



OHIO PHARMACISTS ASSOCIATION

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Make an Appointment with Your Legislator

So you have decided to attend Pharmacy Legislative Day and you now have to schedule a meeting with your State Representative and State Senator. But where do you begin?

Information regarding your specific legislators will be sent via email, but if you'd like to do it now, the process is easy. First, you have to find out who represents you. You can do that by going to the following websites and putting in your ZIP + 4. (Don't know your ZIP +4? Find our here:

<https://tools.usps.com/go/ZipLookupAction!input.action>)

State Representative: <http://www.ohiohouse.gov/>

State Senator: <http://www.ohiosenate.gov/>

All you need to do is pick up the phone and call, and remember, if the legislator is unavailable, please request an appointment with the legislative staff. Below you'll find a sample phone script to help you make an appointment.

Sample Phone "Script" for Making a Legislative Appointment

Hi! My name is _____, from (your town). I am a constituent, and I will be in Columbus on Wednesday, October 30, for the Pharmacy Legislative Day and would like to schedule an appointment to meet with Senator _____/ Representative _____ to discuss some important pharmacy issues.

I would be more than happy to meet with the legislative assistant if Representative _____/ Senator _____ is unavailable. I would like to schedule an appointment the afternoon of Wednesday, October 30, between 1-3:30 p.m.

Tips for Effective Legislative Visits

Before the Visit

- Review the OPA Legislative Updates (http://ohiopharmacists.org/aws/OPA/pt/sp/legislative_updates) to learn about current pharmacy legislative issues.
- Research your legislator. What city are they from? What issues are they working on? What commonalities do you share that could be good fodder for conversation and relationship building?

During the Visit

- Be on time, prepared, and polite.
- Tell the legislator who you are. Put yourself in a community context—your neighborhood, your children's schools, your employer. If you are a pharmacy owner, make sure you mention your pharmacy's name and location.
- Don't attack the legislator for his/her record on your issue(s), and don't disparage government or politics.
- Remember, that your legislator may not know much at all about pharmacy. Don't use technical terms or acronyms, unless you are certain that your legislator will understand them.

- If you don't know the answer to a question, say you'll find out and get back to him/her – and follow through.
- Ask your legislator what key issues they are working on.
- Before he/she leaves, ask how you can be of help to him/her.
- Thank him/her for his/her time.

After the visit

- Follow up with a thank you note along with any information that you promised during the visit and include copies of any photos that are taken.
- Keep in touch during legislative session – contact your legislator on issues of interest to you.
- Fill out our online meeting evaluation form or send in the completed hard copy. We want to know how your legislative visits went.
- Did you establish a good relationship with your legislator(s)? If you'd like to continue to serve as a liaison to that legislator to communicate pharmacy issues, sign up for OPA's Rx Advocacy Team at http://associationdatabase.com/aws/OPA/input_form/display_form_01_show?form_no=23&host=retain