

**** SAMPLE MEETING REQUEST EMAIL ****

Addresses for Representatives can be found at www.house.gov and addresses for Senators can be found at www.senate.gov.

Re: Request for Meeting with Representative/Senator _____.

Date

The Honorable (*Name of Representative or Senator*)
United States Senate/House of Representatives
Address
Attention: Appointment Scheduler

Dear Representative/Senator _____:

As a constituent, federal employee, and member of the Federal Managers Association (FMA) Chapter _____ located in _____, I am writing to request an opportunity to meet with you or a member of your staff on [DATE]. I would sincerely appreciate this opportunity to discuss issues of critical concern to the Association, federal managers, and me.

FMA draws its members from more than 40 different departments and agencies across the country. We are a non-profit association whose mission is to promote excellence in public service through effective management, working closely with the Executive Branch and Congress to provide policy-makers with the benefit of our members' views and experiences. FMA has a strong history of providing expert testimony before Congress on a wide range of issues, and we serve on key Executive Branch councils and working groups charged with promoting an effective federal workforce. I would be happy to provide you with a copy of FMA's legislative agenda.

As managers and supervisors in the federal government, FMA members want to provide high-quality services to U.S. taxpayers in the most efficient manner possible. America deserves a first-class, sustainable civil service, and we look forward to continuing the Association's work with Members of Congress toward this end.

Thank you in advance for this opportunity to share FMA's views and opinions with you. I look forward to your reply. I can be reached at (*personal phone number/e-mail*).

With kindest regards, I am

Sincerely yours,

Your name

Your personal contact information (including address and email)

Sample Letter Requesting Meeting With Board Member

**United States. Congress. House.
Committee on Education and Labor**

Sample Letter Requesting Meeting With Board Member:

The African American Parent Guide to Public School Success Kevin L. Brown,Urban Renaissance Project,2003-08
Fundraising Basics: A Complete Guide Barbara L. Ciconte,Jeanne Jacob,2008-12-18 As nonprofit organizations face heightened scrutiny by the general public donors regulators and members of Congress the Third Edition of the essential book on the basics of fundraising provides new up to date and valuable information that every fundraiser needs to know With ethics and accountability being the primary theme of the third edition this practical guide will continue to provide an overview of the field and give development staff managers and directors a platform from which to operate their fundraising programs The new expanded edition also provides much needed information on developing a case for support giving trends donor motivations planning setting up a development operation impact of new technologies on fundraising return on investment estimates workflow timetables and the importance of the Internet This primer remains a must have for anyone new staff or volunteer to the fundraising field those wishing to expand their fundraising knowledge those working in supporting foundations or those contemplating taking the CFRE exam New to the Third Edition Thoroughly updated chapters including new information on email and online fundraising Development related policies and procedures and position descriptions A new chapter on Fundraising with Chapters or Affiliates New case studies samples and tools Updated references and citations Updated glossary Click on Additional Resources to View Sample Chapters 2009 602 pages *The Register* United States. Selective Service System,1989-02 *Healthcare Governance: A Guide for Effective Boards, Second Edition* Errol Biggs,2011-10-01 Hospital and health system board members face increasing challenges with healthcare reform and other laws demanding improved accountability and efficiency This handbook reveals the secrets of effective board structure and function including responsibilities of board members term limits recruiting new members and working with the CEO Other aspects of a board s work including monitoring quality providing financial oversight and completing a self assessment process are also covered Sample forms and documents a glossary of common healthcare terms and a conflict of interest policy are included Board members regardless of their expertise will find this handbook easy to navigate **The Board Chair Handbook** Mindy R. Wertheimer,2008 **Reauthorize Housing Relocation Under the Navajo-Hopi Relocation Program** United States. Congress. House. Committee on Interior and Insular Affairs,1990 *Decisions and Orders of the National Labor Relations Board* United States. National Labor Relations Board,2002 Armenia Financial Laws and Regulations Handbook IBP USA,2013-08 HE WON T TRADE IN THE TENT FOR A WHITE PICKET FENCE Small town life has never held any charm for documentary filmmaker Sam Hove But after a mishap in the Amazon during filming Willing Montana seems like the perfect place for a quiet recovery Until he finds out that the town is hosting a reality dating show And with a neighbor like Lucia Swallow the idea of love and commitment are more dangerous than anything he s encountered in the wild A widow with three kids Lucia represents everything Sam has always avoided responsibility family

