

Steps to Find Your Legislator and Send an Invitation  
#Leg2SchLibrary

1. For your state's House of Representative Congressmen/Congresswomen, go to <http://www.house.gov/representatives/>
2. In the upper right hand corner (map of the US), enter your zip code.
3. Click on the name of your representative. You will find several options for communication that will be listed either on their homepage or under their "Contact" tab. Contact options will vary, but you should have the option to email or call.
4. For your state's Senators, go to <https://www.senate.gov/senators/contact/>
5. Choose your state and then click on the web address after the word "Contact."
6. Each website will be different, so you will need to find the "Contact" tab or link. This is usually in the upper right eyebrow links.
  - a. Some will have an email link for scheduling on their home page.
  - b. At the bottom on most of their websites is a listing of the DC and state offices. The state offices are the ones you will want to contact.
  - c. All typically have a form, instead of an email listed, but there is space to include a message.
7. A sample message is below for you to personalize:  
Dear Representative /Senator [insert last name]:

I'm contacting you today to invite you to the [insert name of school] library for a visit during the Congressional break in April. Today's school library program provides a personalized and well-rounded education to our students, allowing them to become critical thinkers, enthusiastic readers, skillful researchers, and ethical users of information. I would welcome the opportunity for you to visit our students and faculty during this critical time in public education. This would also be a wonderful opportunity for our students to meet their [representative/senator] in person. With such a complicated and often confusing political landscape of late, your visit would help these future constituents understand the local connection to our leaders in Washington.

[Insert a little about your school, focusing on any special programs or school library activities as well as the demographics of your students and the community]

[Insert possible dates, time or events the representative could attend. If your schedule is extremely flexible note that here]

I look forward to hearing from you, and our school community hopes to see you soon.

8. Once you've submitted an invitation , please let us know by filling out this quick form: <http://www.emailmeform.com/builder/emf/aasl/legislator>.
9. If you get a response and a visit, let us know ([aasl@ala.org](mailto:aasl@ala.org))! AASL wants to help spread the word of the visit and is here to help if you need any assistance in planning for the visit.