

**Congressional Meeting Request Check List**  
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[Connect360](#) includes resources that will be useful to you as you schedule your congressional meetings.

- To login, use the same User ID and password you used to register for Washington Week.

**IF YOU KNOW YOUR REPRESENTATIVE**

1. Check the Washington Week attendee list to determine if any other Washington Week attendee lives in the same Congressional District.
2. If yes, check with them to see if a meeting request was made.
  - a. If it has, ask that you be included in the meeting once it is scheduled.
3. If a meeting request has not been submitted, determine who will submit it and follow the steps below.
  - a. When submitting a meeting request, be sure to use the preferred method of communication. This can be determined by using the document titled "Members of Congress\_Schedulers."
  - b. If there is a name and email listed in Members of Congress\_Schedulers, please email your request to the individual.
  - c. If there is no name/email, use the meeting request form found on their website, which can be found in the same document.
4. When submitting your meeting request, please include
  - a. Your Name / Contact info (so they can contact you regarding the meeting and/or to confirm that you are a constituent).
  - b. Date/time of Meeting.
  - c. Names of other attendees, if any.
  - d. Topics to discuss (for example, the need to address the shortage of high-quality educators in your district, provide additional funding for Teacher Quality Partnerships, or increase support for TEACH Grants and/or student loan forgiveness).

**IF YOU DO NOT KNOW YOUR REPRESENTATIVE**

1. Visit [www.house.gov](http://www.house.gov) and enter your zip code in the box located in the upper right corner.
  - a. If you live in a densely populated area, you may need to add your full address to determine your representative.
2. Follow the steps outlined above.

**SENATE MEETINGS**

1. This process is similar to the House, except that we recommend one person, ideally an officer of the state affiliate organization, request a meeting with each senate office on behalf of your group.
2. Check the attendee list to see if an officer from your state's AACTE affiliate organization is registered for the meeting. If so, that person will be making the Senate appointments for all attendees from your state and will be communicating with you about those meetings.
  - a. If there is NOT yet a designated officer from your state association registered for Washington Week, please use the State Affiliate Organization Leadership list in

Connect360 to contact your state association's president to confirm whether you should proceed with making Senate appointments.

3. Contact Senate Office via Preferred Method. Most senate offices utilize a form on their website.
4. Their website can be found at [www.senate.gov/senators/index.htm](http://www.senate.gov/senators/index.htm).
5. In your request, please include
  - a. Your Name / Contact info (so they can contact you regarding the meeting and to confirm that you are a constituent).
  - b. Date/time of Meeting.
  - c. Names of other attendees.
  - d. Topics to discuss (for example, the need to address the shortage of high-quality educators in your district, provide additional funding for Teacher Quality Partnerships, or increase support for TEACH Grants and/or student loan forgiveness).

#### **FOLLOWING UP WITH CONGRESSIONAL OFFICES**

1. Generally, congressional offices respond to requests in a timely manner.
2. If you do not hear back from the office in one week, you should call the office.
  - a. The "members of Congress\_Schedulers" spreadsheet on Connect360 includes office phone numbers.
  - b. Ask for the scheduler. They will be able to provide the status of your request.

#### **MEETING REQUEST STATUS**

1. Once you have requested a meeting with your representative and senators, please indicate it on the "Day on the Hill congressional Meeting Status" so that other Washington Week attendees can see what meetings have been requested.
2. Please include your contact information so other Washington Week attendees are able to contact you to join the meeting.
3. When the meeting is confirmed, please indicate that on the form and inform the other attendees that have expressed interest in attending the meeting.

#### **POLICY FACT SHEETS**

1. Before you come to Washington, please review the public policy fact sheets available on Connect360 which provide background on key federal programs and pending legislation for educator preparation.
2. There will also be time during Washington Week to learn more about these programs and how to advocate for them with members of Congress.

Questions or Challenges: Kaitlyn Brennan, [kbrennan@aacte.org](mailto:kbrennan@aacte.org)