



Template – Email to Request and Schedule a Service Site Visit

(Updated January 29, 2025)

A visit to an AmeriCorps service project is the best way to showcase the critical services your program provides and the real-life benefits of fully funding AmeriCorps.

To get started, call the lawmaker’s office and ask for the scheduler’s name and preferred method for receiving invitations to events in the state or district. Ideally you will be given an email address for the scheduler, as physical mail goes through special security screening and can be delayed 2+ weeks.

For additional support, check out our toolkit, [“Tips for Hosting a Service Site Visit with a Member of Congress”](#). This is a step-by-step guide for requesting and leading a successful service site visit.

*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.

Dear [SCHEDULER/STAFFER NAME],

I am writing on behalf of [ORGANIZATION NAME] located in [OFFICIAL’S DISTRICT/STATE], to see if [MEMBER OF CONGRESS NAME] may be available to visit [specify the program along with a meeting location, time frame and/or specific dates.]

- *Example: “City Year, a nonprofit service organization operating in Columbia, invites Senator Tim Scott to visit our program during the August congressional recess (August 2 – September 1) to witness firsthand how our AmeriCorps members are helping students connect with their school community and engage in their learning. We would be honored to host Senator Scott at Heyward Gibbes Middle School in Columbia, SC.”*

[Insert a description of your program. In 2-3 sentences, provide a brief overview of your program and explain how AmeriCorps funding and AmeriCorps members help your organization deliver tangible impact in the state or congressional district.]

- *Example: “Across the country, City Year partners with 300 schools and 51 school districts to create positive learning environments that benefit the entire school community. Schools that partner with City Year are up to two to three times more likely to improve in English and math assessments. And the more time students spend with City Year AmeriCorps members, the more likely they are to improve on social, emotional, and academic skills and on attendance, with the students who are furthest behind benefiting the most. Through a visit to Gibbes Middle School, you will have the opportunity to witness the impact that City Year AmeriCorps members are having in the Richland County Schools and how resources from AmeriCorps are helping to*

support this work. You will be able to experience the idealistic culture that City Year brings to the school environment, hear about our effective partnership with the school and district leaders, and speak directly with City Year AmeriCorps members about the value of service in their lives and in the lives of their students.”

AmeriCorps grants and service members provide community organizations with the resources we need to solve local challenges. Unlike most federal grant programs, AmeriCorps grants are matched by funds from private, philanthropic, and local sources, and every \$1 Congress invests in AmeriCorps returns more than \$17 in benefits to communities. AmeriCorps is one of the best investments the federal government can make, and we would welcome the opportunity to show you the impact of this vital program to [district/location name].

The date of this visit is flexible, and we are open to discussing the timing and logistics to accommodate [MEMBER OF CONGRESS NAME]’s schedule. I will contact you again in a few weeks to follow up on this invitation, or you can reach me directly at [PHONE NUMBER AND EMAIL]. Thank you for your consideration.

Best,

[NAME]

[TITLE, ORGANIZATION]

[PHONE NUMBER]

[LINK TO YOUR ORGANIZATION’S WEBSITE]