



6 Steps to Your DIY Capitol Hill Visit

Why not make the most of your **National Schools to Watch Conference** experience by meeting with your elected officials on Capitol Hill? Members of the United States House of Representatives and United States Senate enjoy being visited by their constituents, and a Hill visit is often a conference highlight for Schools to Watch teams. Here are some helpful steps:

Step 1: Find Your Representatives

[Find your U.S. House of Representatives member](#) using the zip code search at the top right corner. For your [U.S. Senator, search by state](#). Meet with one or both!

Step 2: Contact Your Representatives

Once you access a member page, email and call their DC office to set up an appointment to visit. When you call the office, ask for the Scheduler.

Script for calls and emails

“Hello, I am calling from _____ Middle School and we will be in Washington DC _____ as part of the National Schools to Watch Conference. While in town, we want to visit with our Representative/Senator and tell them about being recognized as a National School to Watch and how they can support this national movement to focus on student-centered, continuous improvement for schools.”

Reminders as you book your visit

1. June typically is a recess time for Congress. Also, most members will not meet on Friday as they are returning home. Try to contact the offices by May and schedule your visit for Thursday.
2. It’s good to meet with a staff member if your Representative or Senator is unavailable, as staff typically brief their Representative/Senator on these meetings.
3. Invite your entire team that you will bring to DC to the visit. They will all enjoy it, it will be a bonding experience, and it will make a strong impact.
4. Be sure to ask for the email/contact information of the person you scheduled the visit with so you can follow up and confirm your appointment later.

Step 3: Confirm Your Visit

About three weeks before your visit, confirm the visit with the scheduler/office member who set up your appointment. Feel free to ask if you will be visiting with the Representative/Senator or with staff.

Step 4: Prepare Your Leave-Behind Packet

The National Forum will provide you with Schools to Watch information to share. You can also add school information PLUS an invitation to visit your school to see the great things you're doing!

Step 5: Get There

Take the Metro (exit Capitol South on the Blue Line) or a rideshare from the conference hotel to nearby Capitol Hill and back.

Step 6: Enjoy Yourselves!

Have fun, take selfies with your Representative/Senator/staffers and with your team. If you're on Twitter, post pictures with the hashtag **#SchoolstoWatch** and tag **@MiddleGradesForum** plus your district.

Need Help? [Email](#) or call us at 800-326-1880, ext. 1