

## SAMPLE IN-DISTRICT MEETING AGENDA

Your entire meeting is likely to last only 15-30 minutes, so be sure to plan ahead and come prepared with what you want to say, the order of the meeting, and who is going to say what. Here is a sample agenda for a 30 minute meeting to help you get started.

### 1. Introductions (5 minutes)

Allow a brief introduction of all the participants to begin the conversation comfortably. Some information you may wish to include:

- a. Names and occupations (and anything else you want them to know about you – are you a parent or veteran, active in the community, etc.?)
- b. Where you live in their district and how long you've lived there – be sure to let them know that you are their constituent!
- c. Note if you have a relevant connection with the representative or senator.

### 2. Overview of the legislation or issue (5 minutes)

- a. Share some high level and/or locally relevant statistics about the issue you would like them to address (World Vision can provide you with some resources).
- b. You may find it most appropriate to share personal stories, photos or videos that illustrate these facts at this point (see Section 3, below).
- c. Give a quick, simple overview of the proposed legislation and why it would provide solutions to the problems you shared. Find out if your representative is already familiar with the legislation or proposed solution. If they are, you don't need to repeat facts they already know. If they are unfamiliar with the bill, highlight the two or three aspects that you think will most appeal to the representative (save potentially controversial issues for later in the meeting).

### 3. Personal stories (10 minutes)

This is the most important part of your meeting! Your elected official wants to know why this matters to you and your community – your experience, not statistics, are going to help convince them. Some questions you may consider answering to help tell your story are:

- a. Why is this important to you? What sparked your passion for the issue? What drives your concern?
- b. What personal ties do you have to this issue? Do you know anyone that has been affected by it? Have you witnessed it firsthand?
- c. This is a great place to share relevant photos or even a short video that puts a face to the statistics or issue you will share about.

### 4. Conversation & Closing (10 minutes)

- a. Ask them if they have any questions. Do your best to answer them, but never make up an answer. If you do not know an answer, please check our website or email us at [advocate@worldvision.org](mailto:advocate@worldvision.org) for assistance. This actually provides a good opportunity to follow up with them after the meeting.
- b. Ask if you can count on them to support the legislation or respond to your request. If they are unsure, offer to provide them with any additional information they may need to make an informed decision. If they are supportive, encourage them to talk to their fellow legislators about the issue and ask if there is anything else you can do to ensure success of the legislation.
- c. Ask if you can pray for them before you leave. If they decline, let them know you will keep them in your prayers after the meeting and encourage or affirm them in some other way.
- d. Thank them for their time, leave them with relevant information, a memento to remember your meeting or request, and exchange any information for necessary follow-up.
- e. Ask to take a photo and publically thank them on social media after the meeting.

*\*Please review World Vision's In-District Meeting Guide for further tips and guidelines.*