



Requesting a Meeting With Your Legislator

Here are some tips to help get you started:

- When you email the legislator, just ask for a **quick, 20-minute** conversation to talk to them about Farm to School. Don't put everything into your email, just request the meeting. Suggest a few times you could be available via zoom, phone or in person (if that feels ok to you) and let them know you can keep it to 15-20 minutes.
 - If you are offering to meet via zoom, be prepared to set up the zoom meeting and send it in a calendar invite. You should send a calendar invite for the meeting regardless of whether it is via zoom, phone, or in person.
- You can find email addresses for your legislators here:
<https://malegislature.gov/Search/FindMyLegislator>
 - If you are having trouble getting through, email Lisa at lisa@massfarmtoschool.org and she can try to help find other contact info.

Sample email to ask legislators for a meeting:

Dear Representative _____ or Senator _____,

[Insert a nice greeting in your own words].

I wanted to introduce myself – I am the *[Position / Title]* of *[Organization / Business Name]* – and we have been advocating for Farm to School for the past few years. I'm writing to ask for a brief meeting to give you some background on this issue and let you know where we are at in regards to the MA Food for MA Kids Coalition. Would you be willing to meet with me for 20-30 minutes to get an update and let me know your feedback?

[add 3 dates/times you will be available and specify whether you are able to meet in person/willing to go to them, or whether you are asking for a zoom or phone call]

I am looking forward to meeting you / talking with you soon. *[Adapt language to reflect level of familiarity you have with the legislator]*

Sincerely,
[YOU]