

## **HOW TO INTRODUCE YOURSELF TO YOUR LEGISLATOR**

Use the internet to find and learn about your Senator or Representative. Log on to [www.legislature.mi.gov](http://www.legislature.mi.gov) and find information about him/her, including biographical information, committee assignments and leadership positions.

Contact the legislator's staff in person if you are in the Capitol or by telephone. Do not use e-mail for this important personal contact. Dress and/or speak professionally.

Ask for the constituent relations staff member or chief of staff, and politely state that you live in the district and would very much like a brief meeting with the Senator or Representative. Be friendly but persistent, repeating your call until you speak to a key staffer. State that you are a constituent and a strong supporter interested in helping the senator/representative. Convince the person that you would very much like to meet the legislator, and that you are sure that he/she will want to speak with you. Offer to meet within the district on a Monday or Friday when he/she is home.

When you eventually meet, be considerate of the legislator's time. Make the time and place as convenient as possible, but informal. Be friendly and brief, but emphasize that you ask nothing more than the opportunity to serve his/her need to have resource people for information on aviation related issues that come up in the legislature. Ask how you can help with campaign debt retirement or the upcoming re-election campaign. Take notes on his/her campaign leaders whom you can call for an assignment.

Tell him/her you appreciate their time and commitment to the people of your community. Close with a sincere thank you and comment that you are proud to have him/her for a legislator. Follow up with a written thank-you letter on your business stationery in the next day or two.