



Dear WLT Delegation Leader:

This is important background information for your **Sept. 23, 2025** advocacy 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. 22.

- **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.
- **2024 WLT Advocacy Visit Report** — This report from the last WLT lists who each state met with in 2024 and summarizes their visit.

### **ADOVCACY VISIT MATERIALS**

Each state has been provided with a set of leave-behind materials for your visits. Extra materials are available in WLT 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**

- **2025 Advocacy 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** — Assign one 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 WLT webpage.
- **WLT Press Release** — WLT attendees should send a press release to their local newspaper upon returning home. A fill-in press release is on the WLT webpage and on the SkillsUSA advocacy site. After the release is submitted, follow-up with the media by calling or emailing.

**Deadline:** Complete the Advocacy Visit Report Form online and the thank-you notes as directed. Drop off your unsealed thank-you notes to the WLT Headquarters so they can be reviewed and mailed for you.

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