

End Mountaintop Removal Week in Washington, D.C. March 6th - 10th, 2010

----SCHEDULING YOUR LOBBY VISITS---

Thank you if you are assisting with the scheduling of lobby visits. This helps us to maximize the number of visits we make during the Week in Washington. We will call and email a short list of the representatives you are responsible for contacting.

As soon as you schedule a visit, please email Stephanie@appvoices.org or call 917.664.5511 with the date, time and with whom you are meeting.

Also let her know if you have issues scheduling your meetings or if you have any questions.

If you are offered an appointment during a time when there are other things scheduled on the agenda – **TAKE THE APPOINTMENT!** An appointment takes precedence above all else.

Please bring a final list of appointments with you to DC.

How to request a meeting:

- Call the Capitol switchboard (202-224-3121) and ask to be connected to the Representative's office.
- Once connected, ask to speak with the appointments secretary or scheduler.
- Introduce yourself as a constituent (if you are), stating where you live.
- Tell the scheduler the issue you would like to discuss with your lawmaker – the **Clean Water Protection Act**. -Request a 15-minute meeting with your legislator (you may be given a shorter appointment). **Make every effort to meet with your Representative directly.** If they are unavailable, schedule an appointment with the legislative aide responsible for environmental issues.

You may have to be persistent. Make a quick call every couple of days to follow up.

The scheduler may ask for the meeting request in writing via email or fax. Here is a sample request:

ATTN: Scheduler

Dear Representative_____,

*My name is _____ from _____. I will be attending a conference in Washington in March, and I'd like to request a short meeting with you on March 8th, 9th or 10th to discuss an issue about which I care very deeply — ending the practice of mountaintop removal coal mining in Appalachia and the passage of the Clean Water Protection Act. I would like the opportunity to talk with you about these issues and to share my perspective **as your constituent (if this is the case)**. Colleagues from our state and Appalachia will accompany me for this visit. Thank you very much for considering our request. I look forward to the opportunity to meet with you.*

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

SPONSORING ORGANIZATIONS: The members of the Alliance for Appalachia include:

Appalachian Citizens Law Center, Appalachian Voices, Appalshop, Coal River Mountain Watch, Heartwood, Kentuckians for the Commonwealth, Mountain Association for Community Economic Development, Ohio Valley Environmental Coalition, Save Our Cumberland Mountains, Sierra Club Environmental Justice Program, SouthernAppalachian Mountain Stewards, Southwings, West Virginia Highlands Conservancy