



How to Request a Meeting with Your Senator/Representative



Note: If possible, schedule the meeting with your elected official before Friday, March 15th to make sure your voice is heard ahead of the next voting deadline for Congress. However, if it is after March 15th, that is still helpful!

GET STARTED: IDENTIFY YOUR REPRESENTATIVE AND HOW TO CONTACT THEM

You can find information on the elected officials for your state and congressional district by visiting [Congress.Gov](https://www.congress.gov).

REQUEST A MEETING: 3 WAYS TO CONNECT

There are three paths to requesting a meeting with an elected official.

OPTION 1

Fill out a Meeting Request Web Form

An office may ask that you fill out a meeting request form. Follow their instructions accordingly.

Template Language:

My name is [first and last name] and I am a constituent of Senator/Representative [insert senator/representative name] and I am the (insert title) of the [insert name of organization] in [insert city and state name].

I am reaching out to schedule a virtual/in person [location if in person] meeting with Senator/ Representative [insert senator/representative last name] to share why supporting the Affordable Connectivity Program Extension Act of 2024 (HR 6929/S.3565) is critical to keeping [X State-ians/enders/etc.] online!

OPTION 2:

Call Your Legislator's Office to Schedule a Meeting

An office may prefer that you call their office and speak with a staff member to schedule the meeting.

Template Language:

“Good morning/afternoon, my name is [first and last name] and I am a constituent of Senator/ Representative [insert senator/representative name] and I am the (insert title) of the [insert name of organization] in [insert city and state name].

“I would like to schedule an appointment to meet with Senator/ Representative [insert senator/ representative last name] to share why supporting the Affordable Connectivity Program Extension Act of 2024 so I we can share with you why extending the Affordable Connectivity Program (HR 6929/S.3565) is critical to keeping [X State-ians/enders/etc.] online! and how it directly impacts [X State-ians/enders/etc.]!

Is Senator/Representative [insert senator/representative last name] available to meet (insert dates) either in person/or at his/her office at their earliest convenience?”

Note: The staff may request the following information when scheduling the meeting:

- Full first and last name
- Email address where you or the meeting lead can be reached
- Physical address
- Phone number
- Organization name
- Title of the meeting (such as “Renew the Affordable Connectivity Program (ACP)” and reference the Senate or House bill number (HR 6929/S. 3565).
- Desired meeting location
- Offer two potential meeting dates and times
- Specify the number of attendees from your organization
- Provide additional context on the purpose of the meeting.

OPTION 3

Email a Meeting Request

An office may prefer to schedule meetings via email. You can find the email address for the staffer or scheduler listed on the elected official’s website.

Note: It is common for constituents to meet with staff members of the elected official rather than the elected official themselves.

Template Language:

Subject: [Renew ACP Meeting Request]

Hi [Senator/Representative OR Staffer/Scheduler Name (if you have it)],

My name is [first and last name] and I am a constituent of Senator/Representative [insert senator/ representative name] and I am the (insert title) of the [insert name of organization] in [insert city and state name].

I am reaching out to schedule a virtual/in person [location if in person] meeting with Senator/ Representative [insert senator/representative last name] to share why supporting the Affordable Connectivity Program Extension Act of 2024 (HR 6929/S.3565) is critical to keeping [X State-ians/ enders/etc.] online!

I anticipate the meeting will be attending by:
[insert list of first and last name, and positions of attendees]

Below is a list of dates our group would be available to meet—do you know if Senator/
Representative [insert senator/representative last name] has any availability during these times?

Sincerely,
[first and last name, position]
[insert name of organization]
[insert physical address]
[Insert email address]
[insert phone number]

BEST PRACTICES & NEXT STEPS

1. Once you've heard back from the Senator/Representative's office, confirm meeting details a few days before the scheduled date and inform them of the attendees.
 2. Let EducationSuperHighway know when the meeting will take place and contact us with any questions you may have!
 3. Hold the meeting. If you need assistance planning, let EducationSuperHighway know; we are here to help.
 4. Express gratitude. At the conclusion of the meeting, whether virtual or in person, after addressing your call to action and exchanging farewells, ask if you may take a picture for social media.
 5. Follow up after the meeting. Thank them for their time, reiterate your message, send any promised materials, and share any photos taken during the visit.
- 