

HILL DAY – HOW TO MAKE APPOINTMENTS

Before the Visit:

1. Call each of your Representatives' D.C. offices to acquire the name of the scheduler for each Senator and Congresswoman/man. Visit <http://senate.gov/> and <http://www.house.gov/> to find office contact information.
2. Prepare a list of your State's entire Congressional Delegation listing the desired visit date, time, member, location, scheduler and phone number.
3. Meetings should be scheduled approximately 6 weeks in advance. Prepare and e-mail letters (do not mail) requesting appointments for your SAG representative(s) to meet with the Senator/Congresswoman/man on a specific date. Let each Representative know that if they are not personally available, your SAG representative(s) would like to meet with a key member of their staff regarding juvenile justice and appropriations issues. Inform them who will be calling their office for an appointment. **(Sample A)**
4. Follow-up within 48 hours by calling each scheduler, referencing your letter and requesting an appointment. Let them know the name(s) of the constituent(s) from their area/district who will be visiting.
5. If possible, schedule appointments within the same building approximately 30 minutes apart. If you have to go to another building, allow 45 minutes. Your visiting schedule is more workable if appointments are scheduled back-to-back in the morning, break, and then back-to-back in the afternoon.
6. After appointments are made, prepare and e-mail letters to persons with whom appointments are scheduled confirming date, time, and name(s) of your SAG representative(s) who will be visiting. **(Sample B)**
7. Prepare a Congressional Delegation Appointment List for your SAG representative(s) giving date, time, member (if appointment is with someone other than member, list that person), location, scheduler and phone number.

During the Visit

8. Carry no less than two (2) sets of materials to each visit—one for your Representative and one for the staff members who works closely with the Representative on the issue. It is helpful to have a copy to keep for yourself to use as reference as well.

After the Visit

9. After visits are made, prepare and e-mail thank you letters to members expressing appreciation for their or a member of their staff meeting with you. If you met with a staff member, the letter should be addressed to the member with a carbon copy to the staff person you visited. **(Sample C)**

Sample A

Official Agency Letterhead

March 7, 2023

ATTENTION: «scheduler»

The Honorable «name»

United States «title» [Senate or House of Representatives]

«address»

Washington, DC «zip»

<Sent via electronic mail.>

Dear «salut»:

The purpose of this letter is to request an appointment for representatives of the [SAG or agency home] to meet with you on «date». If you are unavailable, we would like to meet with a key member of your staff who handles juvenile justice/children's services and appropriations issues. Representatives of the [SAG or agency home] will be in Washington to attend the Coalition for Juvenile Justice's Annual meeting and will be attempting, as we have in previous years, to visit each of our legislators' offices while in Washington.

As I believe you know, the [SAG or agency home] is a State agency with the primary mission of advocacy on behalf of children and families. We have previously provided you some of the publications we prepare that should be beneficial in addressing children's issues and identifying their impact on [your State], and as we usually do, we will bring you any new ones on this visit. Additionally, the [SAG or agency home] is responsible for implementation of the federal Juvenile Justice and Delinquency Prevention Act (JJDPA) in [your State], which is due to be reauthorized in 2023.

We would appreciate the opportunity to meet with you or a key member of your staff to discuss the upcoming reauthorization of the JJDPA, related federal juvenile justice funding and the impact the Act has had and continues to have in [your State]. [Name of contact] will call your office to schedule an appointment. We look forward to seeing you in May. If we can provide you with additional information or assistance, please contact me.

Sincerely,

Sample B

Official Agency Letterhead

March 12, 2023

ATTENTION: [Name and Title of Staffer you will be meeting with]

The Honorable «name»
United States «title» [Senate or House of Representatives]
«address»
Washington, DC «zip»

<Sent via electronic mail>

Dear «salut»:

The purpose of this letter is to confirm that the following [NUMBER] or representatives from [STATE AGENCY] have an appointment to meet with [NAME] on «date»:

COMMISSION MEMBERS:	xxxxxxxx, xxxxx
	xxxxxxxx, xxxxx
STAFF:	xxxxxxxx, xxxxx
	xxxxxxxx, xxxxx

Representatives of the Commission will be in Washington to attend the Coalition for Juvenile Justice's Annual Conference and may be reached by calling «phone».

As I believe you know, the [AGENCY] is a State agency with the primary mission of advocacy on behalf of children and families. We have previously brought you some of the publications we prepare that should be beneficial in addressing children's issues and identifying their impact in our state, and will bring any new ones we have to this visit.

The [AGENCY] is responsible for implementation of the federal Juvenile Justice and Delinquency Prevention Act (JJDP) in our state. We would like to discuss the impact of this federal legislation in [STATE], its reauthorization and related federal juvenile justice funding. Representatives of the Commission hope to meet with all members of the [STATE] Congressional delegation. We appreciate your staff working with us in scheduling. We look forward to seeing [NAME] on «date» If there are ways we can provide you with additional information or assistance, please contact me.

Sincerely,

Sample C

Official Agency Letterhead

May 27, 2023

The Honorable «name»
United States «title» [Senate or House or Representatives]
«address»
Washington, DC «zip»

<Sent via electronic mail>

Dear «salut»: [Senator _____ or Congressman/woman _____]

We appreciate «name1» on your staff meeting with representatives of the [STATE DSA] on «date» to talk about reauthorization of the Juvenile Justice and Delinquency Prevention Act (JJDPa) and related federal juvenile justice funding. We were glad to have the opportunity to provide you with substantial amounts of information about the positive impact these funds have had in our state.

[Two to three sentences recapping what you discussed, and addressing any questions they may have raised during your meeting.]

We hope the final JJDPa reauthorization bill and Commerce/Justice/Science budget will include important juvenile justice funding and urge your support for the reauthorization and for these funds that make so much difference to communities across [STATE] and the nation.

If we can provide you with information or assistance, please let us know. [STATE] critically needs federal juvenile justice funding.

Sincerely,

cc: «cc»