

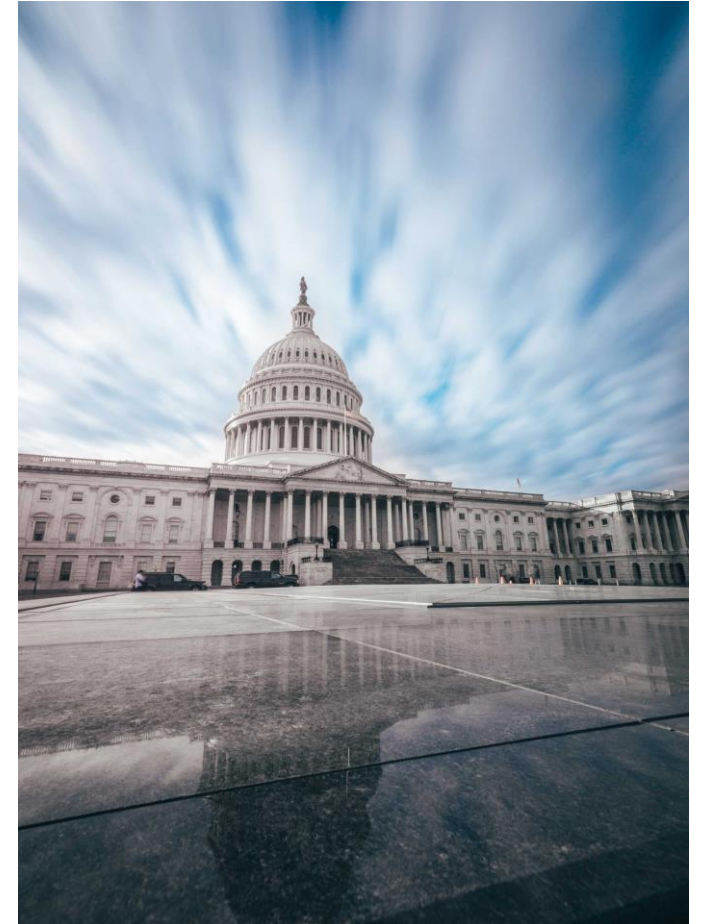
# EFFECTIVE ADVOCACY ON THE HILL:

Planning and Scheduling  
Meetings with your Members of  
Congress

## PRO-TIPS FOR SCHEDULING

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- **Aim to schedule as many meetings with staffers as your schedule allows, but no less than 3 meetings**
  - Your Representative and/or Senators' offices, and any Congressional district where the students you are serving and their families reside
  - **If you need to prioritize meetings, aim to meet with:**
    - Members of Congress who serve on Education Appropriations and/or Authorizing Committees
    - Members with whom you have started a relationship
    - Members with whom relationships need to be created
- **Reach out over email**
  - If meeting with the staffer, reach out to them directly. We recommend this approach.
  - If meeting with the Member, reach out to the scheduler/executive assistant
- **Confirm your meeting location with the staffer**
  - Members' office numbers and locations may have changed from what is on the contact list, or on the internet. Make sure you have the correct location information.



## PRO-TIPS FOR SCHEDULING (CONTINUED)

### Timing

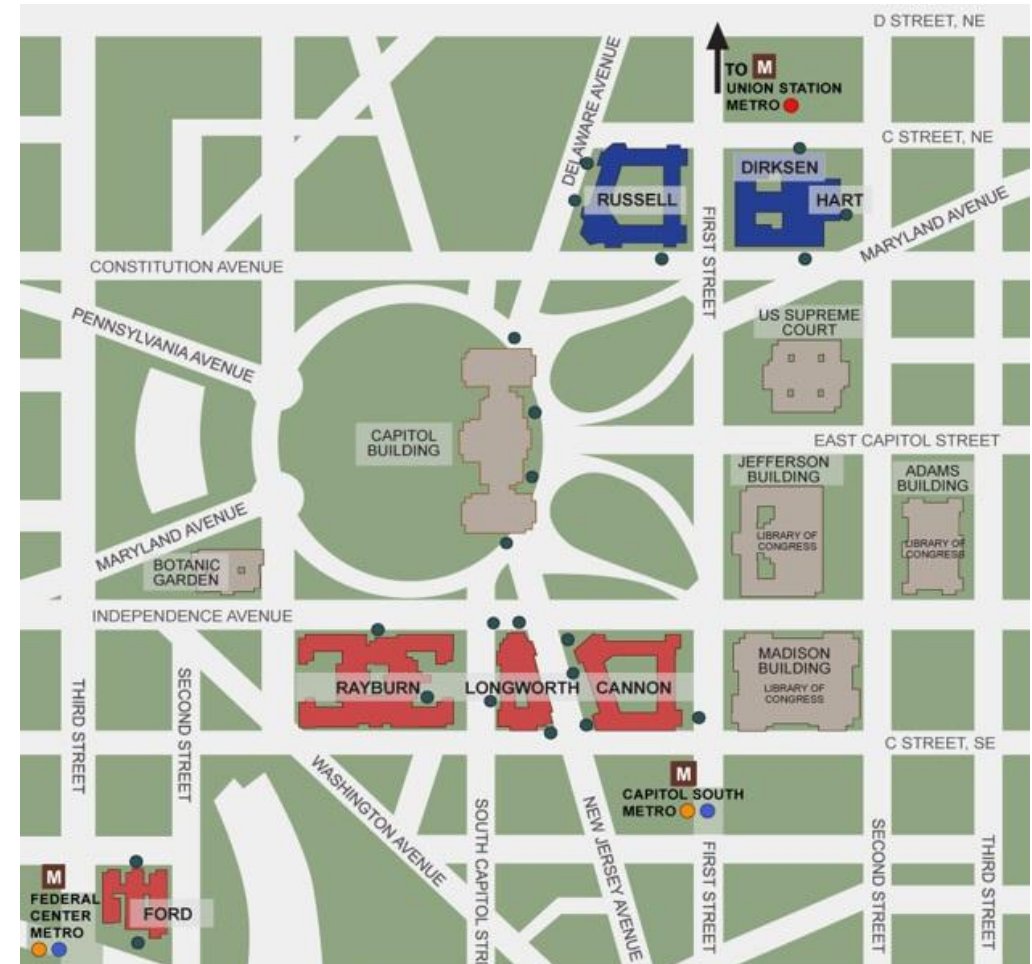
- At least 15-min "between time" to allow for getting around the Hill
- Plan for 30 min meetings

