



Setting up a Meeting in the District

If you are unable to join us in Washington, DC, for World Water Day, that doesn't mean you can't participate. You can still make your voice heard on this important issue by scheduling an appointment to meet Congressional members or staff in your hometown. Remember that **you have three delegation Members with whom you can meet**, your House Representative and two Senators. Representatives prefer to meet with people from their own districts, but even if you live just outside the district, they may be interested because your organization works in, or has members in, the district.

Locate Your Elected Representatives

- District meetings are not scheduled through the offices in Washington, DC. Instead, you will need to contact your Representative or Senator's local district office.
- Locations of these offices can be found on the Member's website.*

Call the office.

- Suggested script: "Hello, my name is [your name] and I am a constituent of [congressman's name]. I would like to schedule a meeting with the Congressman on **March 22** as part of World Water Day. We would like to discuss the importance of water, sanitation, and hygiene education programs. We are happy to meet whenever his/her schedule allows."
- Members may be unavailable in the District. While it may not be possible, it doesn't hurt to ask if the Member would personally be available to meet. Many times, the congressman's office will schedule a meeting with an aide rather than the actual member. This is just as good!
- On this call you do not need to go into details about water sanitation.
- You may be asked to list the names of people who will attend with you, as well as the organization you are representing, so have those ready.
- **Remember to thank the office for their help.**

A few days ahead of your meeting, follow-up to make sure that the time will still work for the staff, as their schedules often adjust.

* To find your Member of Congress go to <http://www.congress.org/>. You will type in your zip code and then may be asked to enter your full address, as some Congressional districts overlap by zip code.

**Keep in mind, district offices vary greatly in size and staffing. Some offices have a different staffer covering each major policy issue, while other offices have only a single staffer working part-time. For smaller offices you will likely need more time to set up a meeting, so don't wait to call them.