

What to do when you deliver this letter to your Representative's office

1. Get there a few minutes early and gather others who are joining you.
2. Walk into the office and ask to speak to the District Director.
 - a. If she or he is not available, ask if there is a legislative aide you can speak to or if you can be connected over the phone to a staffer in DC.
3. Introduce yourself and the purpose of the visit (and that you're a constituent)
 - a. We are here today to deliver a request for constituent services to our Representative about the Wall St. bail out.
4. Have others who joined you introduce themselves (be sure to identify as constituents of the district).
5. Read the letter to the staff person (or person over the phone).
6. Ask the staffer if the Representative can meet our request.
 - a. If they need to check with higher-ups, give the staffer your email and ask them to communicate with you by the end of the day so that you may forward the response along to other constituents.
7. Feel free to engage in a conversation and let the group express their feelings on what is needed to help Main St. and reform Wall St.

- a. No one needs to be an expert on all the points. That's not a constituent's job. You and the group are there to communicate a clear request to your Representative.
-
8. Thank the staffer for their time and remind him or her that you are expecting a response by the end of the day.