



Dear WLTW Delegation Leader:

This is important background information for your Sept. 21, 2021 congressional visits, along with follow-up information.

BEFORE YOUR VISITS

Please review the following information with your delegation members during the state planning session on Monday, Sept. 20.

- **Safety, Security and Tour Tips for Capitol Hill**
- **House and Senate CTE Caucus and Committee Lists** — These are the Members of Congress who have the most influence over career and technical education.
- **2019 WLTW Congressional Visit Report** — This report from the last WLTW details who your state met with in 2019 and what they said.

CONGRESSIONAL VISIT MATERIALS

Each state has been provided with a set of congressional office leave-behinds for your visits. If your visit is virtual, you may want to send the materials after you return home. Extra materials are available in WLTW Headquarters, if needed. Packets include:

- **SkillsUSA Brochure**
- **SkillsUSA Framework Card and Lapel Pin**
- **List of Delegation Members** — Create a delegation list to leave with the congressional representative or senator so they have a record of who visited. A fillable PDF is available.
- **SkillsUSA Notecards** — Send a thank-you card after your visit.

VISIT FOLLOW-UPS

- **2021 Congressional Visit Report Form** — Assign one person to complete the online report form for each meeting. List your state, who you met, the name of the Representative or Senator, and a visit summary. A sample report is on the SkillsUSA WLTW webpage.
- **Thank-you note** — Assign a person to write a thank-you card on behalf of your group to mail to your representative or senator following each visit. A sample thank you is on the SkillsUSA WLTW webpage.
- **WLTW Press Release** — WLTW attendees should send a press release to their local newspaper upon returning home. A fill-in press release is on the WLTW webpage and on the SkillsUSA advocacy site. After the release is submitted, follow-up with the media by calling or emailing.

Deadline: Complete the Congressional Visit Report Form online and the thank-you notes by **Wednesday, Sept. 22 at 9:30 a.m.** Drop off unsealed thank-you notes to the WLTW Headquarters.

For more details, go to: www.skillsusa.org/events-training/washington-leadership-training-institute/.