

Meeting with the legislators that represent your school district is important. Make appointments with legislators, whether virtual or in-person, as far in advance as possible. A customizable 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 2023 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.

Please note that most legislators will meet with up to 4 visitors in their office. If you will have more than 4 visitors total, please let them know so they can try to reserve a conference room.

Also, new check-in procedures are required in all capitol buildings, so please allow for additional time to check in with security personnel in each building and for them to escort your group back to the legislator’s office. Plan for at least 15 minutes between each meeting, and more if you will be traveling between different buildings.

CUSTOMIZABLE EMAIL (Send to the Legislator and to the Legislative Assistant)

Subject line: Meeting request, **Date**, constituent, WSPTA Priorities

Dear Senator/Representative **Name**,

I am a constituent of the **XX** legislative district and am requesting a **virtual/in-person** meeting on **Day**, **Date**, to share Washington State PTA’s 2023 legislative priorities and request action on these issues this session.

February 20, 2023, President’s Day, is WSPTA’s annual Focus on Advocacy Day. Joining me will be other constituents. I will be your “day of” contact. At this time, **X** in-person visitors from the legislative district may join us. Please share any office limits or requests (e.g., face masks) we should be aware of.

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

Sincerely,

Name

X PTA, X School District

What do you say during an appointment with a legislator? Visit the WSPTA [advocacy webpage](#) where you will find WSPTA’s 2023 legislative priorities, as well as one-page handouts for each issue. These are great sources of information and can also be given to legislators. Talking points for each Top 5 issue and tips for successful meetings with legislators can be found on our [Focus on Advocacy webpage](#).

Tip 1: Pick 1 or 2 of the priorities to focus on because meetings during legislative session are typically limited to 15 minutes each.

Tip 2: Tell legislators **why** WSPTA priorities are important to **you** and **ask for their support!**