



SHOW & TELL WITH LEGISLATORS

INFORM, ENGAGE, EDUCATE

**A collaborative effort of RSAI and SAI to engage all 150 Iowa legislators
to visit a public school each year.**





SHOW & TELL WITH LEGISLATOR SAMPLES

SAMPLE INITIAL EMAIL INVITATION

Dear Senator/Representative Last Name:

On behalf of ___ Community School District, I would like to invite you to visit our district to learn more about our district and to share your priorities for education in Iowa. As you may already know, we serve ___ students and [something else you wish to highlight or are proud of]. We are so proud of our school district and would love for you to see our students and staff first hand.

Thank you for your consideration of our invitation. We would welcome the appropriate person in your office to reach out to us for scheduling a date/time for a visit soon. I can be reached at [###-###-#### or email]. We look forward to hearing from you soon.

Sincerely,

SAMPLE AGENDA

Schedule for Senator/Representative Last Name

Date Time to Time

Location of Meeting, __ CSD, Address, CSZ

- 9:00am Senator/Representatives arrives at __ entrance
__ will greet Senator/Representative
- 9:05am Welcome by Superintendent, brief introduction of staff/students/attendees
- 9:20am Senator will tour/visit new elementary building and speak to __ about the PK and/or Elementary program
- 9:50am Senator will meet with high school districts to discuss their __ program
- 10:20am Senator and staff will meet in the board room to discuss district achievements and challenges and Senator's education priorities.
- 10:45am Tour ends and Senator exits through the main entrance

SAMPLE FORMAL THANK YOU LETTER

The Honorable Last Name

Street Address

City, State, Zip

Dear Senator/Representative Last Name:

On behalf of the students and staff at the __ Community School District, I would like to thank you for taking your time to visit our district on [date]. Our staff and students were thrilled to host you, and we hope you will visit us again soon.

We hope you enjoyed the visit, the tour of the district, and interacting with our [program]. We are grateful that you would take time to learn more about the importance of our district to our students, parents and community.

Thank you again for taking your time to visit. We look forward to hosting you again soon.

Sincerely,