



October 8-10, 2018, Omni Shoreham Hotel, Washington, DC

## Capitol Hill Visit Instructions

**Purpose:** One of the most important parts of Capitol Leadership is the time set aside for you to visit with your members of Congress. The purpose of these visits is to show your Senators and Representatives the impact federal policies and laws have on your local schools and communities, and to give you an opportunity to explain all of the positive things that are happening throughout Career and Technical Education, Family and Consumer Sciences, and FCCLA. This is a great opportunity to request Senate or Congressional engagement in FCCLA projects. Don't miss this valuable opportunity to promote what your FCCLA chapters have been doing in the representative's home state!

**Benefits:** While meeting with elected government officials, students develop the necessary leadership skills that will help them be stronger leaders on both the state and local levels. In addition, students can also ask their legislator's office to set up tours of the Capitol or White House, and/or provide passes to the House or Senate Gallery!

**Timing:** There is time on the agenda for you to visit your members of Congress on **Tuesday, October 9, 2018, between 10:00 a.m. and 5:00 p.m.** It is important to schedule these meetings as soon as possible (before you come to Washington, D.C.), as members and their staffs have very busy schedules. You should begin to schedule your visits immediately.

### To set up an appointment, follow the steps below:

1. **Coordinate with other FCCLA students/advisers from your state** before you set up appointments. (You can contact your State Adviser to see who from your state is attending Capitol Leadership). Everyone in your state's delegation should attend your meetings with your state's Senators as a group, and your delegation can either go together or split up to cover House representatives. It is important that only one person from each state set up appointments so that overlap does not occur. It is also helpful to know if previous FCCLA chapters from your state met with these Congressional representatives as well, and to mention that in your call.

Please note: if you are planning to go as a group to visit House representatives, make sure that the person who is actually a constituent of a particular member of Congress is prepared to serve as the spokesperson for the delegation.

2. **Call** to schedule an appointment. Find contact information for your member of the House of Representatives by entering your ZIP code on House.gov. Find contact information for your two Senators by entering your state on Senate.gov. Call the Washington, D.C. offices of your member of the House of Representatives and your two Senators, and ask to speak to the scheduler. Let the scheduler know who you are, that you are a constituent from their state, and that you are a member of FCCLA and will be visiting Washington, D.C. as part of a leadership training program and would like to meet with your member of Congress. It is also a good idea to let the scheduler know how much time you will need (15-30 minutes is typical) and the topics\* you would like to discuss.



Please be sure to schedule your appointments to take place between 10:00 a.m. and 5:00 p.m. and have the specific times you will be available. Allow for travel time from building to building – at least 30 minutes between appointments in the same building, and an hour to walk from the House offices to Senate offices and go through security (see link to Capitol Hill Map on next page).

Note: Procedures for scheduling appointments vary slightly from office to office. Some schedulers will ask you to send a written request for the meeting after you speak with them (see attached sample). If this is the case, fax or email a letter including the same information you would have given over the phone: who you are, an email address, what group you are with, where you are from, why you are visiting Washington, D.C., the issues you would like to discuss with your member of Congress, the number of people in your party and the time frame when you are available. The scheduler may also send your request directly to the staff person who handles your issue and ask that you make your appointment with that person. In either of these cases, be sure to follow-up with the scheduler or staff person if you haven't heard back from them within about a week (or less if it is getting close to the meeting time).

3. **Be Flexible.** If the member of Congress is not available (as is often the case), ask to set up an appointment with the staff person (staffer) that handles education. These staff members often will have more time to spend with you and will be able to relay your messages. Note: If you are unable to secure an appointment in advance, persist in calling/faxing/emailing up until the start of Capitol Leadership. You should also plan to stop by the offices of all your representatives, even if you don't have a meeting, to introduce yourself and drop off an informational packet about FCCLA in your state. FCCLA National will provide you with those packets.
4. **Let us know.** As soon as you have scheduled your appointments, please complete the Capitol Hill Appointment Schedule Form: <https://www.surveymonkey.com/r/PT26RWX>
5. Forms are **due by Monday, September 24** to allow staff to compile information for emergency purposes.

