



## Template – In-District Congressional Meeting Request

(Updated February 6, 2025)

*When lawmakers have to make difficult budget decisions, they want to know which federal programs make 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 - more so than signing a petition, sending a letter, or making a phone call.*

*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, or 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 has in your community.*

*Check out our toolkit, “[Best Practices for Requesting an In-District Meeting with a Member of Congress](#).” This is a step-by-step guide for requesting and leading a successful in-district meeting.*

*If you have any questions or need help at any stage in this process, contact Sarah Aldridge ([sarah.aldridge@cityyear.org](mailto:sarah.aldridge@cityyear.org)), Voices Congressional Affairs Director. **Please email Sarah when your meeting is scheduled!***

### **TEMPLATE EMAIL**

*The first step to setting up a meeting is 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 are having trouble contacting them, reach out to the Voices team and we can send you the schedule information. 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 [NAME OF SENATOR/REPRESENTATIVE] to discuss federal funding for AmeriCorps. AmeriCorps is a valuable resource that is helping local nonprofits address the needs of this community and we would like to share why it is critical, even in these difficult budgetary times. We hope to meet on [PROVIDE TIME FRAME OR SPECIFIC DATE OPTIONS] but are happy to work with you to accommodate [NAME OF SENATOR/REPRESENTATIVE]’s schedule.

Our group will include:

- [Name, Title, Organization, City]
- [Name, Title, Organization, City]
- [Name, Title, Organization, City]

[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 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 every day.

I look forward to meeting with [NAME OF LEGISLATOR] to share more about our work and the critical role AmeriCorps plays in our ability to serve your constituents; if they are unable to meet with us, we would like to meet with the District or State Director. 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]