



HOW TO SCHEDULE A LOBBY VISIT

- Call the Capitol switchboard (202-224-3121) and ask to be connected to your Representative's or Senator's office.
- Once connected, ask to speak with the scheduler, who keeps the calendar for the member of Congress.
- Introduce yourself as a constituent, stating where you live.
- Tell the scheduler the issue you would like to discuss with your lawmaker – the **Clean Water Protection Act** in the House or the **Appalachia Restoration Act** in the Senate.
- Request a 15-minute meeting with your member of Congress (you may be given a shorter appointment, but any time is better than none). Make an effort to meet with your Representative directly. If they are completely unavailable, then ask to schedule an appointment with the legislative aide responsible for environmental issues.
- The scheduler may ask for the meeting request in writing or via email. You can use the following example:

ATTN: Scheduler

Dear Representative or Senator _____,

My name is _____ from _____. I am constituent in your district/ state and I would like to meet with you during (dates you are available). I would like to discuss an issue about which I care very deeply—ending the practice of mountaintop removal coal mining in Appalachia. As your constituent, I would like the opportunity to share my perspective on this issue. (If other constituents will be joining you insert their names here) will accompany me for this visit. I look forward to meeting with you. Thank you very much for considering my request.

Sincerely,

*(Be sure to include your **full name, address, phone and email.**)*

After you schedule your visit, please let us know at sandra@appvoices.org or call 828.262.1500. Please let us know if you have any questions or if you are having problems scheduling your meetings. You may have to be persistent in order to get your appointment but don't give up!

Thanks again for talking to your members of Congress about mountaintop removal coal mining!