

HOW TO ORGANIZE A SUCCESSFUL IN-DISTRICT MEETING WITH YOUR MEMBER OF CONGRESS

The Head Start Week of Action is a great time to sit down your members of Congress to talk with them about how important it is to increase funding for Head Start and Early Head Start. Coordinate with your SCAN staff contact to identify the appropriate members of Congress to meet with and schedule an appointment.

Once you have a meeting scheduled, decide who will attend. Given our focus on Head Start, think about what perspectives it would be helpful to have in the meeting to convey the importance and urgency around increased funding for the program.

Next, decide what each person will say. Most meetings last no longer than 20 minutes, so it is important to have a plan in order to cover all of the important points.

Follow these tips to be prepared:

- **Wear your SCAN shirt** to identify yourself as a volunteer! Contact the SCAN staff person in your state if you need shirts for yourself or others.
- **Arrive ten minutes early** to the meeting. If you don't have a scheduled appointment, you can try dropping by the office and leaving some SCAN materials with the front office staff.
- **Introduce yourself**, including your hometown and/or where you go to school. Identify yourself as a SCAN advocate and mention why you are passionate about the issue you are there to discuss.
- **Make your ask!** Our ask is to increase funding for Head Start and Early Head Start. SCAN staff will help you with talking points but remember that stories often tell a story better than facts. You can also use this opportunity to deliver post cards or petition signatures that you have collected!
- **Thank the elected official or staffer** for their time, and if possible, take a picture with them to post on social media. If there is a book where the office logs constituent meetings, make sure to sign your name and note that you were representing SCAN!
- **Let us know how it went!** Email your SCAN staff contact with a report back, including any questions you weren't able to answer completely.
- **Send a thank you note** to the person you met with! This will help you build a long-term relationship with your contact at the office.



SCAN advocates met with Congressman Dave Reichert (R-WA) at his district office in Washington State.