

**UNITED WAY STATE HOUSE DAY 2020**  
**SETTING UP MEETINGS WITH MEMBERS OF THE EXUTIVE BRANCH OR GENERAL ASSEMBLY**

**Accessibility**

The Rhode Island State House is accessible to persons with disabilities. Sign-Language translation services are available for Individuals who are hearing impaired. Please contact the Public Information Division at least five (5) business days prior to your arrival date at 401-222-3983 or [email](#)

Handicapped parking and the handicapped-accessible entrance are located in the upper legislative parking lot at the eastern corner of the State House. There is elevator access on every floor.

Capitol Police Officers operate the **metal detectors** and x-ray machines at the entrances to all of the courthouses, the State House, and certain state agencies. All visitors will be asked to pass through a metal detector to ensure the State House continues to be a safe environment for all Rhode Island residents and visitors.

**Parking**

Metered parking is available on Smith, Francis and Gaspee Streets. You may also park at the Providence Place Mall for a nominal fee.

When the General Assembly is not in session, parking is available in the lower legislative lot off of Smith Street on a first-come-first-served basis.

Buses may not park on Smith Street except to safely unload or load occupants. They may park on nearby streets including Francis and Gaspee Streets.

**Photography**

Please refrain from flash photography in order to protect historic paintings and documents.

## **UNITED WAY STATE HOUSE DAY MAY 2020**

### SETTING UP MEETINGS WITH MEMBERS OF THE EXECUTIVE BRANCH OR GENERAL ASSEMBLY

**HILL VISITS SCHEDULING TIMELINE** Week of March 18: Receive preliminary state grouping assignments for Senate Meetings. By March 22: First meeting requests submitted. Week of March 24: Follow-Up by Phone. Week of April 1: Follow Up as need and keep a Log All Meetings. By April 8: Log all meetings. April 8: Send confirmation/reminder email to offices

**ARRANGING THE STATE HOUSE VISITS** -Email the meeting request letter to the appropriate Statewide elected official, Senate or House of Representative office scheduler. See sample email to place in the body of the email below. Within three days, call the respective office and ask to speak with the scheduler. Be specific about your reason for wanting the appointment. Be prepared to mention what you plan to talk about during the meeting. You are calling to follow-up on a request to meet with the Governor, Senator or Representative. Tell the scheduler you are happy to send the request again if it is convenient. If the scheduler is not available, leave a voicemail message that you are following-up on the scheduling request. Once you have scheduled the meetings, enter the meeting information on your log (or database). On Monday May 8, follow up with schedulers and confirm visits. Ask Travis Escobar for assistance as needed: Travis.escobar@uwri.org, 401.444.0629.

**KEY CONSIDERATIONS:** As you schedule the meeting, keep the following in mind: Ideally, meetings should be scheduled in half hour blocks. Aim to block 2:30pm – 4pm for Senate meetings and 2:30pm – 4:00pm for House meetings. If you are the only United Way representatives working on your issue, you have more flexibility.

State House schedulers may inform you that the Member of the General Assembly of statewide office is not available and offer a staff meeting instead. A staff meeting is fine but a meeting with the Member of is highly preferable. If the scheduler asks if the meeting attendees would like to attend the General Assembly Member's Constituent Coffee, kindly decline the offer. A typical meeting with a Member of the General Assembly or staffer is approximately 30 minutes long. Be sure to allow for at least 15 minutes between meetings.

United Way of Rhode Island  
50 Valley Street  
Providence, RI 02909  
401.444.0600

**SAMPLE EMAIL TO SCHEDULER – HOUSE**

Hi Scheduler's Name:

I am writing to request a meeting for United Way of \_\_\_\_\_ on Wednesday, May 17 between 2:30pm – 4:00 pm. Please see attached a formal letter asking for the meeting with Name of Member of the Rhode Island House of Representatives.

I will follow up with you on this request shortly. Should you have any questions or need any additional information, please contact me at phone number and email address.

