Thank you for downloading California DECA’s “Legislative Email Template.” Please use this email to set up a meeting with your legislator and introduce DECA and Career and Technical Education. Remember to be professional when corresponding and always CC your advisor and any chapter members attending the meeting with you. Please note: text inside the {\_\_} should be replaced with the corresponding information!

“Legislative Email Template”

Dear Mr. or Ms. {last name of the person you are addressing},

On behalf the student leaders of {high school name} DECA, I am contacting you to request a meeting with {full name and title of legislator} to discuss the importance of career and technical education and to advocate for DECA.

DECA is a 501 c(3) not-for-profit career and technical student organization that promotes Career and Technical Education. Career and Technical Education allows students to prepare for their college and career futures by giving them opportunities in their desired industry including networking with professionals and hands-on applications of skills. Career and technical education allows students to experiment with different careers and gain knowledge of different industries, which gives them an advantage in the future.

DECA prepares emerging leaders and entrepreneurs in marketing, finance hospitality and management in high schools and colleges across the globe. DECA is a co-curricular organization that integrates into classroom instruction, promotes competition, connects to business and applies learning. DECA allows students to be academically prepared, and 86% of DECA members report an “A” or “B” average.

{High school name}’s DECA chapter currently has {number of members} members, but with legislative support could grow even more. We would love to schedule a meeting with {full name and title of legislator} to show our support for these programs anytime between {give a range of dates or a week that you are available}. We look forward to your response!

Sincerely,

{First and last name}

{Chapter office position}

{High school name} DECA

{Email address}

Constituent of District {the district that you live in}

{Home address}