

# Setting up Appointments with your Legislators

*(The “lead” Legislative Ambassador for each legislator is expected to make the appointment unless otherwise directed; s/he must report appointment times to the district Public Policy Rep. If you are not the lead Ambassador, please do not make an appointment. If there is no Ambassador, then the PP Rep makes the appointment.)*

1. Go to your legislator’s website at [www.legislature.ca.gov](http://www.legislature.ca.gov) to get the contact information for the Capitol (Sacramento) office.
2. Call the office and ask for the scheduler. Tell him/her that you are a constituent and a member of the California Academy of Nutrition & Dietetics, that we are having our lobby day (Public Policy Workshop) on March 6th and you would like to set up an appointment with the Assembly member or Senator (or a staff member) between 1:30-5:00 PM.
3. The scheduler will likely tell you to send her/him the request by e-mail and you can use the template (p. 2) below for your e-mail request.
4. If you don’t hear anything by one week, e-mail back reminding her/him of your request (you can forward your original request with the reminder). *Do not feel you are bothering them – they need reminders and our appointments are important; they are there to serve us.*
5. Once you have your appointment set, email your district public policy rep with your appointment time. Your PP Rep will send the appointment times to Molly Kitamura, who organizes a master spreadsheet with all legislators & attendees.

## **Primary District Public Policy Reps:**

BADA (#1) – Tiffany Horne: [Tiffanyh85@gmail.com](mailto:Tiffanyh85@gmail.com)

NADA (#2) – Joey Miller: [jo.miller@nadadistrict.org](mailto:jo.miller@nadadistrict.org)

CTC (#3) – Megan Coats: [megcoats@gmail.com](mailto:megcoats@gmail.com)

LAD (#4) – Doris Delgado: [doris.a.delgado@gmail.com](mailto:doris.a.delgado@gmail.com)

SDDA (#5) – Ann Lake: [ealake.rd@gmail.com](mailto:ealake.rd@gmail.com)

CVD (#6) – Ashley Larsen: [ashleylarsen522@gmail.com](mailto:ashleylarsen522@gmail.com)

SJPD (#7) - Taisiya Kupriyanova: [Taisiya.kupriyanova@gmail.com](mailto:Taisiya.kupriyanova@gmail.com)

OD (#8) - Jennifer DeFrain: [contact@dietitiansofoc.com](mailto:contact@dietitiansofoc.com)

DVD (#9) – Scott Austin: [saanmg@yahoo.com](mailto:saanmg@yahoo.com)

IDDA (#10) – Sarah Tomlinson: [sarahjt11390@gmail.com](mailto:sarahjt11390@gmail.com)

## Sample Email Communication

Dear \_\_\_\_\_,

My name is \_\_\_\_\_ and I am a Registered Dietitian Nutritionist representing the California Academy of Nutrition and Dietetics (CA Academy - \_\_\_\_\_ District). Our organization is having its annual lobby day, "Public Policy Workshop – California," in Sacramento on Monday, March 6, 2017.

Our workshop schedule includes a window from 1:30 – 5:00 PM for appointments with our legislators. I would like to set up an appointment during that time to meet with ASM/Senator \_\_\_\_\_ or a staff member in charge of health issues.

There will be about 2-4 people attending this meeting. We would like to discuss who Registered Dietitian Nutritionists are and what we do to improve the health of our state, as well as some of our policy priorities. We also would like to serve as a health and nutrition resource for your office.

Thank you for setting up this appointment.

Sincerely,

\_\_\_\_\_, RDN/ DTR

California Academy of Nutrition and Dietetics -- district name

home address

cellphone #