



AREA AGENCIES ON AGING ASSOCIATION OF MICHIGAN

TIPS FOR PROVIDER ADVOCATES ON VISITS TO YOUR PROGRAM

*“The time to make friends is before you need them.”
Lyndon B. Johnson*

- ⌘ Write the elected official, inviting him/her to accompany you on a tour of your program at his/her convenience. Send details, time, location, map, etc. Follow-up the letter with a phone call.
- ⌘ Provide background materials on your program, including brochures and one-page fact sheets.
- ⌘ Offer to provide transportation to and from the visit if it is away from your office.
- ⌘ Provide refreshments if the visit is extended.
- ⌘ Prepare the consumers and staff involved for the visit.
- ⌘ A few days before, call the official's office to reconfirm the visit and its details.
- ⌘ Provide name tags for the official's convenience.
- ⌘ If multiple sites are involved, provide an itinerary listing each one.
- ⌘ Provide ample time for the elected official to talk with consumers and staff on the front lines.
- ⌘ Keep the schedule agreed upon unless the official specifically indicates that additional time and discussion is desirable.
- ⌘ Take photographs during the visit and submit a short article about the visit to the local newspaper or put it in your newsletter.
- ⌘ Send a thank you letter for participating in the visit.
- ⌘ Provide any follow-up information requested.
- ⌘ Issue an open invitation for the official to return for another visit and to consider you an expert on aging issues and programs.