

Step-by-Step Legislative Scheduling Guide

2024 – Requesting a Meeting in Albany

1. Find your Legislators for both your home and your work-place address:
Assembly Member search here: <https://nyassembly.gov/mem/search/>
Senator search here: <https://www.nysenate.gov/find-my-senator>
*You can also use our [Find Your Legislator Tool](#)
2. Click the legislator name to visit their webpage and find contact information.
(If your lawmaker is recently elected and their contact information is not easily located, please reach out to Sarah Daly at sdaly@leadingageny.org)
3. Call their Albany office to start. If you don't speak to someone, give their district office a call and say that you would like to schedule a meeting in **Albany on Jan. 30, 2024**. Some lawmakers have their scheduler based in Albany, and others are based in the district. Either phone line will be able to steer you in the right direction.
4. On the phone:
 - Say that you are a constituent in the district and name your organization
 - Being brief, explain what you do and the services you offer to the community at large
 - **Say that you would like to set up an in-person meeting in Albany on Jan. 30th as part of LeadingAge NY coordinated advocacy effort.**
5. They will either schedule a meeting with you over the phone or ask that you send an email to the scheduler. ***Make sure to ask for the scheduler's email and name if you need it***
6. **Sample Email for Scheduler:**

Hi _____,

(Mention who you are, your organization and the services you provide)

*My association, LeadingAge New York, is hosting an event in Albany on Jan. 30th and I am reaching out in hopes of setting up a meeting with **Senator/Assembly Member** _____. I will only be in town for one day, but I would use this valuable time to discuss some of my organization's top budget priorities, including necessary investments in long-term care Medicaid rates, strategies for addressing our aging services workforce crisis, and just a few other critical proposals to address the needs of older New Yorkers. **(feel free to be more specific if your organization is particularly concerned with an issue)**. As of now, we are available to meet at the following times on Jan. 30th:*

- *(list available times to meet)*
- *(be as flexible as possible so that you have best odds of meeting with the legislator themselves – if you are free all day, you can indicate that)*



*Please let me know as soon as possible if the **Senator/ Assembly Member** is available to meet with us.
Thank you,*

7. If you do not hear back from the office in 3-4 business days, feel free to call/email to follow up, as these offices are quite busy.
8. **Once your meetings are confirmed, please send your meeting schedule for 2024 Advocacy Day to Sarah Daly (sdaly@leadingageny.org).**
9. **If you would like a LeadingAge NY policy staffer to be included on your meeting, let Sarah know and we will make sure someone is assigned to your meeting. You can also indicate your preferences on our 2024 Advocacy Day Registration form [here](#).**

Finally, please feel free to reach out to Sarah if you would like guidance on what other legislators you may want to schedule a meeting with. The economic impact and services rendered by your organization likely reach well beyond your immediate district.

Thank you for your participation in advocacy!

Contact: Sarah Daly, 518-867-8845, sdaly@leadingageny.org