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.

☐ Letter sent    ☐ Meeting set
☐ Key points determined    ☐ Introduction prepared and practiced
☐ Questions prepared    ☐ Meeting attended
☐ Thank you letter written and sent

Date ___________________________  Time _________________________________