# A group of people in red and blue outfits Description automatically generated

# Dear WLTI Delegation Leader:

This is important background information for your **Sept. 26, 2023** 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. 25.

# 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.

# 2022 WLTI Congressional Visit Report — This report from the last WLTI lists who each state met with in 2022 and summarizes their visit.

**CONGRESSIONAL VISIT MATERIALS**

# Each state has been provided with a set of leave-behind materials for your visits. Extra materials are available in WLTI Headquarters, if needed. Packets include:

* **SkillsUSA Advocacy Brochure**
* **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.

**DELEGATION TASKS TO COMPLETE AFTER YOUR VISIT**

* **2023 Congressional Visit Report Form** — Assign one person to complete an online report form for each meeting. List your state, the name of the Representative or Senator, the person you met with and a brief visit summary.
* **Thank-you note —** Assignone person to write a thank-you card on behalf of your group to mail to the representative or senator. A sample thank you note is on the SkillsUSA WLTI webpage.
* **WLTI Press Release** — WLTI attendees should send a press release to their local newspaper upon returning home. A fill-in press release is on the WLTI 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 as directed. Drop off your unsealed thank-you notes to the WLTI Headquarters so they can be reviewed and mailed for you.

Read the latest [WLTI updates](https://www.skillsusa.org/events-training/washington-leadership-training-institute/).