

# How to Make Appointments with Legislators

Meeting with the legislators that represent your school district is important, even though the Capitol buildings are closed to the public and the House and Senate are mainly working remotely. Make virtual appointments with legislators as far in advance as possible. A sample email can be found below. Remember to copy the legislator's legislative assistant as part of your meeting request.

Use the [School District x Legislative District 2022 spreadsheet](#) to get the names and contact information of the Representatives and Senators, and their legislative assistants, for you and your school district. Members may consult with their local PTA, council, or region advocacy chair for assistance in making legislator appointments, which may begin as early as 8:00 am.

What do you say during an appointment with a legislator? WSPTA encourages you to visit our [advocacy webpage](#), where you will find our 2020-2022 [WSPTA legislative priorities](#), as well as a detailed one-page handout and issue education video for each legislative priority in the drop-down lists under "Top 5 Legislative Priorities for 2020-2022." These one-page handouts are great sources of information and can be given to legislators as well. In addition, the [issue education videos](#) can be used as a start to your meeting or to send in advance to legislators. Finally, we will be providing you with talking points as Focus on Advocacy Day gets closer. Look for those in a January edition of the Focus On Advocacy newsletter.

**Tip:** tell legislators **why** WSPTA priorities are important to **you** and **ask for their support!**

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## SAMPLE EMAIL (Send to the Legislator and to the Legislative Assistant)

Subject line: Meeting request, 1/17, PTA constituent, WSPTA Priorities

Dear Senator/Representative X,

I am a constituent of the ## legislative district and am requesting a virtual meeting on Monday, January 17, to share Washington State PTA's 2022 legislative priorities and request action on these issues this session.

Martin Luther King Jr Day is the WSPTA's annual Focus on Advocacy Day, and since we can't be in Olympia in person this session, we'd appreciate the opportunity to connect virtually. Joining me will be other constituents. I will be your "day of" contact.

Please let me know if we can schedule a meeting on the 17th or another day during that week. Thank you for your consideration of this request.

Sincerely,

Your Name

X PTA, X School District