Sincerely,

**SAMPLE EMAIL TO SCHEDULER – SENATE**

Hi Scheduler's Name:

I am writing to request a meeting for United Way staff on Wednesday, May 17 between 2:30pm – 4pm. Please see attached a formal letter asking for the meeting with the SENATOR.

I will follow up with you on this request shortly. Should you have any questions or need any additional information, please contact me at phone number and email address.

Sincerely,

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**FOLLOW-UP PHONE CALL: SAMPLE TALKING POINTS**

1. Call the office number: Hello, this is \_\_\_\_\_ and I am calling from United Way. I would like to speak with [scheduler name] to follow up on a scheduling request that was submitted last week.
2. Leave a message if the scheduler is unavailable: Hello, this is \_\_\_\_\_ and I am calling from United Way. I submitted a scheduling request to your office last week related to a State House Day and I was calling to follow up to if [Representative/Senator last name] is available on May 17. If you could give me a call back at [phone number] or send me an email at [email address], I'd greatly appreciate it. I will also try you back in a few days. Thank you.
3. If you are able to speak with the scheduler: Hello, this is \_\_\_\_\_ and I am calling from United Way of \_\_\_\_\_. I am following up on a request for a United Way meeting with [Representative/Senator last name]. I was wondering if you had any information on whether [Representative/Senator last name] would be available between [enter window: 2:30 -4 on Wednesday, May 17 for 15 to 20 minutes. I am happy to resend the meeting request if you do not have the information. The meeting will include [list names].
  - If the scheduler does not know if the Member of the General Assembly will be able to meet: When would be a good time for me to call back?
  - If the scheduler says the Member of Congress will NOT be able to meet: We're very sorry to hear that [Representative/Senator last name] cannot meet. Would it be possible for the attendees to meet with the [Representative/Senator last name]'s chief of staff?
  - If the scheduler says the Member of Congress CAN meet: That's great. We appreciate [Representative/Senator last name]'s willingness to meet with us. What time would work best with [Representative/Senator last name]'s schedule? Will the meeting take place in the [Representative/Senator last name]'s office? [Confirm office number].
4. Once you've scheduled the appointment: Record with whom and when the participants will be meeting.

Send a confirmation email to the scheduler (Monday, May 8th)

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SAMPLE EMAIL TO SCHEDULER IF MEETING IS CONFIRMED

Hello \_\_\_\_,

Thank you for taking my call. Per our conversation, we are pleased that [Representative/Senator last name] will be able to meet with our United Way attendees on May 17th at [time] in [room]. Should you need additional information, please do not hesitate to contact me at [contact information].

Sincerely,

SAMPLE EMAIL TO SCHEDULER IF MEETING IS DECLINED

Hello \_\_\_\_,

Thank you for taking my call. Per our conversation, we understand that [Representative/Senator last name] or [Representative/Senator last name]'s staffer will not be able to meet with our United Way attendees on May 17th. Please feel free to contact me at [contact information] if their schedules change or if you need additional information.

Sincerely,

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50 Valley Street  
Providence, RI 02909  
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SAMPLE LETTER REQUESTING MEETING (ATTACH THIS TO SCHEDULER EMAIL)  
April 8, 2020

The Honorable Jane Doe R.I. Senate or R.I. House of Representatives  
82 Smith Street  
Providence, RI 02903

ATTN: EXECUTIVE ASSISTANT / SCHEDULER

Dear Representative or Senator Doe:

On behalf of United Way of \_\_\_\_\_, I am writing to request a meeting with you on May 17th, 2020 between [insert time]. The purpose of the meeting is to share about the important work United Way is doing in the [district/state] as well as to discuss important policy priorities, including those related to tax reform.

The constituents that will be meeting with you are:

I will contact your office within the next week to follow up on this request. Thank you very much for your attention to this constituent meeting request. Please feel free to contact me at [contact information] anytime.

Sincerely,