

## **Tips for Maintaining Congressional Relationships beyond FOTH**

Following up after a successful meeting with your member of Congress and his/her staff is crucial. Here are a few tips that will ensure you maintain strong relationships with your Senators and Representatives that extend beyond Foundations on the Hill.

**Thank You Letter** - Within a week of your meeting, **FAX** or **E-MAIL** a thank you letter to your member of Congress and his/her staff. Again, we encourage you to fax or e-mail the thank you letter (regular mail can take up to a month for delivery).

**Send a Press Release to Your Local Media Office**- Now that you're back at home be sure to send your local media office a press release about your visit to Washington, D.C. In addition, if you have pictures with your Representative and or Senators enclose those too.

**Set up a District Meeting or Site Visit** - Members of Congress are back in their districts for prolonged periods of time throughout the year. You may want to schedule a district meeting during the August District Work Period (During the entire month of August).

If you were unable to be with us for Foundations on the Hill, try to schedule a district meeting during the Spring District Work Period (April 1-10) or the Memorial Day District Work Period (May 28-31). If you invited your member of Congress on a site visit, make sure you reference the invitation in your thank you letter and follow up with the member's district staff.

**Add Members of Congress to your Mailing List** - Make sure that your members of Congress and their relevant staff receive copies of your annual report, newsletters, etc.

**Send press releases directly to your Members of Congress** - You need to keep your Senators, Representatives and their staff informed about the work you are doing in their communities. Make sure that your elected officials receive your foundation's press releases.

**Follow up with the Council.** The Council on Foundations tracks the relationships between foundations and members of Congress. If you attended Foundations on the Hill or recently met with a Member of Congress, please let us know. Feel free to contact the Council's Government Relations staff ([govt@cof.org](mailto:govt@cof.org) or 703/879-0600) if you have any questions.