



Go to: <https://www.legis.iowa.gov/legislators/find> to obtain contact information for your respective legislators.

Schedule of Correspondence:

- Two Weeks Prior: Email Message from FFA Member
- One Week Prior: Resend Email Message as a Reminder
- Thursday Prior: Confirm Appointment via Email
- Within One Week Prior: Conduct Phone Call if Needed
- **Entire schedule of correspondence listed above may not be necessary if appointment is scheduled right away. A follow up reminder just prior is probably still helpful.**

Sample Email (Sent by FFA member attending or Chapter President):

EMAIL SUBJECT: FFA—I'm Coming To Visit

Dear Senator/Representative _____,

_____ members of the _____ FFA Chapter from _____ will be attending the 37th Iowa FFA Legislative Symposium on Tuesday, February 1, 2022. The FFA Legislative Symposium is a time for FFA members from across Iowa can visit the State Capitol to visit with their legislators, learn about the state government, and discuss issues affecting education and agriculture.

The FFA is a dynamic youth organization with over 17,000 members in 252 Iowa high schools. Members are all students in Agricultural Education classes. The FFA develops a student's potential for premier leadership, personal growth, and career success through Agricultural Education.

We would like to set up a meeting time with you on February 1st. We will be at the Capitol between 11:00 AM and 1:00 PM. Please let us know if you would be available to meet in that time frame.

Thank you so much for your time and for your service to the State of Iowa. Please feel free to email us back at _____ or call Mr./Ms. _____, our Ag Education Instructor, at _____.

Sincerely,

_____ FFA Chapter