

Step 5: Review your Briefing Sheet

The Texas FFA will provide a briefing sheet with important bullet points / topics for your meeting legislators. This will be emailed to you a week or two prior to Day at the Capitol. This will be simple figures you may want to have handy for legislators. Remember, your main purpose is to simply make your senator and representative aware of your program and how it contributes to the education and development of students and all the wonderful opportunities your chapter provides for the future leaders in the district.

Step 6: Call a few days prior to Confirm the Meeting

You may want to check and see if the schedule is finalized.

Step 7: Be on time for the Meeting

It is likely that some of you, despite your planning, will not be able to attend. They may be called into a special committee meeting just hours before your meeting. This happens, do not be upset. Simply visit with the staff just as you would with the representative senator. Leave your gift for legislators if possible, be sure to take a photo with your representative for a press release.

Making an impression on key legislative staff members has as much or more impact as meeting with a senator or representative. Legislative staff usually know the nuts and bolts of the legislative process much as the legislator for whom they work.

Step 8: Invite your State Representative or Senator to any Chapter Banquets or Functions

Remember your legislators are here to serve your district. Be sure to invite them to your banquets or functions showcasing your program. Even if all you do is invite them to visit you and tour your facilities, it is a nice gesture.

Step 9: Follow up with a Thank-You note.

Upon your return home, be sure that you mail a nice thank you note to your state representative and senator. This is a must. If you do a press release that is published in your local paper, mail a clipping to your Representative and Senator as well. Especially if the clip mentions your meeting with them.

Step 10: Stay in Touch

Your meeting is a great way for you and your chapter to establish a relationship with legislators. Keep in touch with them. During legislative years, be sure to invite them to your events as they will be more available during those times. Use this introductory meeting as an open more doors to your representative and senator. Let them know they can call on you if they need anything as well. It is a two-way street.

Special Note: If you are bringing more than 10 students, you should notify the legislative office on your call. They may be interested in setting up a picture for the legislator and your students if you have a large number.