As you plan your Exchange Day events, be sure to contact elected officials – e.g. mayor, city council



members, state representatives and senators, Members of Congress - and invite them and their staffs to join the Exchange Day celebrations in your community.

After the conclusion of Exchange Day, send them a brief summary, and maybe even some pictures, from your local Exchange Day events (even if they do not attend). If they do attend, be sure to get photos of officials with exchange program participants and alumni, share photos with their office and with local media, and share on social media pages.

## How do I find and contact my Members of Congress?

- Find your Representative here: http://www.house.gov/representatives/find/
- Find your Senators here: http://www.senate.gov/senators/contact/
- Visit your Members of Congress websites and look for their local office contact information.

## Invite local offices to participate in Exchange Day

- Call district and state offices and ask for email address of appropriate staff person.
- Contact and extend Exchange Day invitation. Follow up a few days prior to confirm attendance.
- During Exchange Day, sponsors and participants should tweet at your Members of Congress and local officials (you can usually find their Twitter handles on their websites), using the hashtags #CelebrateExchangeDay and #EatPlayGive. Include pictures if possible.
- After Exchange Day, send a brief summary of your local Exchange Day events to local offices. Be sure to include links to any local press coverage.

Share the Social Media Campaign with elected officials!