

**** 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

Andrea Kihlstedt



Sample Letter Requesting Meeting With Board Member:

The African American Parent Guide to Public School Success Kevin L. Brown, Urban Renaissance Project, 2003-08

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

Fundraising Basics: A Complete Guide Barbara L. Cicone, 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

Reauthorize Housing Relocation Under the Navajo-Hopi Relocation Program United States. Congress. House. Committee on Interior and Insular Affairs, 1990

Working Through Conflict Joseph P. Folger, Marshall Scott Poole, Randall K. Stutman, 2021-04-07 This fully updated ninth edition provides an introduction to conflict and conflict management that is firmly grounded in current theory research and practice Covering a range of conflict settings including interpersonal group and organizational conflicts it includes an abundance of real life case studies that encompass a spectrum of theoretical perspectives Its emphasis on application makes it highly accessible to students while expanding their comprehension of conflict theory and practical skills This new edition features a new chapter presenting key principles students can practice to become more skillful at managing conflict a wealth of up to date research and case examples suggested readings and video resources and integrated questions for review and discussion This textbook can be used in

undergraduate or graduate courses on conflict in communication business and management political science and counseling programs An accompanying instructor s manual including suggested assignments cases exercises and test questions can be found at www.routledge.com/9780367461478 under Instructor and Student Resources

Replies from Executive Departments and Federal Agencies to Inquiry Regarding Use of Advisory Committees (January 1, 1953-January 1, 1956). United States. Congress. House. Committee on Government Operations,1956 Replies from Executive Departments and Federal Agencies to Inquiry Regarding Use of Advisory Committees United States. Congress. House. Committee on Government Operations,1956 *Proceedings* Brooklyn Engineers' Club,1902 **Proceedings ... Constitution and By-laws** Brooklyn Engineers' Club,1906 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 Victory Bulletin ,1940 High Seminary: Vol. 1: Jerome V. Reel,2023-12-15 This study shows how Clemson weaves together the three federal charges of land grant institutions teaching specified in the Land Grant Act of 1862 research the Hatch Act of 1887 and public service the Smith Lever Act of 1914 into a high seminary of learning Clemson students and their lives here are the other major theme of this work The narrative of this institution traces the people who created it those who guided it and the people who lived under its influence and the paths they followed as they left dear old Clemson *Changing Landscapes of Northwest Indiana* Michael Dobberstein,2025-12-15 Before they were destroyed Beaver Lake was the largest lake in Indiana and the Kankakee Marsh was nearly half a million acres of wetland This was one of the major inland marshes in the country before landowners drained it for farmland *Changing Landscapes of Northwest Indiana* examines the massive ecological devastation caused by the destruction of Beaver Lake the channelization of the Kankakee River and the draining of the Kankakee Marsh The book traces early efforts to drain the marsh leading to the successful completion of the project in the twentieth century and covers the problems that still exist today The consequences were immense and extended beyond the struggle by conservationists to restore or preserve portions of the marsh The loss of the marsh fostered a century of flooding in the Kankakee Valley and caused decades of conflict with Illinois which shares the Kankakee River with Indiana To this day there are ongoing attempts to manage flooding on the river

and residents of Illinois continue to claim that channelization caused severe environmental problems in their state Serious and lasting environmental problems have proved intractable The citizens of Indiana and their government made profound and irreversible choices about managing a vast wetland and a river within the state s borders The story of the conversion of the Kankakee Marsh to farmland is an object lesson in the manifold problems that arise from the imperatives of unrestrained environmental exploitation The Register United States. Selective Service System,1989-02 Federal Energy Regulatory Commission Reports United States. Federal Energy Regulatory Commission,2001 **Nonprofit Internet Strategies** Ted Hart,James M. Greenfield,Michael Johnston,2005-03-25 Nonprofit Internet Strategies offers every charitable organization the opportunity to analyze their options and select the appropriate strategy to integrate traditional marketing communications and fundraising practices with their online efforts It is an excellent how to guide a practical manual for nonprofit staff written in non technical language prepared by experts in the field based on real life experiences and case studies **The Washington Law Reporter** ,1913 Includes decisions of the District of Columbia Court of Appeals 1902 1934 the United States Court of Appeals for the District of Columbia Circuit 1934 1959 and various other courts of the District of Columbia *Polite Politics* Denny Ho Kwok-leung,2020-08-26 This title was first published in 2000 This book contributes to social movement theory and to an understanding of Hong Kong politics through analysis of an urban housing protest movement The theoretical approach adopted is a multi level one and seeks to show the influence of the political context the resources available to the groups concerned the actors interpretations of their situation and their strategy preferences This approach fills a gap in social movement theory because most theoretical frameworks focus on a single level of analysis The book also aims to help researchers in the field to re examine the current development of social movement theories and to learn the specific trajectory of urban social movements in Hong Kong **LEOMA and the US Laser Industry** C. Breck Hitz,2014-12-31 This book describes the approaches both successful and not to the political and infrastructure issues addressed by the trade association The intent is to provide guidance to those confronting similar issues and help them avoid unsuccessful approaches Includes end of chapter summaries Example of documents and approaches that LEOMA used successfully are included and could serve as a guide to other trade associations Chapter 5 includes figures presenting the unique and effective graphical approach that LEOMA use to improve US national security export controls Sports Law in Hungary Andras Nemes,2018-02-28 Derived from the renowned multi volume International Encyclopaedia of Laws this practical analysis of sports law in Hungary deals with the regulation of sports activity by both public authorities and private sports organizations The growing internationalization of sports inevitably increases the weight of global regulation yet each country maintains its own distinct regime of sports law and its own national and local sports organizations Sports law at a national or organizational level thus gains a growing relevance in comparative law The book describes and discusses both state created rules and autonomous self regulation regarding the variety of economic social commercial cultural and political

aspects of sports activities Self regulation manifests itself in the form of by laws and encompasses organizational provisions disciplinary rules and rules of play However the trend towards more professionalism in sports and the growing economic social and cultural relevance of sports have prompted an increasing reliance on legal rules adopted by public authorities This form of regulation appears in a variety of legal areas including criminal law labour law commercial law tax law competition law and tort law and may vary following a particular type or sector of sport It is in this dual and overlapping context that such much publicized aspects as doping sponsoring and media and responsibility for injuries are legally measured This monograph fills a gap in the legal literature by giving academics practitioners sports organizations and policy makers access to sports law at this specific level Lawyers representing parties with interests in Hungary will welcome this very useful guide and academics and researchers will appreciate its value in the study of comparative sports law

Unveiling the Power of Verbal Art: An Emotional Sojourn through **Sample Letter Requesting Meeting With Board Member**

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