



## INSTRUCTIONS FOR SCHEDULING HILL VISITS

### OVERVIEW

Congratulations on taking the initiative to advocate for the benefits of CTE! Below, we will give a step-by-step overview of how to schedule a meeting with your federal policymakers during the National Policy Seminar.

**IMPORTANT NOTE:** Some ACTE state associations coordinate the scheduling of Hill visits for all attendees from the state. Please contact your [state ACTE leaders](#) to see if appointments have already been made BEFORE following the steps below to make individual appointments.

### WHO IS MY LEGISLATOR?

The first step to meeting with your legislator is to identify the correct offices. If you already know who your representative and senators are, then skip to the next step. If not, you can visit [ACTE's Action Center](#), where you are able to put in your address and it will identify your two senators and your representative, as well as provide a variety of information about their background and offices.

### CONTACTING THE LEGISLATOR'S OFFICE

Once you have identified who your elected officials are, you then need to reach out to their offices to schedule a time to speak with the Member or their legislative staff handling education issues. Time is set aside in the NPS agenda for NPS attendees to visit with Members of Congress on Tuesday, although you may have to be flexible.

To streamline the process for you, and to keep you from having to call each office, we have compiled a [contact list](#) for all schedulers in both the House and Senate.

We suggest contacting your legislator's office several weeks in advance to schedule your meeting. When doing so, you can use our [sample letter](#) or draft your own meeting request letter.

If you decide to draft your own, the most important thing to mention is that you are a constituent and making the request as a part of ACTE's annual National Policy Seminar. Further, let the scheduler know that you would like to introduce the legislator to CTE and to discuss issues important to the CTE community, like funding, education and workforce development policies, etc. Providing more information in advance will not only help the scheduler when presenting the request to the Member, but also help ensure you meet with the most appropriate staff (if the Member is unable to meet).

### Additional Tips:

- Be sure to indicate that your preference is for the meeting to take place in person since you will be attending NPS. This will help streamline the process on the scheduler's end, as they are still hosting many virtual meetings as well.

- However, even if you indicate an in-person preference, do everything you can to be as flexible and accommodating as possible, it will increase the probability of them taking the meeting request. Some staff may only be available for video or phone meetings.
- If a meeting with staff is offered, we highly recommend accepting it. Staff are the “eyes and ears” of their bosses and establishing rapport with them is extremely impactful. Do not feel slighted if you are not able to meet directly with your Member of Congress.

### **AFTER SENDING REQUEST**

Elected officials get thousands of meeting requests each year, so you may not receive a confirmation email that your request has been received. If that is the case, call the office a week after submitting the request to confirm it was received and inquire if there is an update. Keep in mind, most offices have a scheduling meeting once, maybe twice a week, where they go through requests and the Member's calendar, so you may not hear back immediately.

### **IF THE MEETING IS ACCEPTED**

Once you have confirmed the meeting details, provide the scheduler a full list of attendees so the Member/staff is aware of who they are meeting with. Be sure there is clear confirmation of how the meeting will be held and the exact location. For example, some offices may want to meet with your group in a nearby conference room, or even in the cafeteria!

You should then mark this on your calendar. Please, do not send a calendar request to the staffer/scheduler. They have their own internal systems for maintaining their calendars, and many times, although these requests are well-intentioned, can make their job harder.

### **IF THE MEETING IS NOT ACCEPTED**

If the Member of Congress is unable to meet with you and the scheduler does not offer to put you in touch with the office's education staffer, ask them if the education staffer would be available to meet during the times provided. Usually, they will then put you in touch with the correct staffer and you can attempt to schedule a meeting with that individual.

If both the staffer and Member are unavailable at the times provided, ask for the education staffer's contact information and send them an introductory email, laying out the foundation of your relationship. Provide them with handouts and talking points that you would have delivered in person and offer to be a resource to them as CTE policy makes its way through Congress. Since many meetings are still occurring virtually right now, you can always work to schedule a meeting after the official week of NPS.