



STEP-BY-STEP GUIDE TO DISTRICT MEETINGS

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Throughout the year, there are set periods of time when members of Congress are home in their respective states or congressional districts to find out what's on the minds of their constituents. This year, Congress will be home from **August 4 – September 8**. An in-person visit to their local office during this time is one of the most powerful tools we have for helping protect medical and cancer research funding.

Follow the steps below to request an appointment or join a district meeting in your area that has already been scheduled. If you have any questions or need more information, please do not hesitate to contact us at advocacy@pancan.org or 202.742.6699.

STEP 1: DETERMINE THE NAMES AND DISTRICT OFFICE LOCATIONS OF YOUR MEMBERS OF CONGRESS

[Click here](#) and enter your zip code to find the names of your two senators and one representative. Click on each Member's picture and then the "Contact" tab to access their information including the location and phone number of their district office.

STEP 2: CHECK IF A DISTRICT MEETING HAS ALREADY BEEN SCHEDULED WITH YOUR MEMBERS

[Click here](#) for a list of all district meetings that our advocacy leaders across the country have set up so far. If there is no district meeting listed for your Member, move on to Step 3.

STEP 3: CALL YOUR SENATORS' AND REPRESENTATIVE'S DISTRICT OFFICES

- Ask to speak with the scheduler.
- Identify yourself as a constituent.
- Let them know that you would like to meet with the senator/representative while they are home for the August Congressional Recess. If the Member cannot meet with you, ask to meet with a member of the staff. *Given the number of constituents requesting meetings with their Members during this time, it is sometimes difficult to get a meeting with the Members themselves. Remember, it is just as effective to meet with a staff member who handles these issues for the Member in their home district.*
- State that you are a volunteer with the Pancreatic Cancer Action Network and that the reason for your visit is to discuss sequestration and funding for the National Institutes of Health (NIH) and National Cancer Institute (NCI).
- Discuss potential dates and agree upon a mutually convenient date and time.
- **Once you have a meeting scheduled, email us at advocacy@pancan.org so that we can add it to the [district meetings webpage](#). It is very important that you email us right away so that other advocates don't try scheduling an additional meeting with the same Member.**

STEP 4: RECRUIT A GROUP OF VOLUNTEERS TO JOIN YOU AT THE MEETING

- Participants should ideally be constituents, which means that they are from the same state if you are meeting with a senator, or from the same congressional district if meeting with a representative.
- Participants may include:
 - The local Advocacy Coordinator or Community Representative
 - A survivor or volunteer with a particularly poignant story
 - A volunteer willing to present a few facts about pancreatic cancer
 - A volunteer willing to make the "ask" requesting a floor speech
- You may want to schedule a conference call before the meeting to coordinate with the other participants so that everyone feels prepared, comfortable, and ready for the meeting.
- The day before the meeting, call back or email the Member's scheduler to confirm the names of everyone who will be participating in the meeting (if there are other individuals besides for you).

STEP 5: PRINT OUT LEAVE-BEHIND MATERIALS (it is OK to print these in black and white)

- [Pancreatic Cancer Fact Sheet](#)
- [The Recalcitrant Cancer Research Act](#)
- [Sample Floor Speeches](#)

STEP 6: MEET WITH YOUR SENATOR OR REPRESENTATIVE (or their staff)

- Begin by thanking the Member for his or her time.
- Introduce yourself as a constituent and tell them the name of your hometown.
- Briefly share your personal story or connection to pancreatic cancer.
- Provide a few facts about pancreatic cancer (and tell them that they can find more information on the pancreatic cancer fact sheet)
- Thank them for supporting the *Recalcitrant Cancer Research Act* (and tell them that they can find more information on the bill fact sheet)
- Make the “ask” that they deliver a **floor speech** this September citing the growing threat of pancreatic cancer as an example for why Congress must find a permanent fix for sequestration and provide adequate sustained NIH and NCI funding (and show them the sample floor speeches page).
- Thank them again for their time.
- Exchange business cards with the staff person you met with (or who was in the room while you met with the Member) so that you can follow up.

STEP 7: LET US KNOW HOW THE MEETING WENT

After your meeting, be sure to fill out our district office meeting [feedback form](#) so that we have a record of the meeting and can follow up accordingly. You can also contact us at advocacy@pancan.org or 202.742.6699.

STEP 8: FOLLOW-UP WITH A THANK YOU LETTER

Within a week of your visit, send a written thank-you note or email to the staff person you met with, thanking them for their time and reminding them of any commitments that were made during the meeting.

