



Guide for Using the Google Docs Database for Congressional Appointments

We have created an easy-to-use spreadsheet in Google Docs that will help you and your fellow colleagues organize appointments. Please see the screenshots provided as reference, and follow the steps below when accessing the database and entering in your information:

After you have confirmed appointments with your members of Congress add them to the Congressional Appointments Google Spreadsheet. The spreadsheet is available at Special Education Legislative Summit website under the resources tab.

	A	B	C	D	E	F	G	H	I
1	Congressional Office	Who are you meeting with? List name of Education Legislative Assistant (or other staffer):	Is it confirmed that the Member of Congress will be present for the meeting? (Yes/No)	Date of appointment	Time of appointment	Location of appointment	Name and email of CEC member who scheduled appointment	List ALL people attending this appointment	Notes
2									
3									
4									
5									
6									
7									
8									

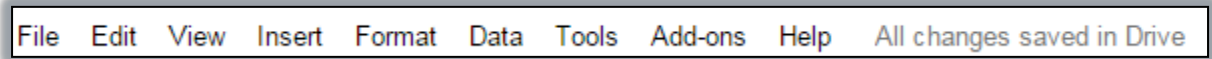
- At the bottom of the sheet are tabs for each state. Please locate your state by use of the arrows to the far right of the state tabs. Click your state's tab.



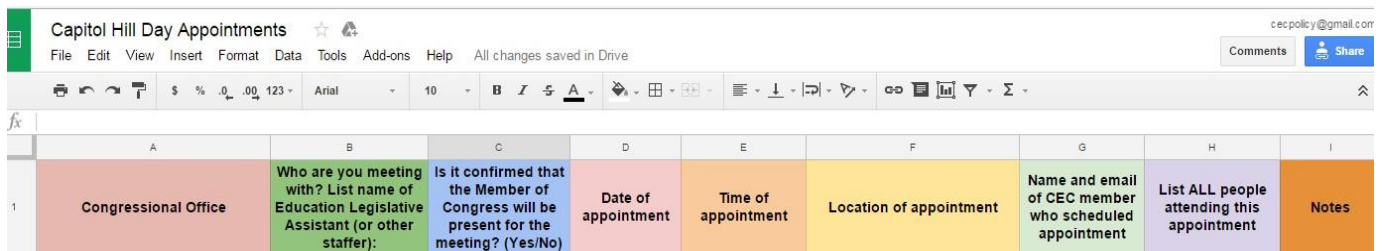
- 2) On your state’s spreadsheet, you will see a series of color-coded columns. After making your appointment with your elected official, please fill in the appropriate information under each heading.

Congressional Office	Who are you meeting with? List name of Education Legislative Assistant (or other staffer):	Is it confirmed that the Member of Congress will be present for the meeting? (Yes/No)	Date of appointment	Time of appointment	Location of appointment	Name and email of CEC member who scheduled appointment	List ALL people attending this appointment	Notes
----------------------	--	---	---------------------	---------------------	-------------------------	--	--	-------

- 3) Once you have filled in the details, the document will save automatically. Make sure by looking for the message in the toolbar “All changes saved in drive”.



- 4) Exit the document by closing the window in the top-right corner.



Items of Note:

- Remember, your state delegation will attend meetings as a team. To join an already-established appointment, enter your name in the column shown below.



Congressional Office	Who are you meeting with? List name of Education Legislative Assistant (or other staffer):	Is it confirmed that the Member of Congress will be present for the meeting? (Yes/No)	Date of appointment	Time of appointment	Location of appointment	Name and email of CEC member who scheduled appointment	List ALL people attending this appointment	Notes
----------------------	--	---	---------------------	---------------------	-------------------------	--	--	-------

- The first person from your state to make an appointment will be a good resource if you are unfamiliar with the process.
- If there are multiple people joining, make sure to keep a strong communication flow so everyone is included on your plans as a group.

If you have other questions on using the Google Docs spreadsheet, please contact CEC Policy and Advocacy team at cecpolicy@cec.sped.org.