Day on the Hill — July 19, 2017

How to Make an Appointment with a Member of Congress

- Find out who your Senators and members in the House of Representatives are.
  - Check their individual websites to see if they have special procedures they would like followed when making appointments.

- Write a letter asking for a meeting.
  - Download and revise our letter from the website: http://www.nnstoy.org/letter-to-request-a-congressional-meeting/
  - Send the letter through email (not regular mail!). After you have sent, call to make an appointment.

- Call the Congressional Switchboard
  - 202-224-3121
  - Ask to speak to the office of the Member of Congress who you wish to visit (for example, “Senator Lindsay Graham’s office.”)

- When you reach the office ask to speak to the secretary or scheduler.
  - Say that you would like to make an appointment with the Senator (or Representative) or staff member who works on education issues.
  - Let them know you are a constituent, a State Teacher of the Year or Finalist, and that you will be in town meeting with the National Network of State Teachers of the Year.
  - Let them know that you are available from 1-5 PM July 19.

- Meetings last 15-30 minutes.
  - Schedule them 45 minutes to an hour apart.
  - Plan to stay on one side of the Hill (House or Senate) until you are through there, and then move to the other side.
  - Get the email addresses for the individuals with whom you met and send your letter following the email.