



Hosting a Legislator for a Site Visit

Planning the Visit

- Meet with school officials, school board, and teachers to brainstorm what you would like to accomplish during the visit
- Who will attend the event? Legislators like to meet the people on the ground responsible for enacting the policies
- Research the legislator. What committees do they serve on? What are their positions on education issues and programs you will show them?
- Decide what buildings, classrooms, and staff that should be highlighted and why these programs are important to students
- Create a draft agenda for the visit (include contingency plans for bad weather, transportation breakdowns, etc.)

Scheduling the Visit

- Arrange the visit when school is in session and when the legislator is available (during the interim or Friday's during the legislative session)
- Contact the legislator or their clerk to schedule the visit (try to give as much notice as possible)
- Explain why you think the visit would be beneficial for the legislator
- Give an overview of what the visit will entail
- Coordinate dates with school officials, teachers and others that will need to be present

Alerting the Media

- Invite the local newspaper, TV station, or radio station to the event
- Send out a press release to all local news outlets alerting them of the visit
- If media is not going to be present, be sure to take pictures and include a summary of the visit in order to send it to the local news outlets

Hosting the Event

- Prepare teachers, staff, and students that there will be a visit
- Teachers can prepare a specific lesson plan in order to highlight specific programs
- Students should interact with the legislator. Have them show the legislator how they complete tasks and how the program has elevated their learning
- After the visit make sure to provide the legislator with local statistics of the effectiveness of that program and make a specific request to the legislator (continue program, expand program, etc.)

- Present the legislator with something to commemorate the visit. These are always good photo opportunities

After the Visit

- Send a media release to local news stations
- If students are in pictures or video, make sure to get a signed release form from the parents or guardian
- Send a thank you letter to the legislator and include any pictures or local news stories