**Topics and training:** We suggest highlighting your chapter's local and state activities and the important role Family and Consumer Sciences plays in your education and career preparation. Read about your Congressperson or Senator, find out what committees they are on, etc. Make the connection that FCCLA is a career and technical student organization (CTSO), and find out if your Congressperson or Senator is on the House or Senate Career and Technical Education (CTE) Caucus (see links below). In addition, we will provide you with a suggested set of talking points prior to your meetings.

Be sure to attend FCCLA Advocacy Training and Hill Day Role Play sessions at Capitol Leadership. These interactive sessions will leave you well-prepared for your in-person meetings on the Hill.

**Attachments:**

Additional Resources & Sample Congressional Correspondence



## Additional Resources

### **FCCLA Capitol Leadership information**

<http://fcclainc.org/meetings/capitol-leadership.php>

### **Congressional Career and Technical Education (CTE) Caucus Members:**

<http://careerandtechnicaleducationcaucus-langevin.house.gov/members>

### **Senate Career and Technical Education (CTE) Caucus Members:**

<https://www.acteonline.org/caucus/>

### **Capitol Hill Map:**

<https://www.visitthecapitol.gov/plan-visit/us-capitol-map>

### **Capitol Etiquette:**

<https://www.visitthecapitol.gov/plan-visit/capitol-etiquette>

### **List of prohibited items:**

<https://www.visitthecapitol.gov/plan-visit/prohibited-items>

### **Senate tips for planning your visit:**

<http://www.senate.gov/visiting/plantrip.htm>

### **Visit the Capitol videos and links:**

<https://www.visitthecapitol.gov/>

### **Watching Congress in Session:**

<https://www.visitthecapitol.gov/plan-visit/watching-congress-session>

### **House of Representatives student info:**

<http://www.house.gov/content/educate/>

### **House of Representatives resources for visitors:**

<http://www.house.gov/content/visitors/>



**SAMPLE CONGRESSIONAL CORRESPONDENCE**

Insert Your Name, Address, phone/fax/email and FCCLA logo

*The addresses below should be used in email messages or faxes. Mail sent via U.S. Postal service is delayed due to security screening and is not recommended.*

To Your Senator:

The Honorable <Full Name>>  
<<Room #>> <<Name>> Senate Office Building  
United States Senate  
Washington, DC 20510

To Your Representative:

The Honorable <Full Name>>  
<<Room #>> <<Name>> House Office Building  
United States House of Representatives  
Washington, DC 20515

<<Date>>

Dear Senator **OR** Dear Representative <<Last Name>>:

I am contacting you as a constituent from <<City/State>> and as a member of the <<State>> chapter of Family, Career and Community Leaders of America (FCCLA). I would like to request a brief (15-30 minute) meeting on Tuesday, October 9, 2018, anytime between 10:00am and 5:00 pm. I will be joined by <<insert number>> additional <<State>> constituents and FCCLA members.

FCCLA promotes personal growth and leadership development through Family and Consumer Sciences (FACS) education. FCCLA programs help thousands of students across the country and in <<State>> like me with career preparation and workforce development skills.

The purpose of this meeting will be to discuss:

1. FCCLA activities in <<State>>, as well as at those at the national level, and opportunities for FCCLA members to perform youth service activities in <<State>>.
2. The importance of Family and Consumer Sciences education and career and technical student organizations to our community and to our country.

Additionally, if possible I would like to request <<insert number of people in your delegation>> tickets to tour <<insert your preferred request such as The White House, The U.S. Capitol etc.>> and visit <<insert your preferred request such as the House or Senate gallery, etc.>>. We are available for these activities on <<insert date/time options depending on your travel schedule>>.

Thank you in advance for your consideration of this request. I will follow-up with your office and can also be reached directly at <<insert phone # and email>>.

Sincerely,

<<Name>>

<<FCCLA Title>>

www.fcclainc.org

