

Hosting a Legislator for a Site Visit

GET APPROVAL

Check in with your leadership team, including your board leaders, to make sure everyone is on board with the idea and understands the expectations of the visit. Consider inviting staff, clients and board members to participate in the agenda for the visit.

DO YOUR HOMEWORK

Learn about the legislator. You can find contact and biographical information online. The biography is particularly important; if you find your legislator has an interest relevant to child and family services, including key committee appointments, you'll want to discuss that during the visit. Remember, this is all about building relationships. ([Find State Legislators](#); [Find your US Representative](#); [WI US Senators](#))

SEND YOUR INVITE

Contact the legislator or a member of his/her staff by email or phone. Invite them to see your services in action at your facility. Mention that you understand how important child and family services are to them, and that you'd like to give them the opportunity to visit and discuss some of the challenges facing the human services system and those you serve.

CONFIRM A DATE

Confirm a date and time for their visit. One to two hours should be sufficient.

PREPARE MATERIALS

Put together materials to give to the legislator including fact sheets and brochures about your services. If possible, include materials that highlight the effectiveness of your programming. (Contact the WAFCA office if you need help). Assemble any handouts in a file folder with your business card attached.

PREPARE YOUR FACILITY

Notify all staff of the visit and consider making a "Welcome Representative/Senator _____" banner or poster for the office.

CREATE AN AGENDA

Make a schedule for the visit that includes what the legislator will see and who the legislator will visit. Consider involving key staff, clients and board members in conversations with the visiting legislator.

SAY "THANK YOU"

The day after the visit, send a personal note thanking the legislator for the visit and restate your offer to be of assistance and a resource on policy issues that impact children and families.

LET WAFCA KNOW

Your meetings with legislators improve WAFCA's ability to advocate on your behalf at the Capitol. Please let us know when you connect with legislators and share a summary of the visit and your discussion. Contact [Kathy Markeland](#) to share the details.



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