



TIPS FOR A SUCCESSFUL LEGISLATIVE VISIT

- 1. Be on time.** Legislators and their teams are juggling many priorities at once. Their schedules are tight and frequently interrupted. Be ready to roll with the punches if interruptions happen.
- 2. Address your legislator properly.** Remember to use “Senator” and “Assemblymember” based on who you’re meeting.
- 3. There’s no reason to be nervous!** Legislators are people just like us, representing us.
- 4. Have a brief introduction in mind.** Prepare a brief introduction of the Commission, your community (if meeting with your district member), your areas of experience and expertise.
- 5. Weave in stories.** Stories help illustrate why the issues are important to you and older adults in the state.
- 6. Be concise!** Pick one or two of the issues CCoA has identified as talking points – and try to reference our bill numbers if available.
- 7. Remember to make your “asks”.** Think of your asks as the Call to Action for the legislator. Follow up your conversation with a question that triggers their engagement, such as: “Can I count on your support for this bill?” or “How can you advance this policy priority?” Ask if they will be an aging champion.
- 8. You might be meeting with staff instead of a legislator.** That’s okay! It’s likely that staff may be more familiar with the specifics of an issue, and will provide you with invaluable feedback.
- 9. What if a legislator has specific questions** – or they’d like to help support an issue? Great! Make sure you get their contact information and follow up. Reach out to CCoA staff if you need assistance.
- 10. Follow up.** Thank your legislator for their time, ask for their card, and write a thank you card or email. Finally, schedule another meeting next quarter (in district or virtual)!



TIPS FOR WRITING THANK YOU'S

Writing Tips

- 1. Be simple and concise:** Thank the person you met with for their time, mention your organization, and the issues covered at the meeting.
- 2. Establish yourself as an information resource:** Offer your and the Commission's contact information should they ever need information or testimonials on the issues covered.
- 3. Follow up:** Let them know you or the Commission's staff will follow up with any questions that were left unanswered.
- 4. Ask to meet again:** If you are a constituent of the member's office, invite them to visit your community! If not, you can invite them to meet virtually in the future.

Sample Email

Subject: Thank you

Dear Senator/Assemblymember
[Last Name or Name of Staff]:

I would like to thank you for meeting with me in [insert place] on [insert date]. I appreciated the opportunity to discuss important aging issues with you, such as behavioral health, workforce development, emergency preparedness, and housing and homelessness, as well as the California Commission on Aging's sponsored bill: SB 2283 State Public Guardian (Gonzalez).

Thank you for your time. If I can ever provide you with information on this bill or other issues impacting older Californians, please do not hesitate to contact me at [your email] or the California Commission on Aging staff at ccoa@cco.ca.gov.

Sincerely,