and with us!



#6

## Tell Us How it Went!

- Let us know how your meeting/visit went!
- Share your pictures and experiences with us by e-mail, Twitter, Facebook and Instagram!
- Contact us with any questions you might have.

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