

Help Turn Your Member of Congress into a TRIO Champion!

Follow these simple steps to plan a successful on-site visit and allow your Member of Congress to see TRIO programs and students in action!

PLANNING THE VISIT

- **Talk to your institution’s Government Relations/Public Affairs Office about inviting your Member of Congress to Campus.** Be sure to involve your institutional officers to ensure campus buy-in and support of your idea. They may want to assist in the planning to ensure a successful visit by your Member of Congress.
- **Find out when your Member of Congress is available to visit.** Be flexible. Members of Congress’ schedules fill up quickly while at home. Plan your event based on the legislator’s availability. Contact your legislator’s scheduler to find out precisely when your Member of Congress might be available to visit.
- **Send an official invitation to your Member of Congress.** E-mail a letter inviting your Member of Congress to visit. The contact information for your Member of Congress including contact information for the scheduler, press secretary, and links to social media platforms can be found [here](#). COE can also assist you in following up with the legislator’s Washington, D.C. office.
- **Follow up, follow up, follow up!** If you haven’t heard back in a week be sure to follow up on your request to finalize a time and date for the big day!

DURING THE VISIT

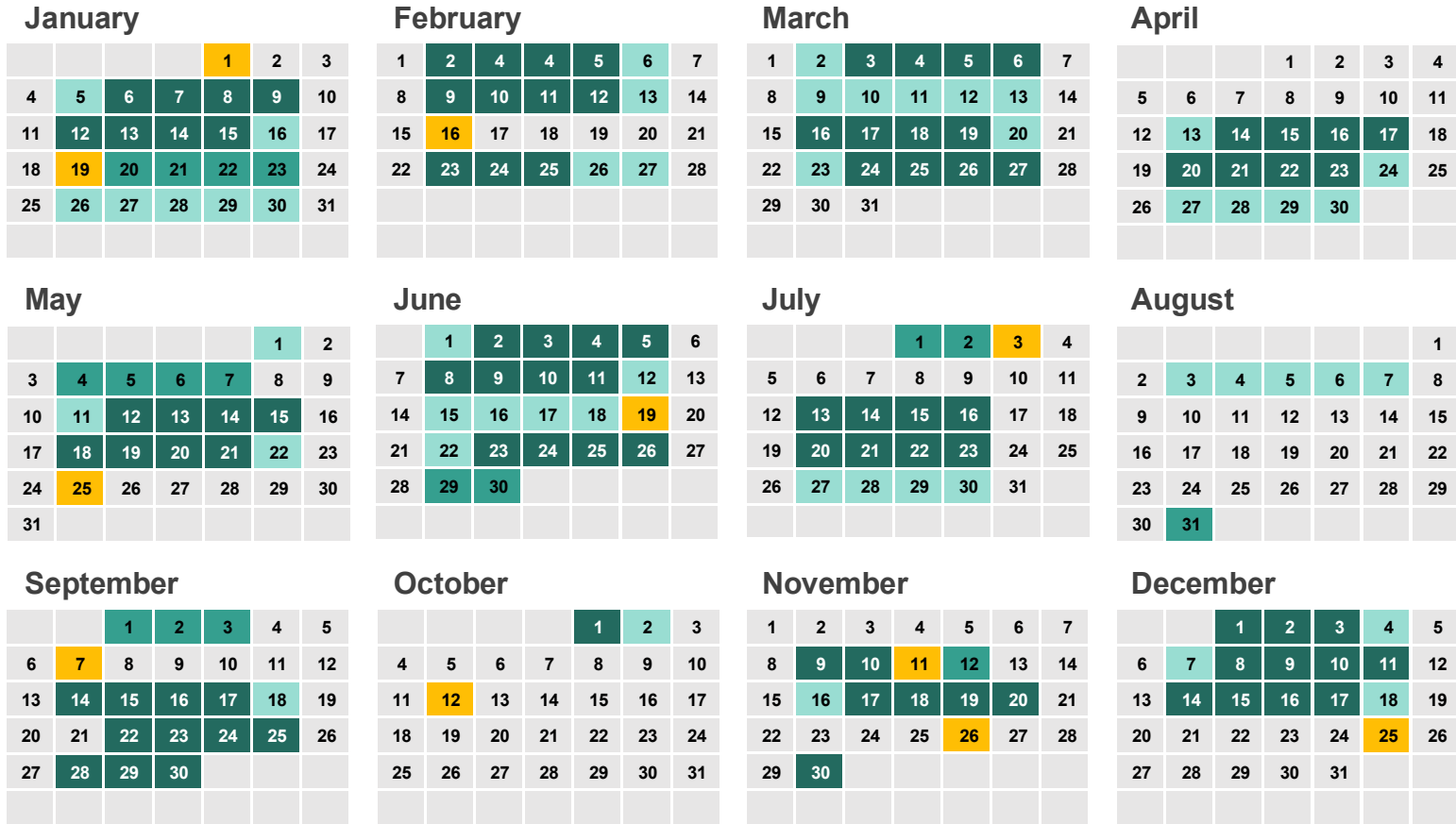
- **TRIO, TRIO, Everywhere TRIO!** Be sure to outfit all of the students in TRIO hats, pins, stickers, etc. You may even want to present the Member of Congress with his/her own “TRIO Works” button!
- **Make the Member of Congress feel welcome.** Have students greet your legislator when he or she arrives on campus and to escort him/her to the day’s event site. If staff members accompany the Member, be certain to treat them with the same respect as the legislators themselves—staff often play a critical role in whether a legislator supports an issue or not!
- **Have an agenda.** Prioritize the legislator’s time. Ideally, the Member of Congress should speak first. The program should also include remarks by any institutional officials and program participants.
- **Showcase students and alumni.** Now is the time to let your students and their stories shine! Hand-pick student and alumni representatives to share testimonials about their experience in TRIO. Be sure to limit each student to two to five minutes. Allow time for the Member of Congress to speak directly *with* the students and alumni.
- **Take photos!** Get photos of the event, especially of the Member with the students. These photos can be shared with the Member, posted on social media, and used in your newsletters.

AFTER THE VISIT

- **Publicize the event.** Share pictures from the event with COE and on social media using the hashtag #TRIOWORKS. Be sure to “tag” your member on social media and thank him/her for visiting.
- **Send a thank you letter.** Be sure to send a follow up letter thanking your Member of Congress for taking the time to visit your program. Include pictures from the event and hand-written notes from students.
- **Share any media coverage with COE.** Let us highlight and celebrate your work! We will be sure to feature your efforts in our Weekly Summary and social media outlets.
- **Keep the relationship going!** After a successful visit, be sure to maintain contact with your Member of Congress and his/her staff. Provide the office with periodic updates on student successes and other events happening at your program. Remember, it’s better to make a friend before you need a friend!

2026 congressional calendar

■ Both chambers in session ■ House only in session ■ Senate only in session ■ Federal holiday



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