



# NATIONAL PARENTS UNION

OUR KIDS. OUR VOICE.

## Legislator/Elected Representative meeting checklist

Action steps	yes/no (please enter date)
Located the appropriate legislator for my region	
Scheduled a meeting (use template 5.1 for meeting request example)	
Asked parents and/or community partners to attend the meeting with me	
Sent 1st leave behind 2 days prior to meeting (use template 5.2 for leave behind example)	
Prepared my story and had my team ready to share their stories (use template 5.3)	
Practiced structure of the meeting before meeting (use template 5.4)	
Entered meeting fully prepared (use templates 5.4 & 5.5)	
Made specific ask/s	
Scheduled follow up meeting within 30 days	
Sent <u>monthly</u> leave behind with polling data and or pertinent info regarding my specific ask/s after (use monthly leave behind template)	
Shared results of meeting with my region (use social media toolkits if needed)	
Asked parents in my region and/or community partners to join in my ongoing legislative advocacy efforts	

\*please note the initial leave behind and monthly leave behind will not be the same