

IN DISTRICT MEETING WITH YOUR MEMBER OF CONGRESS

Sample Meeting Agenda

1. Introductions: Make sure that all participants introduce themselves and/or are identified
2. "SBHC 101" – Ask if they are familiar with SBHCs:
If not, discuss SBHCs
If yes, go to # 3
3. Discuss what is happening in your state/ district
State information - # of centers in your state/district, # of children served, other relevant statistics
4. Share at least one **story** and any material specific to your state and/or community
5. Ask for their support SBHCs. Check with NASBHC or state SBHC association to confirm the current support and priorities for your member of Congress.

General Tips

1. Research the interests and voting history of your legislator prior to the meeting. The more you know about him/her, the better chance you have of gaining his/her support.
2. Try to avoid using medical/funding jargon and if you do make sure to offer an explanation
3. If you don't know the answer to a question, it's OK. It's a great reason to have to get back in touch with them after the visit.
4. Share a story to illustrate how SBHCs help resolve/solve a local health/mental health problem-position the centers as a solution.
5. Insert state/local statistics or facts, when advantageous and appropriate.
6. Follow up with the office after the visit.

CALLING TO SCHEDULE THE VISIT:

One of the first steps in setting up the site visit is calling the elected official's office. Here are few tips when making that call.

1. Understand that you will be speaking to an aide, not the legislator. Write down the name—you'll need it for follow-up conversations—the legislator's aides are the key people with whom you'll be dealing with most of the time
2. Introduce yourself and give your address, making clear that the School Health Center represent is in their district. If you have any special credentials, state them.
3. Be clear on what you want from this phone call. Be prepared that they may not be familiar with SBHCs and you may need to explain their benefits.
4. Pause briefly for a reply but be prepared to continue without feedback (the legislator or aide is likely taking notes and may want to hear you out before commenting).
5. Set a time that you will call them back and follow up. Let them know that you can give them a call back in a few days. It will most likely take a few calls to set a date and plans.
6. Be friendly! You are building a relationship with this office.

Sample script: scheduling a site visit

Hi, May I please speak with the staff person who oversees health and/or children's issues or the scheduler?

Once connected to staff person:

Hi I am from ____ School-Based Health Center at ____ school. I also represent the (name of state assembly and/or local provider). We work with SBHCs that serve approximately ### of students in (the members district or general area). Are you familiar with SBHCs?

If No, SBHCs provide comprehensive and accessible primary health care services to medically underserved children youth and families, where the students are—in schools.

We would like to invite (Senator/Representative) to visit the school based health center. Seeing the center first hand is the best way to understand the impact the center has on the students health and ability to learn. Plus, I know the students would be excited to meet (Senator/Representative).

If they are unsure/ need more info/or need to check the schedule:

I can provide you with more information on SBHCs. What is the best address to send it?

I will be in touch with you (give a time frame: #weeks/days) to discuss this further.

Thank you for your time. I look forward to working together.