**CCURI Guide for Meeting with Your Legislator**

Students attending the CCURI National Poster Session are asked to visit the offices of their Senators and Congressional Representatives on Thursday May 2nd during the designated time of 10:30am-2:30pm. Note: you may wish to contact the Representative from both the district where the community college is located as well as your home district (if different).

 **Use the letter below as a template for requesting meetings with your Senator and Representative. The meetings should be scheduled on Thursday May 2nd between 10:30am-2:30pm.**

*Scheduling the meeting*

* Using the template below, send an email to the office of your Senators and Representatives. Read through the template and make sure to fill in the areas that are specific to you!
* Send the letter as the body of the email. DO NOT send it as an attachment and do not include any pictures or other attachments with your request.
* Send the request to both the local office and the DC office of your Senators and Representatives.
* If you do not receive an email back from the scheduler within a few days, follow up with a phone call. Ask to be connected with the scheduler (see phone call template below).
* When scheduling multiple meetings, plan on 15-20 minutes for each meeting and allow 30-45 minutes between meetings. The House and Senate buildings are a 15 minute walk from each other and you will have to pass through security screenings which can take up to 30 minutes.
* If you are unable to get a meeting with the office of your Senator or Representative, plan to stop by their office with an invitation to the event and a copy of your poster. If a staffer is available, they may be able to meet with you briefly; otherwise, you can leave the information with the reception desk.
* If there are multiple students attending from your school, work together to avoid duplicated meeting requests. Your faculty mentor can help facilitate this.
* Send the meeting request as soon as possible as schedules of Senators and Representatives fill quickly.

*Tips for during the meeting*

* Arrive on time and be flexible by allowing yourself enough time between visits.
* Dress appropriately for the meeting and act in a professional manner.
* Do not be surprised if you meet with a staffer instead of your congressional member.
* Practice your talking points before you arrive, you will only have a short time to communicate the importance of undergraduate research experiences at community colleges.
* Bring a camera and take pictures from your visit. Send the photos to your Senator or Representative when you return to campus. Remember to ask permission to use the photo if you plan to publish it (e.g. School website, newsletter etc.).
* Bring an 8 ½ x 11 print out of your poster, any publications of your research and the invitation to the poster session (provided by CCURI at registration).

[Date]

Honorable [First Name] [Last Name]

U.S. Senate

[D.C. Office Location]

Washington, DC 20515

**OR**

Honorable [First Name] [Last Name]

 U.S. House of Representatives

[D.C. Office Location]

Washington, DC 20510

Dear Senator [Last Name] or Representative [Last Name]:

I have been selected to present at a national event for community college students sponsored by the Community College Undergraduate Research Initiative (CCURI) and the Council on Undergraduate Research (CUR) in Washington, DC May 2, 2019. I have been chosen by my faculty advisor to represent [name of school] and I am honored to be participating in this event which will feature my research and other exemplary work from undergraduate students from community colleges across the country. **My poster will be displayed in room 902 of the Hart Senate Office Building on Thursday May 2nd from 3:30 p.m. to 4:45p.m.**

As an undergraduate at [College Name], I invite you or a member of your staff to attend the poster session and reception on Thursday May 2nd from 3:30 p.m. to 4:45p.m. My fellow student researcher [other student name] and faculty mentor, [Dr. xxx], will also be present.

[I /We] would also like to meet with you in your office. I would like to personally share my work and explain how important it is to me, my school and the greater good. [I /We] are available to meet on Thursday May 2, 2019 between 10:30 a.m. and 2:30 p.m.

CCURI is funded by a grant from the National Science Foundation and is focused on the development and implementation of sustainable undergraduate research experiences at community colleges across the United States, including [Insert college name]. With CCURI’s support more than 5,000 community college students annually participated in STEM research experiences. Like CCURI, [Insert Your College Name] believes that the best way to learn science is by actually doing it and my research experience has provided me with exactly this experience.

I look forward to seeing you in Washington, DC and sharing my excitement for my work and undergraduate research. You may contact me directly at [Insert Your Phone Number] or [Insert Your Email Address]. Thank you for considering this request and I look forward to hearing from you.

Sincerely,

[Your Name]

**Follow Up Phone Call Template**

Hello,

My name is [name] and I am calling to request a meeting with Senator [last name] or Representative [last name] on May 2, 2019 at [time]. I will be in Washington DC presenting scientific undergraduate research that I have completed at [college name] at the Community College Undergraduate Research Initiative National Poster Session.

\*\*After setting up a meeting time, invite your Senator or Representative to the poster session\*\*

I would also like to invite Senator [last name] or Representative [last name] or a member of their staff to the poster session and reception being held from 3:30-4:45pm on May 2, 2019 in the Hart Senate Office Building room 902. I will be presenting my poster during this time and my faculty advisor will also be present.

\*\*Thank the staffer for their time and leave your contact information if they need to follow up with you regarding any of the discussion.\*\*