

**SAMPLE - District Invite-Email  
PSLA Legislator@Your Library  
Campaign**

[May be sent to the Superintendent and other district office administrators, school board members, PTO/PTA leaders, parent volunteers, and all teachers.]

Dear \_\_\_\_\_,

As part of the Pennsylvania School Librarians Association's initiative to engage our state legislators in learning about school library programs today, I have invited Senator/Representative \_\_\_\_\_ to our school on \_\_\_\_\_. He/She will be in our school library from approx. \_\_\_\_\_am/pm until \_\_\_\_\_am/pm. I'm hoping that you will be able to drop by and greet him/her during this time, if you can fit it into your schedule.

During the visitation, I am planning the following activities:

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I will also arrange for some pictures to be taken with students and staff for our district and local media. Please RSVP to let me know if you can drop by.

Sincerely,

Sally Perry, School Librarian

cc: PSLA Event Planner

[NOTE: If you get a large response, consider having a reception with snacks at the end of the visit, if the legislator has the time. Then everyone will have a chance to talk to the legislator with plenty of time for photos. Be sure to keep a list of those who plan to attend along with their email addresses. If there is a last minute cancellation, you will be able to email everyone of the change.]