



Template – In-District Congressional Meeting Request

(Updated January 29, 2025)

When lawmakers have to make difficult budget decisions, they want to know which federal programs are making a difference in the lives of their constituents. A one-on-one meeting with your member of Congress or their staff is one of the most valuable ways you can explain the impact your program has in the communities they represent and the important role AmeriCorps funding plays in those results.

A one-on-one meeting will carry more weight than signing a petition, sending a letter, or making a phone call, and there are many advantages to holding your meeting in the district office, not Washington, DC.

- *In DC, meetings are often cancelled or cut short by Capitol Hill business – committee hearings, floor votes, conflicting events. Those same distractions do not exist in the local office, so the lawmaker or their staff usually has more time to meet with you.*
- *You can bring a local service partner, board member, local funder or a service beneficiary to the meeting who can help validate the impact AmeriCorps is having in your community.*

Check out our toolkit, “[Tips for Scheduling an In-District Visit with a Member of Congress](#).” This is a step-by-step guide for requesting and leading a successful in-district meeting. Your first step will be to call the legislator’s office and ask for the name and email address of the staff member responsible for scheduling in-state meetings.

*If you have any questions or need help at any stage in this process, contact Sarah Aldridge (sarah.aldridge@cityyear.org), our Congressional Affairs Director. **And don’t forget to email Sarah when your meeting is scheduled!***

This template email should be customized and sent to the congressional scheduler or district director.

Dear [SCHEDULER/DISTRICT DIRECTOR NAME],

I am writing on behalf of [ORGANIZATION NAME] located in [OFFICIAL’S DISTRICT/STATE] to request a meeting with the appropriate person in your office to discuss federal funding for AmeriCorps. We know Congress is in the midst of a challenging debate regarding the federal budget and what the country should invest in, and we would like to share how AmeriCorps is a valuable resource that is helping several local nonprofits address the needs of this community. We are hoping to meet on [PROVIDE TIME FRAME OR SPECIFIC DATE OPTIONS].

Our group will include:

- Name, Title, Organization, City
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[Personalize here in 2-3 sentences, including the following information:

- Briefly introduce your organization, with a link to any public-facing website.
- Explain how AmeriCorps funding and AmeriCorps members help your organization deliver tangible impact in the state or congressional district.

AmeriCorps is one of the best investments the federal government can make. AmeriCorps grants and service members provide our community organizations with the people power that we need to solve local challenges and unlike most federal grant programs, AmeriCorps grants are matched by funds from private, philanthropic, and local sources. Economists have found that this efficient public-private partnership yields more than \$17 in benefits for every \$1 invested by Congress.

[YOUR ORGANIZATION] is just one of many local nonprofits that is harnessing the power of AmeriCorps members to help address some of our region's most pressing social and economic challenges. Across [STATE], there are [##] AmeriCorps members and AmeriCorps Seniors working hand in hand with local partners to respond to natural disasters, tutor students, combat hunger and homelessness, fight the opioid epidemic, help seniors live independently, support veterans and military families, and much more. Our community and your constituents rely on AmeriCorps service members for resources in this community every day.

I look forward to meeting with your office to share more about our work and the critical role AmeriCorps plays in our ability to serve your constituents. I will contact you again in a few weeks to follow up on this request, or you can reach me directly at [PHONE NUMBER AND EMAIL]. Thank you for your consideration.

Best,

[NAME]

[TITLE, ORGANIZATION]

[PHONE NUMBER]