

INARF LEGISLATOR VISIT GUIDE

HOW TO SET UP A MEETING

Email or call them if you have already been introduced

- Remember to always defer to addressing them as Representative/Senator [Last Name]

Email their Legislative Assistant or their public email address.

- All of their public email addresses are h[district number]@iga.in.gov for House members or s[district number]@iga.in.gov. (e.g. h1@iga.in.gov; s23@iga.in.gov)

Speak with Andrew Alvarez, INARF's VP of Legislative Affairs, to set up an introduction

- Reach out to Andrew at andrew@inarf.org

WHAT TO MENTION IN A MEETING OR INTRODUCTION EMAIL

- How many people you serve
- How many people you employ
- The types of programs and services you provide
- What counties you serve
- Any new programs, services, or changes to existing services since the previous budget cycle
- Your and INARF's priorities for the next year

WHAT TO DO BEFORE THE MEETING

- Make note of which committees they serve on or Chair. Keep in mind the type of issues that their committees cover.
- Ask other members of your team or a person served to join you if they're available
- Read over INARF talking points
- Reach out to INARF to let them know about the meeting

WHAT TO DO AFTER THE MEETING

- Send a thank you note
- Follow up with any information they asked for
- Contact them again in the next quarter to check in and be a resource
- Include an article about the meeting in your organization's newsletter
- Post a picture on social media and tag them
- Add them to your newsletter list

QUESTIONS OR COMMENTS?

Reach out to Andrew Alvarez, VP of Legislative Affairs at andrew@inarf.org