



Step-by-Step Legislative Scheduling Guide

2020 Advocacy Day – Albany Meeting

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>
2. Click the legislator name to visit their webpage and find contact information.
3. Call their Albany office for an Albany meeting. If no one answers, feel free to call their district office to speak with someone and get the process started. The district office will know who you need to contact for an Albany meeting.
4. On the phone:
 - Say that you are a constituent in their district and name your organization
 - Explain what you do and the services you offer to the community at large
 - Say that you would like to set up a meeting in Albany for our 2020 Advocacy Day (February 4th or March 3rd).
5. They will either schedule a meeting with you over the phone or ask that you send an email to the scheduler.
6. Sample Email:

Hi _____,

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

*Our LeadingAge New York Advocacy Day is **Tuesday, February 4th/March 3rd** and I am reaching out in hopes of setting up a meeting with **Senator/Assembly Member**_____. We would use this time to discuss some of our key budget concerns and other regulatory issues impacting long term care and aging services *(feel free to be more specific if your organization is particularly concerned with an issue)*. As of now, our availability for 2/4 or 3/3 is:*

- *(list available times to meet)*

*Please let me know if the **Senator/ Assembly Member** is available to meet with us.*

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 the 2020 Advocacy Day to Sarah Daly (sdaly@leadingageny.org).

Additionally, please feel free to reach out to Sarah if you'd 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.