

2024 Visit Roadmap and Agenda

1. **Introduce yourselves.** Share who you are and your relevant TRIO affiliation (e.g., “*My name is Jim Smith and I’m the Director of the Educational Opportunity Program hosted by New State University.*”).
2. **Say “thank you.”** Thank the legislator and his/her staff for taking the time to meet. If they are a returning Member of Congress, thank the legislator and his/her staff for their past support of TRIO. Explain how critical an increase in funding will be, specifically focusing on how it will help serve students in the state or district.
3. **Introduce or Refresh TRIO.** Explain how TRIO works on your campus/in your community to increase college access and success for low-income, first-generation students. Even experienced staffers could use a refresher. Share this [TRIO one-pager](#) and [TRIO by district and state](#). Share your TRIO State Factbook
4. **Tell your stories.** Offer stories about the impact of TRIO for low-income, first-generation students. Include specific programs and list local projects in Representative’s district or Senator’s state.
5. **TRIO students graduate!** Share with the legislator or staffer that a new report commissioned by the U.S. Department of Education is only the latest to show that TRIO students persist, complete credits, and graduate at higher rates than nonparticipants with similar characteristics. This [fact sheet](#) highlights TRIO successes.
6. **Make the Ask.** Don’t be shy about coming out and asking for increased funding. They’re here to listen to you!
7. **Respond to follow-up questions and listen.** Ask for and listen to responses. Search for opportunities to create a personal connection to your students, program, or institution.
8. **Share hard copies of information.** Designate a team member to give copies of TRIO information to staffers. Highlight any program-specific information you have.
9. **Express thanks.** Thank the legislator and/or staffer for taking the time to meet.
10. **Follow up with the staff.** E-mail (1) an additional thanks for the meeting, (2) electronic copies of all materials, and (3) follow-up on the ask. (This follow-up message should be sent within three days.)