

INVITATION to ELECTED OFFICIALS

Many of you have asked the National Teach-In to invite your US Senators and Representatives to make a video statement in support of your event, or to invite them to your Teach-In event for you. Here is how to get state and local elected officials to campus. Questions? Call your state organizer.

1. **LETTER**. Write two invitation letters, one to your State Senator and one to your State Representative. We've enclosed a draft you can start with. Personalize it based on the plans you are making for your Teach-In. Specific details will paint a picture that an elected leader shouldn't miss!

You can find your representatives [HERE](#): (courtesy of the US government)

2. **SIGNATURE**. Ideally, the letter would come from your institution's President and also be signed by your National Teach-In organizing committee. If that's not possible your NTI organizing committee, including a faculty member and a student representative, should co-sign the letter.
3. **LETTERHEAD**. The letter should be on university/college/organization's stationary.
4. **SNAIL MAIL**. Send to the address listed on the sample letter. Have as many individuals as possible send in *hand-written* personal invitations.
5. **FAX OR EMAIL**. Also fax a scanned copy, and send it in an email. Then, have as many individuals as possible send a fax of a *hand-written* personal invitation, and email another.
6. **COPY**. Send a copy to your state organizer at nationalteachin.org. Once we have a copy, we can help with follow-up.
7. **DON'T BE DISCOURAGED**. It's unlikely one of your state legislators will accept the invitation right away. Also, other schools in your state will be sending invitations. Many offices keep their schedules very fluid and may not commit until a couple of weeks before the event. By sending it now, you are getting it on the scheduler's radar screen. Complimenting the official invite with as many hand-written letters as possible will give it that much more weight. We want to *flood their offices* with invites so that they cannot ignore this event.

8. **FOLLOW-UP.** About a week after sending the invitation, follow-up with phone calls to the office. Ask for the scheduler and then verify receipt of the invitation. Mention any new developments you have. Call again a few weeks later. Be polite. The more individual calls the better – these politicians need to know this is an issue their constituency cares about.

9. **GET CREATIVE.** In addition to the official letter, your National Teach-In committee should generate some additional, personal invitations. Each of you could write your own messages about why the elected leaders shouldn't miss it. You could also stage an event like the [Green Torch Relay](#) or some other friendly way to draw media attention to the event and your invitation.