

5 STEPS TO MEET WITH YOUR LEGISLATOR



1

Identify your state representatives

When deciding on which of your state representatives to reach out to, consider which of them you feel may be more open to engaging in a conversation about this. You could also email a number of state representatives and wait to see which of them respond. To find contact information: [ignitenational.org/advocate#/legislators](https://www.ignitenational.org/advocate#/legislators)

2

Request a Meeting

Now that you've found the contact information, send an email and make a phone call to their office. In your message: Introduce yourself, what school or organization you're from, and ask to schedule a meeting to discuss a specific topic or bill (i.e Tampon Tax exemption).

It's common to find that your state representative is too busy to meet, if that is the case, do not be discouraged. Instead, request a meeting with a member of their core staff. Staff members are often aware of specific bills and common issues across the state, speaking to them is an effective way of relaying information to your state representative.

3

Prepare for Your Meeting

Before you enter the meeting with the legislator, have a clear goal, and make your goal clear to the legislator at the start of the meeting.

Be prepared and have a strong and deep understanding of the issue you are addressing. To do this, you must do thorough research on the issue (i.e tampon tax) in advance.



Prepare for Your Meeting Cont.

3

Create a list of talking points for a better flow and more organized meeting with the representative or their staff. This will show that you are well prepared. If you need help preparing, reach out to policy@period.org.

Possible talking points include: issues surrounding period poverty in your respective state, the tax on menstrual products in your state (if applicable), any bills introduced or passed that are related to improving the accessibility and/or affordability of menstrual products. This includes schools, shelters, prisons.

Make the most of your time. Meetings with a representative are typically scheduled for 15 to 45 minutes. Keep the number of issues you plan to speak about to a maximum of 2 (i.e Tampon tax & Free menstrual products in schools). If 2 or more people will be attending the meeting, be sure you plan which points each person will speak on.



Meet!

4

Your representatives are very busy, be respectful of their time and try to arrive 10-15 minutes early if in person, or be online a few mins before. Have a notebook and take clear notes on what the representative says. Write down any names of different representatives that could be allies to the movement or other bills to read and learn more about.



Follow-Up & Follow-Through

5

It's important to send a thank you letter/email to your representative as soon as possible. Review the notes you took down during the meeting and look over what questions have been answered or what questions you may still have for your representative. Be sure to follow up with any useful materials that your representative may have requested.

Keep the PERIOD team updated and the policy work you are doing so that we can support you. Send an email to policy@period.org or include as a CC in your emails so we can support you along the way.