



Hosting Members of Congress at Your Chapter Meeting

During recess periods, members of Congress are in their home states to hold events, meet with constituents and work out of their local offices. It is during this time that NARFE members have an extraordinary opportunity to reach out to their legislators and educate them about federal retiree and workforce issues.

A special chapter meeting is a great way to introduce legislators and/or their staff to NARFE members and educate them about our issues. Below are some tips on how to orchestrate a memorable visit.

Inviting a Legislator

Time Frame: The length of a recess can vary from a week to over a month. Consult the [2015 Congressional Recess Calendar](#) for exact dates.

The event is simple: Work with other chapter presidents in your area to hold a joint chapter event and invite your representative, senators or their staff to attend.

It's as easy as 1-2-3:

1. Pick a date and location and submit official scheduling requests using the [sample chapter meeting request](#) to the main district office of your legislator. Effective scheduling is the most important aspect of your event. You can fax and/or email it to the office scheduler. Be sure to call to follow up.
2. You also can invite multiple congressional offices to attend your chapter meeting for a Q&A forum to hear each office's different positions on the issues. Make sure to set aside some time for a meet-and-greet so individual NARFE members can meet the guests.
3. If only one member of Congress or their staff attends, set aside time for them to speak and answer questions, as well as for a meet-and-greet with the NARFE members in attendance.

Run of Show for Your Chapter Meeting

NARFE Members Arrive

- NARFE members from invited chapters arrive, mingle briefly and take their seats.
- Chapter president moves to front of the room and introduces the event.



Introductions

- Chapter president gives brief introduction about the issues impacting NARFE members (referring to the Toolkit fact sheets).
- Chapter president introduces the panel guests (if multiple congressional offices sent representatives) or the single speaker (if only one).
- Chapter president describes the format of the event: Speaker(s) introduce themselves and talk about issues. NARFE members then ask questions of the speaker(s), who answer in turn.

The Speaker(s)

- Chapter president introduces each speaker and gives them several minutes for an introductory statement.
- After all introductions are complete, NARFE members are invited to raise their hands to ask questions. Each speaker takes turns answering the questions.
- After all questions are asked or the allotted time of the event nears its end, the chapter president asks each speaker to conclude with a few thoughts.
- If there are several speakers, it will help to have a moderator for the meeting.

Meet-and-Greet

- Chapter president thanks the speaker(s) and opens up the event for individual NARFE members to meet and speak with them.

Following Your Meeting

Timeline: No later than a week following meeting

Send a Thank You

Following your chapter meeting, send the member of Congress a thank you note for attending the meeting. If you promised follow-up information, this is a prime opportunity to send it. If the member agreed to take action on legislation, politely remind them or thank them again for taking action.

Tell Headquarters About Your Meeting

Email advocacyinaction@narfe.org to tell headquarters about your meeting. This information is important in our continued communications with members of Congress.