



Making the Most of Your Trip to the Capitol

Individual Meetings with Legislators

We encourage you to make an appointment with your legislator or legislator's office prior to the conference and to meet with them during the afternoon sessions.

Making an appointment with your legislators can be accomplished in three easy steps:

1. Find the name and contact information for your State Representative and State Senator at www.kynonprofits.org.
2. Copy and edit the following letter and send it to your legislators.

<Date>

The Honorable <First Name> <Last Name>
<State Senator or State Representative>
<Address>
702 Capitol Ave
Frankfort KY 40601

Dear <Senator or Representative (Last Name)>:

I will be in Frankfort on February 7 to attend the Third Annual Kentucky Nonprofit Day at the Capitol at the Capital Plaza Hotel. I would like to arrange a short meeting with you during this day. As you may already know, <Tell something about your organization such as 1-5>

1. My organization's mission is to...
2. It has been in existence since...
3. We have XX number of members...
4. We have served XX number of persons...
5. We have enjoyed strong partnerships with <others public, private organizations>...

I am available to meet with you or your staff anytime during the day; I will contact your office next week to confirm a time to meet. If you would like to contact me, I can be reached at < telephone number>.

For more information regarding Nonprofit Day, please call the UK Nonprofit Leadership Initiative at 859-257-2542 or visit the NLI Web site at www.kynonprofits.org

Thank you for your commitment and interest in <name of your nonprofit organization>.

Sincerely,

Name

Title

Organization

3. Call your legislator a week after you send the letter to set up an appointment to meet.