

Meeting date:

Senator / Representative:

(circle one)

Meeting with (include their title):

email address:

Where are you meeting (DC, district office, local event, etc.)

Are you attending the meeting with a coalition?

Yes / No

If yes, which coalition?

Members of your group:

What materials or resources did you provide or leave behind?

What follow up materials are needed to send or questions to be answered? By what date?

Meeting notes:

If possible, please take a picture of your group with the person you are meeting with and send that with this completed note sheet to [acube@usccb.org](mailto:acube@usccb.org)