



Requesting a Virtual Meeting with Your Members of Congress

The August recess period is a time for Members of Congress to meet with community leaders and spend time in their districts or states to understand the issues that are important to their constituents. When they are in their home areas, lawmakers are generally excited to meet with community members, leaders and the people working to serve the constituents in their district or state. Due to COVID safety protocols, Members of Congress may not be conducting in-person meetings or events this year. They may, however, be open to meeting virtually. Below are some helpful tips and template language to facilitate requesting a virtual meeting with your Members of Congress.

Who to Email

When requesting a meeting with a Congressperson, the best person to reach out to is their district director. This person works full-time in their main district office and facilitates constituent services for the Member of Congress. To find the district director's name and email, search for your Congressperson's website. There is usually an "About" or "Contact" page that contains information about the district director. Alternatively, there may be a form through which you can request a meeting. Make sure to indicate that you want an in-district meeting if you use the form.

Key Times to Request a Virtual Meeting

The House of Representatives is projected to be on their August recess from July 30 to September 13. The Senate is projected to be on recess from August 7 to September 6. Please note that these dates may shift depending on legislative activity on Capitol Hill.

Email for District Director

If you email the district director, be sure to clearly state the purpose of the meeting and participant(s)'s connection to the district. See below for a template meeting request blurb.

Hello [Scheduler or District Director Name],

We are requesting a virtual meeting with [Member of Congress Name] and [Participant] from [Organization Name] for a time on [Date]. [One sentence about the participant and their connection to the member's district.] As a [business owner, community member, program sponsor etc.], [Participant] understands the critical importance of food and nutrition, especially for children.

We look forward to the opportunity to share how temporary new policies are helping to feed more children and how Congress has the opportunity right now to make permanent updates and changes to how we feed kids in our nation.

We appreciate your consideration of our request. Please do not hesitate to contact me should you have any questions.

Thank you,
[Your name]