

Legislative Meeting – Tracking Sheet - Sample

Meeting Date: Date of the meeting
Attendees: (This will be you and/or your fellow RDs)
Location: District office address
Staffer: This will be the name of the person you meet with, be sure to identify the issue(s) they are responsible for in the office.

Issue(s) discussed

Use this space to identify the topic of the meeting.

The “ask”

Use this space to identify what you requested from the staffer/legislator in the meeting (i.e. what was the specific purpose of the meeting?)

Additional feedback

Use this space to provide any feedback, information, indication of support or questions that were shared in the meeting by the staffer/legislator.

Resources/Information provided

Use this space to indicate what materials if any were shared during the meeting.

Is follow up required? Yes: _____ No: _____

Group Meeting

Individual Meeting