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Schedule and Conduct Your Hill Day Meetings

Information for [Hill Day](#) | March 12, 2026

Connect With Your State Team

If you are registered for Summit and indicated that you are attending Hill Day, you should have received an email connecting you with your state team. If you haven't, email trinady.maddock@nn4youth.org. If you are no longer attending Hill Day, also email Trinady.

Larger state teams have a designated State Captain who will help you schedule and prepare for meetings with your Senators and your House Representative. Other state teams will work with NN4Y's policy team to schedule and prepare.

You will go to both of your Senate meetings with your state team. You will go to your House meeting with team members from your district. If you are the only person attending a meeting and you don't want to go alone, let Trinady know and we can see if someone can go with you.

All state teams should meet at least once before Hill Day to put together meeting agendas and talking points. **It's important to be prepared!**

Reach Out to Your Lawmaker's Office

There are a few things to keep in mind before sending an email to your lawmaker's office to schedule a meeting.

Who should I email?

There are a few staffers you should include in your initial scheduling email.

- **Scheduler.** You should ask for your lawmaker to join your meeting, since you are coming all the way out to Hill Day! The scheduler is in charge of managing your lawmaker's tight schedule.

- **Staffer in charge of your issue.** This staffer will depend on what ask(s) you will make in your meeting (see *Prepare for Your Hill Day Meetings* for more info).

Reach out to trinady.maddock@nn4youth.org for staff contact information.

What if I don't hear back?

If you don't hear back 3 to 5 business days after sending your first email, send a brief follow up:

Just checking in on this request. I'd love the opportunity to meet with the D.C. office and the {{Senator/Representative}} in person. Thank you!

Send another follow up email if you don't hear back 3 to 5 business days after that. If you still don't hear back, call the D.C. office. Keep Trinady in the loop so she can help if needed.

Where is their office?

When the staffer confirms your meeting, they should send you the building and office number. If they don't, ask for it. As you're scheduling your meetings, be sure to leave enough time to walk between offices.

Email to Schedule a Meeting

You can use this email template to request a meeting with the decision maker. Your request should include:

- What the topic of the meeting will be.
- Who is attending the meeting (just the name of the organization(s) joining is fine—you don't need to list individuals).
- Who you would like to meet with (if you're not sure who it is, you can say, "the person in charge of {{your meeting topic}}").
- If the meeting will be virtual or in person.
- How long the meeting will be (30 minutes).
- What times you are available.

Keep your email brief and to the point!

Subject: {{In-Person or Virtual}} Meeting Request with Youth Homelessness Advocates

{{Staff Names}},

My name is {{NAME}} and I am {{TITLE}} at {{ORGANIZATION}} in {{CITY}}. {{Brief sentence about what your org/role is.}}

I am reaching out to schedule a 30 minute, {{in-person or virtual}} meeting with you and {{Senator/Representative Name}}. We would like to meet about {{1-2 sentences about what you want to meet about—be specific}}. Joining me will be {{include if any other organizations are joining you}}.

Please let me know if you have availability to meet at any of these times:

- {{date and time option}}
- {{date and time option}}
- {{date and time option}}

We would greatly appreciate it if the {{Senator/Representative}} can join us for this meeting.

Thank you, and I look forward to hearing from you.

Sincerely,

What to Expect in Your Meeting

These 30-minute meetings are more straightforward than you might think, especially when you are prepared with your meeting agenda and talking points.

Remember—your team is leading the conversation. The lawmaker and their staff are there to listen, not to lead the meeting. Your lead speaker will begin and end the meeting and your meeting agenda should structure the rest.

1. The meeting begins when all are present (and on time!).
2. The lead speaker from your team begins the meeting with brief introductions.
3. Additional speakers follow the meeting agenda to share their talking points that support your asks.

4. The lawmaker/staff may have questions.
5. The lead speaker wraps up, thanks the lawmaker and staff, and restates any follow-up you'll share.
6. That's it!

Send a Follow Up Email and Report Back

You can use this template to send a follow up email to the person(s) you met with. **Following up is very, very important!** Even if you don't have any additional information to share, sending a "thank you" and reiterating your topic goes a long way towards relationship-building. Try to send a follow up email no later than the day after.

Also remember to [complete this form](#) for each of your meetings to let NN4Y know how it went. We use your feedback to inform our continued advocacy work.

Subject: Thank You for Meeting + Follow Up

{{Name(s) of who you met with}},

Thank you so much for taking the time to meet with us about {{the topic you met about}}. It was great to speak with you more in-depth about {{something specific you talked about.}}

{{optional: Any additional follow up—e.g., Attached is the data on XYZ you asked for.}}

Please let me know if you have any questions or would like to discuss anything further.

Thank you again. I look forward to working with you to prevent and end youth, young adult, and young parent family homelessness.

Sincerely,

Resources You Need to Prepare and Schedule

Visit our [Hill Day Wepage](#) to find everything you need to set up your meetings and prepare for a strong, effective conversation with Congress:

- **Prepare for Your Hill Day Meetings**
 - Committee and staff member information.
 - Template meeting agenda and talking points.
- **Capitol Hill FAQ**
 - Information about navigating Capitol Hill and the Congressional office buildings.
- **Policy Fact Sheets** (prints will be available on Hill Day)
 - Runaway and Homeless Youth and Trafficking Prevention Act
 - Homeless Children and Youth Act
 - Housing for Homeless Students Act
 - Fiscal Year 2027 Appropriations

For questions regarding Hill Day, please don't hesitate to reach out to Trinady at trinady.maddock@nn4youth.org.