

# LEGISLATIVE OFFICE VISITS: SCHEDULING

## 1 FIND YOUR LEGISLATORS AND THEIR CONTACT INFORMATION

WHO REPRESENTS ME?



## 2 LEARN ABOUT YOUR LEGISLATORS

Know basic information about the Representative or Senator:  
Where are they from? What committees are they on?  
Have they worked on any legislation related to your topic?

[TEXAS LEGISLATURE ONLINE](#)

## 3 CALL AND ASK TO SCHEDULE A MEETING

"Hi, my name is [\_\_\_\_\_] and I am a constituent in your district, as well as a social work [student/professor from \_\_\_\_\_ university OR professional working within \_\_\_\_\_ practice area]. Social Work Advocacy Day is coming up on Friday, March 3rd. Could I please set up a brief visit [for my group of \_\_\_ students] with the legislator or a staffer to discuss policy issues which are important to social workers? Our preferred timeframe is in the afternoon between 12:30-3:30pm."

## 4 PREPARE FOR YOUR MEETING

Have your "Ask" - [REVIEW NASW-TX POLICY PRIORITIES](#) - Determine 1-2 issues that you are passionate about (i.e. school social work, paid practicums, etc.)

Know your "Why" - [REVIEW NASW/TX ONE PAGERS](#) - Learn more about your chosen issues. Reflect on how the issue is important to you, your community, clients, and/or the Texas social work workforce. If time allows, use the meeting to share those thoughts with the legislator or their staff.

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- 1** Introduce yourself (or your group) and why you are there - emphasize that you are a constituent and NASW Member
- 2** Overview what you would like to discuss
- 3** Distribute printed handouts
  - NASW-TX one-pager(s) and/or your talking points
- 4** Share why the topic matters to social workers (2-3 reasons)
- 5** Share why the topic matters to you personally (2-3 reasons)
- 6** Ask if you can count on their boss's support for the idea/bill
- 7** Pick up their business card and thank them for their time
- 8** Send a thank you email with any additional resources
  - Copy: [naswtex.naswtx@socialworkers.org](mailto:naswtex.naswtx@socialworkers.org)

## TIPS FOR A SUCCESSFUL MEETING

1. Bring your social work skills to the conversation: **be authentic and meet them where they're at**
2. Legislative staff need your perspective and expertise more than you think. **Bring that expertise!**
3. **Admit if you don't know the answer** to a question a legislator or staff asks
4. **Find ONE item that you can thank them for** during the meeting