



A Clear Voice,  
A Collective Vision

NNSTOY • July 15-19, Washington DC

## 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.
  - ⇒ [www.senate.gov](http://www.senate.gov) and [www.house.gov](http://www.house.gov)
  - ⇒ 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.

