



Legislative Meeting Set-Up

State Representative's Name _____ District _____

Address _____ Phone _____

Step 1: Identify your state representative.

Determine which district you live in and who the representative for that district is. Visit <http://votesmart.org>, enter your zip code; view your representative's name and contact information.

Step 2: Contact your representative.

Send your representative a letter introducing yourself as a constituent and a SkillsUSA member. Outline the topic you wish to discuss and indicate that you will follow up in one week to set up an appointment.

Step 3: Set up an appointment.

Call your representative's office and set up an appointment time with their staff. Reference your letter and request a 20-minute meeting.

Step 4: Prepare for the meeting.

Prepare and practice a short introduction of yourself.

Determine which four to five key points about SkillsUSA you plan to share with your representative.

Create a list of questions you would like to ask your representative.

Prepare to ask for a commitment to support SkillsUSA in your state and communities.

Step 5: Attend the meeting.

Wear your SkillsUSA official uniform and arrive early. Bring a statistics sheet with key points about your state association that you can leave with the representative. Ask any questions if time remains. Ask for the representative's support of SkillsUSA.

Step 6: Follow up.

Within two days after the meeting, write and send a note of gratitude to the representative and summarize the details of your meeting. Mention any commitments the representative made and include any information they may have requested.

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| <input type="checkbox"/> Letter sent | <input type="checkbox"/> Meeting set |
| <input type="checkbox"/> Key points determined | <input type="checkbox"/> Introduction prepared and practiced |
| <input type="checkbox"/> Questions prepared | <input type="checkbox"/> Meeting attended |
| <input type="checkbox"/> Thank you letter written and sent | |

Date _____ Time _____