

WORKSHEET:

Getting an Appointment



The following information may help in getting organized for your appointment at the agency where you are going to advocate for yourself.

Name of Person I Need to See:

Title:

Day and Time of Appointment:

Address:

Information about accessibility, bus stops, parking:

Documents I need to take with me:

- Social Insurance Number
- Photo i.d.
- Receipts
- Birth Certificates
- Immigration papers
- Letters from doctors or other professionals
- Other documents this agency requires _____
- My notes and other information I have collected about my situation

There are some additional points you may want to consider as you prepare to advocate for yourself in person:

- Am I clear about what happened, what I want to do about it, what policies and laws apply to my situation, what my rights and responsibilities are?
- Do I want to take someone with me - for support, to help me stay calm, as an interpreter, as a witness? Who?
- Could that person take notes of the meeting for me?
- Anything else that I can think of?

Once you are face-to face with the person you are advocating with, talk about your situation as clearly and concisely as possible.

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