



Legislative Meeting Worksheet

Your voice matters. Meeting with your elected officials ensures The American Legion's priorities are heard directly by those in power. Whether it's protecting VA health care or defending our nation's flag, these meetings are key to shaping veteran-friendly policy. Use this worksheet to prepare for your meetings.

This worksheet will help you design an effective meeting with your member of Congress

Who Are You Meeting With? Fill in your elected members:

To find your elected officials, go to www.Legion.org/Action and select “Find Officials”.

Senator 1:

Senator 2:

Representative:

Coordinating Your Meeting

To set up a meeting, call their office (DC or Home District) and ask for the veterans' affairs staffer. Be prepared to give your full name, address, and contact number to verify that you are a constituent. Request to meet with your elected official as an American Legion representative and constituent, and provide details on the purpose of your meeting (specific legislation, local priorities, etc).

Scheduled Meeting Date: _____ Time: _____

Meeting Location: _____
(Building/Room number, Phone/Zoom, Legion Post, etc)

Key Staff Point of Contact: If the elected official is unavailable, you may meet with a member of their staff who will be able to discuss veteran issues. When contacting, the office, be prepared to ask for the staffer who handles Veterans Affairs.

Key Staff for Veterans Affairs:

For Senator 1: _____ Phone: _____

For Senator 2: _____ Phone: _____

For Representative: _____ Phone: _____

Preparing for Your Meeting

Legion Attendees (Name/Post):

[illegible]

Note: Assign one attendee to be the primary speaker.



What is your goal for this meeting?

[] Co-Sponsor Legislation (Which Bill?): _____

[] Public Statement (About What?): _____

[] New Legislation (What Purpose?): _____

Pertinent background information on your elected official (veteran, personal history, top priorities, events in home district, etc)

Note: Read the official biography for the member's priorities and experiences. (<https://memberlastname.house.gov>)

**Less than 1/5th of elected Representatives and Senators are veterans, so consider how veteran and American Legion priorities fit into the member's priorities.*

Conducting Your Meeting

1. Open the Meeting

Make small talk and create a personal connection:

Note: 1-2 minutes. Break the ice and be relaxed, bring up a local sports team, how parking was a challenge, or comment on an interesting item in their office. Did you learn something interesting in their bio?

2. Lay Out Your Agenda

Which Legion Priorities to Discuss today:

[] Veterans Health Care

[] Support for Flag Protection Amendment

[] National Security

[] Benefit Protections

[] Other:



Talking Points:

Note: Write out your main points and the legislation to discuss.

3. Wrap-Up the Meeting

Ask for support (co-sponsor the bill, public statement, write new legislation):

Offer to follow up with more materials and leave contact info:

Request a Photo together (for Legion Post and social media):

☐ Took a photo

☐ Posted photo to social media

☐ Submitted for Legion media

4. Meeting Reporting

☐ Meeting Report Submitted via www.Legion.org/Action with photo



Additional Notes: