

Champion of Kidney Care Sample Scripts



Sample E-Mail to Schedule Meeting

Dear [SENATOR or CONGRESSMAN/WOMAN] [LAST NAME]:

As a constituent and an advocate for people who have kidney disease, I am writing to request a meeting with you and your aides to discuss several issues that affect the kidney, dialysis and transplant community.

I will be available to meet with you at your [LOCATION] office or virtually on Zoom on [DATES YOU ARE AVAILABLE] and would welcome the opportunity to speak with you about these issues. I can be reached at the phone numbers listed below and look forward to hearing from you regarding a time we can meet. Thank you for your consideration.

Respectfully,
[YOUR NAME] [YOUR ADDRESS] M: [YOUR MOBILE PHONE] H: [YOUR HOME PHONE]

Follow up your request with a phone call. A day or two after you anticipate your communication has arrived, follow up with a phone call/email to your legislator's local office. Ask for the person in charge of scheduling your lawmaker's appointments.

The following script can help guide your conversation.

YOU: Hello, my name is [YOUR NAME] and I live in [CITY/TOWN]. I wanted to follow up on my email request to meet with Congressman/Senator [NAME] regarding issues of importance to individuals with kidney disease and their families. Is Congressman/Senator [NAME] available to meet with me in person or virtually on [DATES]?

OFFICE: I'm sorry -- the Congressman/Senator isn't available on those dates.

YOU: Could you let me know some dates that he/she or a staff person might be available to meet with me to discuss upcoming legislation related to chronic kidney disease?

OFFICE: Sure, can I have your contact information? I will have someone on his/her staff get in touch with you. (If they don't ask for this information, offer it)

Write down the date, time, and person you spoke with. If you have not heard back in a few days, call again to follow up. Be polite but persistent! Recognize that you might meet with a member of your legislator's staff. Sometimes legislators may not be available, and you will be scheduled to meet with a member of their staff. This is still a wonderful opportunity! Legislators rely heavily on their aides to make decisions as aides are policy experts. Your meeting with a staff member can inform his/her recommendations to your legislator and build an important relationship with your lawmakers' office.

When you have successfully scheduled an appointment, the day before your meeting, contact your legislator's local office to confirm your appointment. Your legislator's office may request a list of those who will be attending the meeting if there are attendees other than yourself.





SCRIPT FOR IN PERSON OR VIRTUAL MEETING

YOU: Hello. My name is [your name]. I wanted to bring some issues to your attention that impact people who have kidney disease and organ transplants.

Talk about your connection to these issues (Tell Your Story/be impactful, concise, and professional).

ASK THEM: “Has kidney disease or organ transplantation touched your life?”

- If not, ask them if they know anyone with diabetes or high blood pressure. Explain prevalence in the CKD community and use this as an opportunity to educate and connect.

YOU: I would like for the (elected official) to support the following policies and I can tell you why.

[See website for current legislation]

After explaining the policies, ask them: What are your thoughts? Do you have any questions? (If you don't know the answer, don't worry. Tell them you will get back to them with an answer)

Some other questions to ask:

- Do you think the Congressperson will support these bills?
- If the Congressperson is not on the Kidney Caucus, would they consider joining?
- If they are on the Kidney Caucus, thank them for their participation.
- When would be good time to follow up with you.
- Have you ever been to a dialysis facility? I can help schedule a visit or send you a video.



SUCCESS TIPS FOR SCHEDULING A VIRTUAL MEETING

1. When speaking with the office ask what platforms they have available for a virtual meeting (Preferably Zoom). Ask if they have a Zoom meeting link or if you need to provide one.

2. Make sure you have access to Zoom ahead of time. Test your audio and video settings ahead of time to make sure everything is working properly. RSN can help if need be. It is a good idea to practice beforehand.

3. The day before your meeting, contact your legislator's local office to confirm your appointment. Your legislator's office may request a list of those who will be attending the meeting if there are attendees other than yourself.

4. During the meeting, be professional and respectful, and stay on topic. Dress appropriately (casual or business attire is acceptable) and be conscientious of your background. Clean up as needed or choose a virtual background on Zoom. If you want to use a Zoom virtual background, click the drop-down menu found on the camera icon and select the "Choose a virtual background" option from the drop-down menu. Be prepared to ask questions and share your perspective. Do some research beforehand and find out information about their views and find something to compliment them on (You catch more flies with honey than vinegar). Thank the official for their time at the end of the meeting.

