



## How to Schedule Your Own Advocacy Visits: Step-by-Step Approach

As members of the **Pediatric Policy Council (PPC)** organizations, your voice is incredibly important for advocating for legislative and policy changes on numerous child health issues. Some of the most important advocacy work you will do will take place during in-person meetings with your elected officials or their staffs, either in Washington, DC or your home district. Below please find a step-by-step guide on how to successfully schedule your own lobby visit.

### Schedule Your Visit

#### Let AAP Assist You!

- The American Academy of Pediatrics (AAP)'s Department of Federal Affairs has numerous resources to help you schedule your visit and answer any questions you may have about the process. Please contact Ethan Jorgensen-Earp at 202-347-8600 or [ejorgensen@aap.org](mailto:ejorgensen@aap.org) for assistance.
- Members of the AAP staff will be on call to accompany you on your first visit.

#### Find Your Member of Congress

- There are 100 senators, with two senators representing each state. Use the [Senate directory](#) to find your state's senators.
- There are 435 representatives, each one representing a district based on population. Use your Zip code to determine your district using the House of Representatives "Find Your Representative" [tool](#). Some of you will have a different representative for your home and your institution.

#### Proper Timing for a Visit

- You can visit the offices of your legislators in Washington, DC anytime. Even if your legislator is not in Washington, you can still have valuable meetings with their staff.
- Check the calendars of the [House of Representatives](#) and [Senate](#) (click "Session Schedule" in right-hand bar) to determine whether your member will be in Washington, DC. If Congress is in session, your member will likely be in Washington, DC. Otherwise, your member will be in your home state or district. Members of Congress have quite a bit of variation in their schedules. Call the scheduler in the offices of your members of Congress to find out more information about their travel schedule if you want to meet directly with your legislator.

#### Scheduling a Visit

- Find the proper contact information to schedule your visit. Use the [Senate](#) and [House](#) directories, which will have telephone numbers for each Senate and House office in Washington, DC.
- Once you are on the phone with your congressional office, tell them you are a constituent and ask to speak to the scheduler who will help you schedule your visit. Tell the scheduler you would like to schedule a meeting to discuss child health issues.
- Meetings typically last between 15 and 30 minutes, and it normally takes approximately 15 minutes to walk from the House side to the Senate side and vice versa
- Ensure that you have adequate time between the end of your last meeting and your transportation departure time. For those traveling to DCA airport following your visits, ensure that there is at least an hour and a half between the end of your last meeting and your boarding time.



## **When In Doubt, Get Help!**

### **Use Your Resources**

- Check to see if your home institution has a government affairs professional or office. These individuals are invaluable in scheduling lobby visits both in your home district and in Washington, DC.
- Some institutions may require that you touch base with your government affairs staff before heading to Capitol Hill. Learn the rules at your own institution before proceeding with scheduling your visit.