### Getting Around on Capitol Hill

- Capitol tunnels
- Walk – check Google maps for walking distance and times. The Hill complex is larger than it may seem!
- Taxi/Uber

### Security lines

- When walking across Chambers, you will be asked to go through security lines. Make sure to allow **extra travel time** to account for this



# EMAIL TEMPLATE FOR OUTREACH TO STAFFERS

Hello **[Education Staffer's Name]**,

I hope you are well. My name is **[Your Name]** and I work for **[name of your organization]** located in your boss's district.

We are a member of the [National College Attainment Network](#) (NCAN), which is convening a Hill Day on March 21. During this time, we will be sharing our experience supporting students from low-income families as they complete the FAFSA and pursue a postsecondary degree.

We would like to meet with you to discuss ways Congress can help minimize the barriers that students face in pursuing and completing postsecondary education opportunities after high school, and support our future leaders and workforce.

While in Washington, DC, we hope that we can meet with you and **share our priorities** related to college attainment.

Are you available for a meeting during one of the following time frames?

- **Thursday, March 21 at 11:00 AM**
- **Thursday, March 21 at 11:30 AM**
- **Thursday, March 21 at 12:00 PM**
- **Thursday, March 21 at 12:30 PM**
- **Thursday, March 21 at 1:00 PM**
- **Thursday, March 21 at 1:30 PM**

Thank you in advance for your consideration. I look forward to hearing from you.

All the best,

**[Your name, organization, and contact information]**



National College Attainment Network

Mar 21, 2023

Here, you can also add more about your organization and the students you serve.



National College Attainment Network

3:15 PM Feb 29

delete if from a neighboring district



National College Attainment Network

1:16 PM Feb 20

If you have specific priorities you want to highlight, you can do that here.

## CONGRESSIONAL EDUCATION STAFFER CONTACT LIST (118<sup>TH</sup> CONGRESS)

Hill Day 2024 118th Congress Member Contact Sheet .XLSX

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	A	B	C	D	E	F
1	Member Name	D/R	State	District	Office	Phone
2	Adams, Alma	D	NC	12	Rayburn 2436	202-225-1510
3	Aderholt, Robert B.	R	AL	4	Cannon 266	202-225-4876
4	Aguilar, Pete	D	CA	33	Cannon 109	202-225-3201
5	Alejandro Frost, Maxwell	D	FL	10	Longworth 1224	202-225-2176
6	Alford, Mark	R	MO	4	Longworth 1516	202-225-2876
7	Allen, Rick	R	GA	12	Cannon 570	202-225-2823
8	Allred, Colin	D	TX	32	Cannon 114	202-225-2231
9	Amodei, Mark	R	NV	2	Cannon 104	202-225-6155
10	Armstrong, Kelly	R	ND	At Lg	Longworth 1740	202-225-2611
11	Arrington, Jodey	R	TX	19	Longworth 1107	202-225-4005
12	Auchincloss, Jake	D	MA	4	Longworth 1524	202-225-5931
13	Babin, Brian	R	TX	36	Rayburn 2236	202-225-1555
14	Bacon, Don	R	NE	2	Longworth 1024	202-225-4155
15	Baird, Jim	R	IN	4	Longworth 1314	202-225-5037
16	Balderson, Troy	R	OH	12	Rayburn 2429	202-225-5355
17	Balint, Becca	D	VT	At Lg	1408 Longworth	202-225-4115
18	Banks, Jim	R	IN	3	Cannon 509	202-225-4436
19	Barr, Andy	R	KY	6	Rayburn 2430	202-225-4706
20	Barragán, Nanette	D	CA	44	Rayburn 2246	202-225-8220
21	Bean, Aaron	R	FL	4	Longworth 1239	(202) 225-0123
22	Beatty, Joyce	D	OH	3	Rayburn 2303	202-225-4324
23	Bentz, Cliff	R	OR	2	Longworth 1239	202-225-6730

<https://tinyurl.com/NCANHillcontacts>

You can use the link above to access the contact information for congressional staffers who have education in their portfolios.

If you find that listed contact information is out of date, please let us know, so we can update it.

Remember to confirm office locations with staffers, as they may have changed.

## TIMELINE FOR MEETING REQUESTS AND FOLLOW UP

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- Begin requesting meetings **2-3 weeks before you plan to be on the Hill**
- Follow up on meeting request if you have not heard back **in a week**
- Send a reminder email on **1-2 days prior to your Hill visit**



# QUESTIONS?

Please contact Louisa Woodhouse, NCAN Policy Associate, at [woodhouse@ncan.org](mailto:woodhouse@ncan.org).