

## **Making Congressional Appointments**

1. In most cases, appointments will be with staff, not the Representative or Senator from your state. Since staff handles specific issues, it is an effective use of your time to speak to the specialist with knowledge of programs and budgets in the area of campus public safety.
2. Contact your Representatives in the manner they recommend. PLEASE CONTACT AT LEAST FOUR WEEKS IN ADVANCE OF THE MEETING DATE. By going to the website [house.gov](http://house.gov) you can search by zip code for the name of your Representative. Members' web pages have a section called "Contact." In many cases you may e-mail your request for a meeting directly to the website. You may also wish to call the contact phone number to ask how to set up a meeting. Many offices ask for a FAX with details of the meeting. For the Senate, the website [senate.gov](http://senate.gov) has a section where you can choose your state. You can redirect yourself to the Senators websites with a click, where contact information is available.
3. Try to make your appointments in the morning. Congress is in session at noon, and you will have a better chance of meeting your Representative in the morning as well as staff.
4. Be flexible about time, and expect some appointments to be changed at the last minute.
5. It is appropriate to bring a camera and ask that a photo be taken with your Representative.

### **Your FAX or e-mail should include the following information:**

--Your name and title at your college or university, and the town in which it is located.

--The day and time you wish to have a meeting.

--The subjects you wish to address.

--Our priorities this year are:

Passage of the National Center for Campus Public Safety (the House has approved this measure unanimously in the last two Congresses, so Representatives should be thanked and asked to contact Chairman Sensenbrenner to assure its passage this year. Senators should be asked to contact Chairman Leahy of the Judiciary Committee in support of the Center).

Support for Campus Public Safety and Emergency Management Grants.

Support for a Comprehensive Campus Public Safety Act.

If you need assistance, please let us know. IACLEA will provide a room on Capitol Hill during the day for you, which will have packets of information available for you to share at your meetings, IACLEA staff to assist with questions, and a communication base.