



# SERVE MICHIGAN

[servemichigan.org](http://servemichigan.org)



## VCM Talking Points for Requesting Legislative Meetings

### Follow Up calls to request the meeting:

- My name is (name) and I represent (name of Volunteer Center), which serves your district.
- My volunteer center is a member of the Volunteer Centers of Michigan.
- The Volunteer Centers of Michigan will be holding a quarterly meeting downtown on Wednesday, November 7, at the Mackinac Room in the House Office Building.
- I'm following up on a letter I sent to you on (insert date), requesting a meeting with Representative/Senator (insert legislator's last name) or the member of your staff who deals with constituent relations.
- The purpose of this meeting will be to tell you more about the work of volunteer centers, both in your district specifically as well as throughout the state.
- We just need 15-20 minutes of your time.

### Get the meeting scheduled?

- Thank the staffer for helping to arrange the meeting. If you're meeting with a staff member, make sure to get that person's name.

### Told the meeting can't be scheduled yet?

- Ask the staffer if you should call them back and, if so, when would be a good time.
- If the staffer says they'll call you, ask when you should expect the call.
- Thank the staffer for their help.

### Keep in mind

- Because committees can be scheduled with as little as 18 hours notice, the Rep/ Senate office may need to alter the time of your meeting at the last minute. Make sure the office has your cell number and try to confirm the time of your appointments the day beforehand.
- Meeting with a staff member is just as good and you may end up meeting with a staffer, even if your meeting is scheduled with the legislator.

### Questions?

- Contact Tiffany Aurora at [taurora@mnaonline.org](mailto:taurora@mnaonline.org) or 517-492-2400.