



#1 MAKE AN APPOINTMENT

- Call your legislator's office and ask to speak with an aide who handles agriculture, nutrition and/or education-related issues.
- Identify yourself as a constituent and ask if you can schedule a meeting to discuss farm to school programs.

#2 GET TO KNOW YOUR LEGISLATOR'S VIEWS

- What are their views on Farm to School and/or child nutrition?
- Is there an advocate within their office who focuses on these types of issues?

#3 PREPARE FOR YOUR MEETING

- Summarize the importance of farm to school to your district, farm, organization, or business.
- How do you incorporate farm to school in the cafeteria & classroom or in your business or organization?
- What impacts does farm to school have on the school (or district), the local community and local economy?
- Consider creating a one-page bulleted fact sheet highlighting key points to leave with the legislator.



#1 DEVELOP YOUR OBJECTIVES

Brainstorm your purpose and objectives for having a legislator come to your location. (*i.e. to educate the legislator about the importance of farm to school at your school or organization.*)

#2 GET TO KNOW YOUR LEGISLATOR'S VIEWS

- What are their views on Farm to School, child nutrition, agriculture, and other related issues?
- Is there an advocate within their office who focuses on these types of issues?

#3 CONTACT YOUR LEGISLATOR'S OFFICE

- Ask to speak with an aide who handles child nutrition and/or education issues.
- Identify yourself as a constituent and discuss the possibility of the legislator visiting your location and the purpose of the visit. If the legislator is not available, ask if a staff member who is responsible for child nutrition and education can come instead!
- Try to schedule a time during lunch or breakfast so the legislator has a sense of what the food program looks like.
- Consider hosting the visit on a day when local foods are highlighted on the menu.

#4 PLAN OUT AN AGENDA FOR THE VISIT

- Make sure the agenda highlights your goals & objectives for the visit.
- Ensure the agenda respects the agreed time frame of the visit.
- Invite key stakeholders, such as the principal or superintendent to meet with the legislator during the visit.
- Prepare all protocols for the legislator, such as visitor sign-in and parking passes (if necessary).
- Have pertinent information on hand, such as, dining & nutrition staff's contact information, background on the breakfast & lunch programs (including size of school district, how many meals are served, etc), and programs that promote healthy eating and nutrition education.
- Consider preparing a 1 page handout with highlights about your program to give the legislator to take back to his office.
- Gather and provide any other relevant materials to your program and the visit's objective.

#5 FINAL DETAILS

- Consider writing a press release.
- Take photographs.
- Send your legislator a thank you note after the visit.