

# CONTACTING YOUR REPRESENTATIVE

- 1.If you do not know who your Representative in Congress is, head to [www.house.gov/representatives/find-your-representative](http://www.house.gov/representatives/find-your-representative).
2. You will be directed to put in your address. Once you've entered that, it will tell you who your representative is.
3. There will be a link to their website and an icon that will direct you to email them.
- 4.Once you go on their website you can find out how to email them, or the phone number for their district office closest to you.
- 5.We recommend calling the district office or emailing them via the Contact Us button on their website.

## E M A I L T E M P L A T E S

### Request an in-person presentation via Email:

*Email Subject: Congressional Award Gold Medal Presentation Request*

Hello, my name is \_\_\_\_\_. I am a constituent of Representative \_\_\_\_\_. I am (age) years old and attend (school).

This summer I was recognized at the Congressional Award Gold Medal Ceremony in the 2022 virtual celebration. I earned the Gold Medal, which is the highest honor for youth civilians. To earn the Gold Medal, I completed at least 400 hours of Voluntary Public Service, which means sharing my time and talent for the betterment of the community, 200 hours of Personal Development, which can include developing social and life skills as well as interests, and 200 hours of Physical Fitness. Additionally, I spent at least five days and four nights exploring a new environment or culture. I had been consistently working to achieve this award for over 2 years, the minimum time frame to earn the Gold Medal.

The Congressional Award is United States Congress' only non-profit. It was established to law in 1979, and was created to honor, encourage, and inspire America's youth. In the ensuing years, Congress has recognized thousands of outstanding young Americans who have earned and deserve our admiration and recognition. Through the Congressional Award, Congress urges young people to challenge themselves. Any interested, motivated student, aged 14 through 24 years old, may participate in the Congressional Award. The Congressional Award adapts to meet the needs of every participant as they set goals according to their own interests and level of abilities. The Award is geared toward motivated, interested youth who set their own personally challenging goals and activities.

Due to Covid and the restrictions at the Capitol an in-person ceremony was not able to be scheduled. **I am reaching out to request an in-person meeting with Representative \_\_\_\_\_.** I would love the chance to be honored by the Congresswoman/Congressman and discuss with (him/her/them) the goals I set and the activities I completed and what this experience has taught me.

# EMAIL TEMPLATES

## Request a Zoom presentation or a phone call from your Rep. via Email:

*Email Subject: Congressional Award Gold Medal Presentation Request*

Hello, my name is \_\_\_\_\_. I am a constituent of Representative \_\_\_\_\_. I am (age) years old and attend (school).

This summer I was recognized at the Congressional Award Gold Medal Ceremony in the 2022 virtual celebration. I earned the Gold Medal, which is the highest honor for youth civilians. To earn the Gold Medal, I completed at least 400 hours of Voluntary Public Service, which means sharing my time and talent for the betterment of the community, 200 hours of Personal Development, which can include developing social and life skills as well as interests, and 200 hours of Physical Fitness. Additionally, I spent at least five days and four nights exploring a new environment or culture. I had been consistently working to achieve this award for over 2 years, the minimum time frame to earn the Gold Medal.

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Due to Covid and the restrictions at the Capitol an in-person ceremony was not able to be scheduled. **I am reaching out to request a virtual meeting whether that be over the phone or via Zoom with Representative \_\_\_\_\_.** I would love the chance to be honored by the Congresswoman/Congressman and discuss with (him/her/them) the goals I set and the activities I completed and what this experience has taught me.

## NOTES:

- We encourage you to change up the templates however you would like, especially if you'd like to enter in the exact number of hours or specific goals you achieved.
- Feel free to CC your Congressional Award program manager in the email to assist with follow-up.
- You may have to follow up a few times before receiving a response - each office is different and has different processes for these kinds of requests.