USE YOUR VOICE TO SHAPE THE FUTURE

Setting up a legislative meeting

Email templates

Initial request for a meeting at the state capitol

Subject: Meeting request for Rep. _____

Hello,
Below is a meeting request from (your organization) for your legislator.

- **WHO**: A student constituent from your district, along with other students from our organization.
- **TOPIC**: Example: Share a personal student story of what higher education beyond high school means to them—specifically speaking about the supports that help students thrive—and learning more from legislators about their work.
- **WHEN**: Students will be in the capitol on the following days:
  - List several dates and times when the meeting can take place.
- **LOGISTICS**: Our students would greatly appreciate a 15-minute in-person meeting on any or all of the above dates.

Thank you in advance for helping me get this meeting on the calendar. If your office has any protocol you'd like our students to adhere to, such as group size, just let us know, and we will gladly accommodate!

Warmly,
(Your name and contact information)

Constituent virtual meeting request

Hello,

Below is a meeting request from (your organization) for your legislator.

- **WHO**: A student constituent from your district, along with other students from our organization.
- **TOPIC**: Example: Share a personal student story of what higher education beyond high school means to them—specifically speaking about the supports that help students thrive—and learning more from legislators about their work.
- **LOGISTICS**: Our students would greatly appreciate a 15-minute virtual meeting.

- **WHEN:** We know your legislator is busy right now, just like our students. If I have an idea of your legislator's earliest availability, I can cross-reference our students' schedules to come up with dates and time options.

Thank you in advance for helping organize this meeting.

Warmly,
(Your name and contact information)

Follow-up with a legislative staffer when unable to coordinate schedules

Hi (name of staffer you have been corresponding with),
Now that our in-person events are over, we're scheduling virtual appointments with legislators we could not meet. Would Rep. _____ be willing to meet with a group of student constituents in the next few weeks?

Warmly,
(Your name and contact information)