

Reaching out to Members of Congress is not as scary as it seems, we promise!

Here are some step-by-step instructions to identify and contact the correct person in each Member of Congress' office.

Each Member of Congress has a team of staff whose job it is to be policy experts on different topics or "portfolios". In order to have the most impact, it's important to contact the staff member whose portfolio covers your particular issue.

In the case of the geosciences, we're looking for staff members whose portfolio includes **science, energy, or environment**.

Here's how to find out who that is:

1. First, identify which Member of Congress you'd like to contact. You can find your Senators [here](#) and your Representative [here](#). You can also find a list of Senate committees [here](#) and House committees [here](#).
2. Once you've identified which Member of Congress you'd like to contact, it's easiest to call the office—either a district office or the Washington, D.C. office—to figure out which staff member deals with your particular issue.
3. Both the D.C. and district offices' contact numbers are located on the Member of Congress's website. You can also call the Senate switchboard (202-224-3121) or House switchboard (202-225-3121) directly, and they'll connect you.
4. When you call the office:
 - First, introduce yourself and give your credentials. **Be sure to mention if you're from the district.**
 - Second, ask the staff member on the phone for the name of the staff member who handles **science, energy, or environment** issues for the Senator or Representative, depending on which type of office you are calling.
 - Third, write down the name they give you! If you do not know how to spell the name, ask! This is very important.
 - Finally, thank the staffer. Your work here is done.

Once you've figured out the correct contact, you can email him or her to either explain the importance of geoscience or to set up an in person meeting.

There are standard email addresses for staff members in Senate offices and House offices.

If you are emailing John Smith from Senator Sedimentary's office, John Smith's email would likely be:

John_Smith@Sedimentary.senate.gov

Formula = FirstName_LastName@Senator'sLastName.senate.gov

If you are emailing Jane Smith from Congressman Coastline's office, Jane Smith's email would likely be:

Jane.Smith@mail.house.gov

Formula = FirstName.LastName@mail.house.gov

Finally, refer to the AGI website for helpful tips on [writing to Members of Congress](#) or [visiting Members of Congress](#).