

CONTACTING YOUR REPRESENTATIVE

- 1.If you do not know who your Representative in Congress is, head to 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.

PHONE CALL TEMPLATES

Request an IN-PERSON presentation via Phone:

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

I earned the Congressional Award Gold Medal and was just honored via a virtual ceremony with my fellow earners on August 5. 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.

Request a VIRTUAL presentation via Phone:

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

I earned the Congressional Award Gold Medal and was just honored via a virtual ceremony with my fellow earners on August 5. 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 discuss the exact number of hours or specific goals you achieved.
- 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.