

Spark Civics Presents



# Representative Outreach Guide

A student guide to connecting with elected officials

## The Five Spark Steps

★Spark 1: Identify Your Representative

★Spark 2: Locate Official Contact Information

★Spark 3: Draft Your Outreach Email

★Spark 4: Follow Up With Focus

★Spark 5: Prepare For The Meeting

## Spark 1: Identify Your Representative

Power your outreach with the Spark Civics website or app. Use the resources/learning feature to enter your address and discover your federal representative. This is your first step toward connecting directly and making your voice heard.

## Spark 2: Locate Official Contact

### Information

After identifying your federal representative, it's time to find the right contact details. Search online for your representative's official website to get their email address, and don't forget to also locate the email address of their Legislative Assistant (LA). Having both addresses ensures your outreach reaches the right people directly.

## Spark 3: Draft Your Outreach Email

Now that you have your representative and Legislative Assistant's email addresses, it's time to write your message. Keep it clear, polite, and focused.

### **Key Elements to Include:**

- **Introduction:** State your name, grade, and school.
- **Purpose:** Explain why you're reaching out (e.g., share your perspective, ask a question, request a meeting).
- **Connection:** Mention why you're interested in their work or a specific issue.

- **Request / Next Steps:** Clearly ask what you hope to do (meeting, guidance, feedback).
- **Availability / Closing:** Offer times to meet if applicable and thank them for their time.

### **Tips:**

- Be formal, respectful, and make sure your grammar is correct.
- Include both the representative and their Legislative Assistant in the recipients.
- Personalize your email and show that you've thought about why you're reaching out.

### **Spark Civics Template:**

**Subject: [Your Name] – Request to Connect**

**Dear [Representative's Name],**

**My name is [Your Name], and I am a [grade] student at [School Name]. I am reaching out because [briefly explain why you're contacting them].**

**I admire your work on [specific issue or initiative] and would love the opportunity to [state your request, e.g., meet, share ideas, ask a question].**

**I'm available [list your availability] and can meet virtually or in person if that works for you.**

**Thank you for your time and consideration. I look forward to hearing from you.**

Best regards,  
[Your Name]  
[Your Contact Information]

## Spark 4: Follow Up With Focus

Following up is just as important as sending your first email. Consistency and persistence show that you care about your issue and are serious about connecting. A thoughtful follow-up can increase your chances of getting a response and demonstrates your passion.

### **Tips for Following Up:**

- Wait about one to two weeks after your first email before following up.
- Be polite, concise, and reference your previous email.
- Reiterate your interest in connecting and any next steps you're hoping for.
- Keep track of your outreach so you can stay organized and consistent.

### **Spark Civics Template:**

Subject: Following Up – [Your Name]

Dear [Representative's Name],

I hope this message finds you well. I wanted to follow up on my previous email sent on [MM/DD/YYYY] regarding [briefly mention topic]. I am very interested in connecting and would greatly appreciate the opportunity to [state your request].

Thank you again for your time and consideration. I look forward to your response.

Best regards,

[Your Name]

[Your Contact Information]

## Spark 5: Prepare For The Meeting

Preparation is key to making your meeting effective and memorable. Take the time to plan what you'll say, practice your talking points, and think about any materials you might want to share, like a short presentation or visual aids.

### **Tips for Preparing:**

- **Plan Your Introduction:** Start by clearly stating your name, grade, school, and why you're reaching out.
- **Outline Key Points:** Decide on 2–3 main topics you want to discuss. Keep it concise and focused.
- **Prepare Questions:** Think of questions you can ask to engage your representative and learn from them.
- **Practice Your Delivery:** Rehearse your talking starter and key points out loud. This will help you feel confident and natural.
- **Optional Materials:** If helpful, create a brief presentation, handout, or visual to clearly communicate your ideas.



**Great work! By following these steps, you are ready to connect with your federal representative and make your voice heard. Stay persistent, be clear, and show your spark. Every message and meeting counts. Keep engaging, track your progress, and watch your efforts make a difference.**