



# Liz's Top 10 Tips on Relationship Building

## 1. Do you know who your Members of Congress are?

Find out who your members are. Use [www.house.gov/](http://www.house.gov/) for your House members or [www.senate.gov/](http://www.senate.gov/) for your Senators. You will need to know the zip code of where you live and vote.

## 2. What does your Member of Congress work on?

Learn what committees your Members of Congress are on and what issues they care about by visiting their website.

## 3. Do you want to hear from your Members?

Sign up for their email newsletters to stay up to date on what is happening in your Members' offices.

## 4. How can you meet with your Members?

Visit Capitol Hill in Washington, DC by setting up an appointment with your Members or their staff. Email or call their staff to schedule a visit. Can't come to DC? Members have offices in their districts in their state. Email or call your local office to schedule a visit. Use the United States Capitol switchboard (202) 224-3121 and ask to speak to your Representative or Senators.

## 5. Do you want to have coffee with your Members?

Many Members host coffee gatherings or other events with their constituents when they are home, especially during a Recess. This is a great way to meet with your Member in your local community.

## 6. Are you having an event or important meeting in your community?

Invite your Member or their staff to come.

## 7. How can you use mail to keep in touch?

After a meeting at your Member's office or having coffee with them, write a thank you note to the staff or Member for taking the time to meet with you. If the staff asked you a question that you didn't know the answer to, follow up with the information in your letter.

## **8. Did your Member co-sponsor legislation that matters to you?**

Call and thank your member for co-sponsoring legislation or ask them to co-sponsor if they haven't already. Hearing from many people in your state about legislation will help staff know it is important. If they co-sponsored, thank them on social media (Facebook and Twitter) and tag their account.

## **9. Remember to be respectful!**

It's important to not damage a relationship with your Members if you are upset with them or sad that they didn't support a bill you wanted. Sometimes it's important to just not say anything or what you're actually thinking, especially if it's not nice. This includes in person and on social media. If you can build a good quality relationship, it can be great for both of you. Remember, it's not so easy to fix a relationship if the person doesn't trust you as much.

## **10. Invite your Members to visit!**

Invite Members and their staff to visit your program and college. This can be for an event or for them to see what a day is like at your program.