|  |  |
| --- | --- |
| **Tips and Script**  **Requesting a Meeting on Capitol Hill** |  |

|  |
| --- |
| ***Tip #1:***All House and Senate offices can be reached by calling the US Capitol Switchboard at (202) 224-3121 and asking for your Senator’s/ Representative’s office.  ***Tip #2:*** Remember that all telephone calls into a Senators’/Representative’s office are taken by a staff member and not the Member of Congress.   1. Identify yourself and your organization and let the receptionist know that you work in the Senators’ state/Representative’s district. 2. If you don’t already have a staff person contact we suggest you ask to speak with the staff person who handles appropriations and/or issues related to CDFIs or more broadly community development for the Senator or Representative; 3. If you are able to speak with the staff person, let them know you will be in Washington on February 24th and 25th attending the CDFI Coalition Institute and you would like to schedule a time to meet with him/her to brief them on the work you do in the district/state and the unique and important work of CDFIs across the country. And invite them to attend the CDFI Coalition reception on Tuesday, February 24th from 5:30 to 7:00 pm in   in Room 534 of the Dirksen Senate Office Building.   1. If the staff person isn’t available ask the receptionist if you can leave him/her a voicemail and also ask for an email address so you can follow up with a note to the appropriate staffer. 2. After you hang up, email the congressional staffer a link to your organizations website and an invitation to the Coalition’s reception (link)   **http://www.cdfi.org/capitol-hill-reception/**  **If you have questions please call 202-393-5225 or email us at** [**info@cdficoalition.org**](mailto:info@cdficoalition.org) |
|  |