**Prior to workshop . . . Look up your State Representative and Senator . . .Cruise through the Kansas Legislature’s Website to learn about your Legislators and How the Legislature Operates**

If you do not know your state representative or senator and their districts, **please find this information before registering for the workshop as you will need to provide this information**. See link to the Kansas Legislature website below. If you are not a Kansas resident, you are welcome to go on legislative visits or please plan to attend a standing committee meeting(s) and/or the Senate Session or take a tour of the Capitol. You can indicate on the registration form if you would like to participate in a meeting with a legislator.

Review the Kansas Legislature’s Web site at [www.kslegislature.org](http://www.kslegislature.org)

* Use the **Find Your Legislator** search function in the left navigation panel to identify your legislators based on where you live (out of state students living in Kansas) or your legal address for voting purposes.
	+ Click on “Search by your address” to go to the “Open States” website.
	+ Click on “Search” (do not click on a state first). Enter full address and click Search by Address.
	+ The Kansas State Senator and Representative for the address entered are listed. “Upper Chamber” is the Senate and “Lower Chamber” is the House. The map to the right outlines the district boundaries (can also view on the legislator’s page on the Legislature’s website.
* Return to the Kansas Legislature website - Review the Tabs at top.
	+ In **Legislators**, click on the “House Roster” or “Senate Roster”.
		- Find your legislator and click on his or her name.
		- Here you will learn information about the legislator, e.g., contact information, party affiliation, seat in House or Senate chamber, committee memberships, some personal information.
	+ In **House** and **Senate**, click on “Seating Chart”. Hover over number on seat to see picture of legislator or senator with name.
	+ In **Committees,** select “Standing Committees”. Both the House and Senate Committees are displayed.
		- Look at the **House Standing Committee on Health and Human Services** and the **Senate Standing Committee on Public Health and Welfare**.
		- Review committee membership; look to see if your representative or senator is a member.
		- Review the list of bills that the committee introduced and/or that have been referred to the committee.
		- Check any other committees of interest, e.g., House Standing Committee on Taxation or Senate Standing Committee on Assessment and Taxation (would hear bills addressing sales tax: reduction in sales tax on food).
		- **Committee Bill Hearings** – enter date, click Submit. Review list of bills that will be heard in House or Senate on day entered unless cancelled.
	+ In **Current Happenings**, review list of bills in House and Senate.
		- Scroll down to “Scheduled Meetings” to see the activities of the day. **Double check this site the day before the workshop** to know what may be happening on the day of the workshop.

If you will be visiting your representative or senator, you might want to see if he or she has a website or social media accounts, such as Facebook or Twitter, where you can find out some information about the person. “Google” their name and see what comes up.