

HOW TO EMAIL A U.S. REPRESENTATIVE

- 1.) To locate your U.S. Representative, go to www.house.gov. At the top of the screen, you will select your Representative's website from the drop-down menu offered. Once you have selected your Representative's name from the list, select the name, and then click "Go". This will take you to your Representative's website.
- 2.) Once you are on your Representative's website, find the phone number for his or her **Washington, DC office**. Most of the time the phone number is located on the homepage of the website near the bottom.
- 3.) Now that you have the phone number, call the office and tell the person who answers the phone that you would like to request a meeting with Congressman/Congresswoman (Insert Name). The person on the phone will most likely give you the name and email address for the Representative's scheduler. Thank him or her.
- 4.) Email the Representative's Scheduler with a request to meet your Representative. A sample email is included below. Please remember that this email needs to be just as formal as a letter. Make sure you check for accurate spelling and punctuation before you hit send.
- 5.) If after a week, you do not receive a response make sure that you follow up with a follow-up email and another call to the office. You must follow up each week until you have a meeting set or are told that your Representative is unable to meet during your requested time.

HOW TO EMAIL A U.S. SENATOR

- 1.) To locate your U.S. Senators, go to www.senate.gov. At the top of the screen, you will select your state from the drop-down menu offered. Once you have selected your state, click "Go". This will take you to another page that has links to your Senators' website. Click on the link.
- 2.) Once you are on your Senator's website, find the phone number for his or her **Washington, DC office**. Most of the time the phone number is located on the homepage of the website near the bottom.
- 3.) Now that you have the phone number, call the office and tell the person who answers the phone that you would like to request a meeting with Senator (Insert Name). The person on the phone will most likely give you the name and email address for the Senator's scheduler. Thank him or her.
- 4.) Email the Senator's Scheduler with a request to meet your Senator. A sample email is included below. Please remember that this email needs to be just as formal as a written letter. Make sure you check for accurate spelling and punctuation before you hit send.
- 5.) If after a week, you do not receive a response make sure that you follow up with a follow-up email and another call to the office. You must follow up each week until you have a meeting set or are told that your Senator is unable to meet during your requested time.

SAMPLE EMAIL TO THE SCHEDULER FOR A MEMBER OF CONGRESS

Dear Mr./Ms. *(Insert Scheduler's Last Name)*:

I am writing to request a meeting with *Congressman/Congresswoman/Senator (Insert Last Name)* at your office on Wednesday, June 15, 2011, between 10:00am and 2:00pm. If his/her schedule does not permit a meeting, I hope that he/she will be able to drop by to meet me and the other YMCA Youth Governors during our lunch period that same day between 11:30am and 12:30pm in LOCATION.

I was elected as the YMCA *(Insert your state)* State Youth Governor, live in your district, and will be in Washington, DC to participate in the National YMCA Youth Governor's Conference which is sponsored by the YMCA of the USA. The four day conference has been held in Washington, DC since 1962, and seeks to provide an introduction to Servant Leadership for participants, including a broad exposure to national government and the crucial issues facing society.

I will be one of approximately 35 high school juniors and seniors who were elected as Youth Governors in the YMCA Youth In Government programs in our respective states, collectively representing more than 54,000 civically minded student leaders in grades 6-12.

Hill Day is one of the highlights of the Youth Governors conference since it gives us time to meet with our representatives on Capitol Hill. Again, I hope to have the privilege to visit *Congressman/Congresswoman/Senator (Insert Last Name)* at your offices on June 15 between 10:00am and 2:00pm and have a photo taken.

Thank you in advance. I can be reached by email at *(Insert Email Address)* or by phone at *(Insert Phone Number)*.

Sincerely,

Your Name
(Insert Your State) State Youth Governor
Your Contact Information