stability So why is he finding any excuse he can to be with her and the children A life with Lucia couldn't possibly be the kind of adventure he's looking for so he's got to get out before he gets hooked

Capital Campaigns Andrea Kihlstedt, 2017 This essential guide for capital campaigns of all sizes and configurations from small start-ups to colleges and universities is ideal for novices and experienced professionals alike Since the publication of the last edition the field of fundraising has undergone a major sea change thanks to widespread use of the internet as a tool for raising capital This thoroughly revised fourth edition has been updated in every chapter to reflect the current ways of communicating and raising money in this digital era It offers a new chapter on social media and crowd-sourced fundraising in capital campaigns as well as a new chapter on getting your board of directors campaign ready Key Features Provides clear step-by-step instructions for launching and managing a capital campaign Loaded with examples of real-life capital campaigns to help the reader understand the real-world application of strategies Offers many charts check-lists timetables budgets and worksheets provide formats and samples that the reader can use or adapt for her campaign

Leadership Guide for Board Presidents and Committee Chairpersons Darla Struck, 1993 This manual has been written specifically to give incoming board and committee chairpersons the information they need to be effective leaders It will provide a new chair with a wide range of tips strategies and suggestions about how he or she can make the job easier how to run an effective meeting how to make sure board and committee members fulfill and don't overstep their responsibilities how to deal with problem members how to promote a good relationship with the administrator and how to effectively represent the organization in the community All these ideas have been successfully used by board and committee chairpersons across the U.S. and Canada When you order this manual we'll personalize it with your new board or committee chairpersons name free of charge

BuDocks Technical Digest, 1956 **Federal Register**, 2013-05 **Congressional Record** United States. Congress, 1995

Fundraising Management in a Changing Museum World Kate Brueggemann, Donna McGinnis, 2023-12-06 Fundraising Management in a Changing Museum World explains how cultural organizations can successfully create sustainable fundraising programs that will increase financial support and stabilize revenue during times of change Drawing on the authors' extensive experience this book provides guidance that will enable readers to establish and maintain an efficient and effective fundraising program Demonstrating that a strategic fundraising management plan is critical for identifying areas of growth the authors also clarify how it helps to leverage an institution's resources and connections and ensure that time and budget are invested into the right activities Readers will learn how to develop a plan for their organization choose appropriate methods of solicitation for their audiences and identify the roles of employees and volunteers in the process Fundraising Management in a Changing Museum World is relevant to practitioners working in many different types and sizes of institutions around the world The book is essential reading for development professionals as well as other museum practitioners leaders and volunteers It is a valuable tool for early career professionals and students considering employment in the cultural field

Replies from

Executive Departments and Federal Agencies to Inquiry Regarding Use of Advisory Committees ,1956

Luxembourg Company Laws and Regulations Handbook: Strategic Information and Basic Laws IBP, Inc.,2015-06 Luxembourg Company Laws and Regulations Handbook Strategic Information and Basic Laws *Hearings* United States. Congress. House. Committee on Education,1971 **Hearings, Reports, Public Laws** United States. Congress. House. Committee on Education and Labor,1967 **Economic Opportunity Amendments of 1971** United States. Congress. House. Committee on Education and Labor,1971 **Replies from Executive Departments and Federal Agencies to Inquiry Regarding Use of Advisory Committees** United States. Congress. House. Committee on Government Operations,1956

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