

# **Invite your Senator or set up a meeting**

We encourage you to reach out to your Senators and Representative by email or phone. Let them know that you are coming to DC for the Team America Rocketry Challenge national finals and that you would be honored if they would come to the reception. If they are unable to attend the reception, ask to set up a meeting with them afterwards to talk about your accomplishments and get a photo taken with them.

To find your Senator and/or Representative, please visit the following websites:

- To find your Senator, please visit: [Senate.gov](http://Senate.gov)
- To find your Representative, please visit: [House.gov](http://House.gov)

## **Capitol Hill Meetings**

Visiting your Members of Congress, or their staff, face-to-face is the most effective way to have your voice heard and get to know them. Individuals and groups can arrange personal meetings with Senators and Representatives either in their Washington offices, or in their local offices at various times during the year. Whether you arrange to meet with your elected officials in Washington or their local offices, here are some rules to follow:

### **Prepare for the Meeting**

- Meetings are scheduled to last about 15 minutes, so have a game plan as to what you want to talk about
- This is a great opportunity to share your excitement about TARC! Make a list of bullet points you want to discuss about the program, your accomplishments, and your future
- If you have any supporting handouts, charts or graphics, bring them with you. Consider taking extra copies in case staff members request them
- Remember that the purpose of your meeting is to help your Representative or Senator understand why STEM education is important to you and why it should also be important to them

### **At the Meeting**

- Arrive about 10 minutes before the appointment time.
- Do not be discouraged if you end up meeting with the legislator's staff. They are very knowledgeable, and they will inform the legislator of your views and requests.
- Introduce yourself to the legislator or their staff members: tell them who you are and where you live.
- Be ready to answer questions and discuss your points in detail.
- If you wish, you can ask to take a picture with the Representative or Senator at the end of the meeting.

### **After the Meeting**

Always send a follow-up letter or email thanking your legislator or staff members. Also include any additional information you may have offered to provide in support of your issue. The follow-up message is important, because it confirms your commitment to your cause and helps build a valuable relationship between you and your legislator.