

Community College National Legislative Summit 2026

Sample Follow-Up Email to Congressional Staff

Thank you for meeting with your members of Congress as part of National Legislative Summit! This meeting is one connection in an ongoing relationship between your college and the congressional staff.

Please send an email to the staff for each congressional office you met. Please pick one person (ideally from within each district) to send the email to remind them of our top priorities for community colleges.

The timing of NLS is perfect, as members of Congress are now asking their constituents to submit their priority funding requests to begin the fiscal year 2027 (FY27) appropriations process. If you receive an appropriations request form from your congressional office, please send it to PublicPolicy@acct.org. A sample is below.

[SAMPLE EMAIL FOLLOW-UP MESSAGE TO CONGRESSIONAL STAFF]

Subject: Following up... Capitol Hill meeting with community colleges

To: [office contacts you scheduled with, including additional staff you met with. Also include Legislative Director and Scheduler. You can find top staffers for each member of Congress [here](#). Staff email format is First.Last@Mail.House.gov or First_Last@SenatorLast.Senate.gov]

CC: [All meeting participants]

Thank you [staff first names] for meeting with us from our community college. We enjoyed the chance to share how community colleges are changing lives – and supercharging economic development and good jobs in our region.

[Here are links and information on our college's website and initiatives we discussed. Linked or attached is a college- or state-specific leave-behind.]

We know Congress is starting to collect funding requests for FY27 appropriations.

- 1. Will you send me your appropriations programmatic request form and the deadline, so we can submit our top community college priorities?**
- 2. Will you sign [these dear colleague appropriations letters](#) for top programs supporting community college students and workforce development? You can see the FY26 letters and staff contacts [here](#). Please be on the lookout for the FY27 versions Hill staffers should send around in coming weeks.**
- 3. Please let us know if your member of Congress can visit our community college during an upcoming state work period.**

Here are additional follow-up materials from our meeting:

- [2026 Community College Legislative Priorities \(Green Sheet\)](#)
- [119th Congress Community College Legislative Agenda](#)

Here are more detailed backgrounders on these issues:

- [The Pell Grant, Supplemental Educational Opportunity Grants, Federal Work-Study, TRIO, GEAR UP, and Child Care Access Means Parents in School \(CCAMPIS\)](#)
- [Cosponsor the Tax-Free Pell Grant: Fairness for Community Colleges in Tax Policy](#)
- [Workforce Development \(Support Strengthening Community College Training Grants \(SCCTG\)\)](#)
- [Institutional Aid and Minority-Serving Institutions \(MSI\) Programs](#)
- [Cosponsor the College Transparency Act](#)

You can read additional policy updates at the websites for the Association of Community College Trustees ([ACCT.org](#)) and American Association of Community Colleges ([AACC.org](#)).

Thank you again for your time.

Sincerely,

[Name
Title
College
City, STATE]