

## Step-by-Step Legislative Scheduling Guide

2021 – Requesting a Virtual Meeting

1. Find your Legislators for both your home and your work-place address:  
Assembly Member search here: <https://nyassembly.gov/mem/search/>  
Senator search here: <https://www.nysenate.gov/find-my-senator>  
\*You can also use our [Find Your Legislator Tool](#)
2. Click the legislator name to visit their webpage and find contact information.  
(If your lawmaker is recently elected and their contact information is not easily located, please reach out to Sarah Daly at [sdaly@leadingageny.org](mailto:sdaly@leadingageny.org))
3. Call their Albany or their district office to speak with someone and get the process started. Some lawmakers have their scheduler based in Albany, and others are based in the district. Either one will be a good start to steer you in the right direction.
4. On the phone:
  - Say that you are a constituent in the district and name your organization
  - Being brief, explain what you do and the services you offer to the community at large
  - Say that you would like to set up a virtual meeting for one of our 2021 Advocacy Days (Feb. 4<sup>th</sup>, 5<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup>)
5. They will either schedule a meeting with you over the phone or ask that you send an email to the scheduler.
6. Sample Email:

Hi \_\_\_\_\_,

*(Mention who you are, your organization and the services you provide)*

*My association, LeadingAge New York, is hosting Advocacy Days in early February and I am reaching out in hopes of setting up a meeting with **Senator/Assembly Member**\_\_\_\_\_. We would use this time to discuss some of our key budget concerns, how COVID has impacted our organization and residents, and other regulatory issues impacting long term care and aging services (**feel free to be more specific if your organization is particularly concerned with an issue**). As of now, our availability for 2/4, 2/5, 2/11 or 2/12 is:*

- *(list available times to meet)*
- *(you can also share dates outside of our advocacy days that would work well for you and your team)*

*Please let me know if the **Senator/ Assembly Member** is available to meet with us.*



7. If you do not hear back from the office in 3-4 business days, feel free to call/email to follow up, as these offices are quite busy.
8. Conference Lines/Zoom Meeting Information
  - Once you have a meeting time, the Legislative office will likely either provide their own meeting information or ask if you would like to use yours. If you would like to hold the meeting on Zoom for face-to-face interaction but don't have your own account, LeadingAge NY would be happy to create a meeting link for you. Simple reach out to Sarah Daly at the contact listed below.
9. **Once your meetings are confirmed, please send your meeting schedule for the 2021 Advocacy Days to Sarah Daly ([sdaly@leadingageny.org](mailto:sdaly@leadingageny.org)). If you would like a LeadingAge NY policy staffer to be included on your meeting, let Sarah know and we will make sure someone is assigned to your meeting.**

Finally, please feel free to reach out to Sarah if you would like guidance on what other legislators you may want to schedule a meeting with. The economic impact and services rendered by your organization likely reach well beyond your immediate district.

Thank you for your participation in advocacy!

Contact: Sarah Daly, 518-867-8845, [sdaly@leadingageny.org](mailto:sdaly@leadingageny.org)