**GENERAL NOTES**

Meeting Protocol:

* *Turn off cell phones in meetings*
* *Review meeting overview and member bio prior to meeting*
* *Collect business cards and personal information (i.e. sport) on staffer*
* *Call if you will be late for the meeting*
* *Have someone complete the meeting report form during the meeting or just following*

Discussion Protocol:

* *Like tennis, a meeting with Members of Congress is an individual and team sport. Each group has experts in different areas to cover the full agenda below. Your role is to talk about what you do, your experience, your program, etc.*
	+ *You do not have to know or be comfortable with every topic point below, your teammates will have the background and expertise in the areas that you do not*

**Meeting Outline**

**I. Introduction**

* Introduce self and other members of the group, get background information on the Member and staff, and provide overview of USTA
	+ Note: Opportunity to build the personal connection

**II. Discussion: Benefits of Tennis**

* Discussion of obesity epidemic
* Improved academic success
* Positive youth development

**III. How USTA is Making a Difference**

* Share USTA Impact Map
* Discussion of USTA programs and program model
	+ NJTL, 10 and Under Tennis, USTA Serves, Military Programming
* Personal Story – Of how tennis or the tennis organization/program you are a part of has impacted your life

**IV. Policy Discussion:**

* Ask Member to join the Congressional Tennis Caucus or thank current Caucus members
* Ask to visit your program/attend an event/game

**V. Closing**

* Thank you, leave behinds and pictures