



## How to Schedule a Hill Visit

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1. Check with your faculty mentor/training director on how to handle scheduling the Hill visit; be sure to clarify whether you are responsible or if someone will schedule the appointment(s) for you.
  - a. If possible, attend your Member's constituent breakfast. These events are an easy way to meet your Members in a less formal setting. He or she will make rounds, and want to know your school/town that you represent. You would not conduct your full visit at the breakfast. You can find your Member of Congress' constituent breakfast time and location on their website: [\[lastname\].senate.gov](http://[lastname].senate.gov) or [\[lastname\].house.gov](http://[lastname].house.gov).
2. Find & research your Members: <http://cqrcengage.com/aucd/app/lookup?9&m=10782>
  - a. There are at least 3 priority meetings to have in DC: 2 Senators and 1 Representative (that represents your district)
  - b. Additional meetings can be with members on committees of jurisdiction over disability issues such as House Ways and Means, Energy and Commerce, Education and Workforce, Senate HELP, Finance Committees.
  - c. Research the committees of your Members, find out their legislative history and voting record. Use this information to frame your educational message. Use the "Getting to Know My Legislators" worksheet to make notes.
3. Allow at least 30 minutes to travel between House and Senate buildings. If possible, schedule Senate visits back to back and give yourself time to get to the House side of Capitol Hill and vice versa. Planning 60-90 minute time slots per meeting should allow you about 20-30 minutes with the Member and/or his/her staff, time to travel to the next appointment, and time to reorganize for the next visit.
4. To make your appointments, look up your Member's contact information via their website or call the U.S. Capitol switchboard (202) 224-3121 and ask for the Senator/Representative you want. **Ask for the scheduler** and then ask to make an appointment with the Member directly or with the legislative assistant (LA) who handles a particular issue (e.g. disability, health, education). Get the name of the LA during your call. Please have names and city of residence for all members of your group, this is commonly asked when scheduling.
5. Share your meeting schedule with AUCD via SurveyMonkey: <https://www.surveymonkey.com/r/K83DGDS>