

## Mobilization Idea Number #1 – Plan a Visit

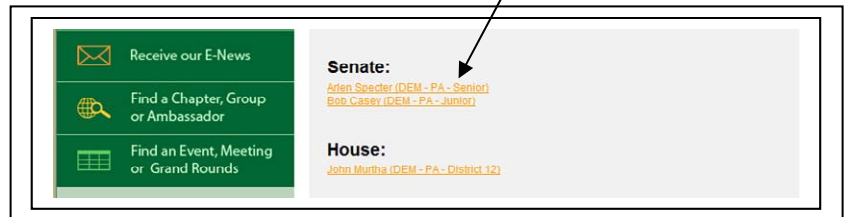
Thank you for becoming part of the cure and agreeing to plan a visit to the local offices of your Congressman and U.S. Senators in our effort to secure additional cosponsors for H.R. 3502 and S. 2858. Below is a step by step action plan to help you make a successful visit.

### Before you visit – plan!

1. Locate the address and phone numbers for the local office of your member of Congress and the local offices of your two U.S. Senators.
2. go to [www.umdf.org/advocate](http://www.umdf.org/advocate) to see the UMDF Advocacy Action Center and follow instructions below.
3. When the Action Center Opens, scroll down the right hand side of the web page.



You will see the “Find my Elected Officials” box. Enter your information and click “Find”. The names of all of your elected officials should be visible. Click the name of the representative.



The contact information is available as you scroll down. If the district office listed is not close to your home, contact the number provided and tell them where you live. They will give you the closest phone number or address of the local office.

**In most cases, websites are listed each representative. Representative websites always have local information posted.**



4. Now that you have your contact information ( phone number and address), **call the offices of your congressman and two U.S. Senators and make appointments!**
  - When trying to schedule a meeting with a member or their appropriate staff, contact the Appointment Secretary/Scheduler. Explain that you are constituent, and you represent the United Mitochondrial Disease Foundation. Explain that you would like to discuss legislation that has been proposed (HR 3502 if the meeting is with a congressional office – S.2858 if the meeting is with a senatorial office). Ask for the meeting.
5. **Be Prompt and Patient.** When it is time to meet with the Member or staff, be punctual and be patient. It is not uncommon for a Congressman or Congresswoman to be late, or to have a meeting interrupted due to a crowded schedule.
6. **Be Prepared.** Bring the designated materials The UMDF has prepared a kit that has all of the materials you will need to provide as a ‘leave behind’ for both Congressional and Senatorial meetings. Those kits can be downloaded for you to print on the website from which you downloaded this instruction sheet. UMDF has also provided ‘Taking Points’ to help you structure what you should say during the meeting. Download those and practice before your meetings.
7. **Be Political.** Members want to represent the best interests of their district or state. When it is appropriate, ask for a commitment from your elected officials.
8. **Be Responsive.** Be prepared to answer questions or additional information in the event the Member or his/her staff asks questions. Follow up your meeting with a thank you letter that outlines information you covered during your visit.
9. **Report Back to UMDF.** In many cases, a Member or their staff seeks additional information. The UMDF National Office can provide those additional details. That is why it is important to you report the results of your meeting online by clicking here. Provide, in detail, information that you think we need to know so that our office can best follow up on your behalf.

**CONGRATULATIONS! You have made your voice heard!**

**Now tell us about your experience or any other information that the national office needs in order to follow up.**

**Click on this link - <https://www.surveymonkey.com/s/B6K8FPS> - and tell us about your advocacy effort and any follow up required by the UMDF National Office. Your story may be added to our “Success Stories” page on the UMDF website.**