



## Contacting Your Legislator

Congress (the United States Senate and House of Representatives) holds the legislative authority to reauthorize the Elementary and Secondary Education Act (ESEA), so your member of Congress should be the first official you invite to attend your event. State and local governments and officials will also play an important role in putting any federal changes into action, so it's important to encourage them to attend your event as well.

Steps to inviting your legislators to attend your event:

- 1) Identify who your legislators are. If you don't know, you can look them up online at the following websites:

United States House of Representatives: <https://writerep.house.gov>

California State Senate: <http://www.sen.ca.gov>

California State Assembly: <http://www.assembly.ca.gov>

- 2) The same websites will take you to the personal web-pages of your legislators, which will list phone numbers for their district and Capitol offices. You'll want to call each legislator's Capitol office and ask to speak with their Scheduler, who will instruct you on submitting your invitation via fax or email, as per his or her preference.
- 3) Use the template invitation/scheduling request on page 2 to draft your fax or email invitation. If the scheduler prefers email, do not send the invitation as an attachment. Simply cut and paste the text from the template below directly into an email.
- 4) Try to invite your legislators as soon as you finalize the date, time, and location for your event, even if you're still working on the details of the agenda. About one week after you submit your request, follow up with your legislator's scheduler by phone or email. You may need to keep checking back with the scheduler once a week until you get a firm answer.
- 5) If your legislators can't attend, request that they send a staff person to be there, and be sure to treat the staff person with the same respect you would a legislator when they attend your event.