## COMMUNICATING WITH ELECTED OFFICIALS

### Phone Calls
1. Identify yourself. Mention if you are a constituent of the legislator you are contacting.
2. Identify the issue, bill number or name of the bill.
3. State your position & how the bill will personally affect you or the community.
4. Offer suggestions or alternative strategies to resolve the issue.
5. Be specific about the action you want from the legislator (support/oppose/amend the current legislation).
6. Request a letter of reply stating the legislator’s position on the issue.
7. After the call, follow up with a personal letter that reiterates your call.

### Written Correspondence (Mail & Email)
1. Spell the official’s name correctly & ensure you use the correct contact information.
2. Keep it brief. Avoid the use of informal language, especially with emails. Keep letters to one page. Try to discuss only one bill or issue in a letter.
3. Identify yourself. Begin with an introduction of yourself and, if appropriate, the organization on whose behalf you are writing.
4. Get to the point. State the name & number of the bill or issue & your position at the beginning of the letter/email.
5. Explain why your position is important to his or her constituents & how it will impact them. Use supporting facts.
6. Offer suggestions or alternative strategies to resolve the issue.
7. Identify the action request. Be specific.
8. Sign your name & include a return address so the legislator can send a response.

### Social Media
1. Write compelling posts that other constituents can read & comment on, encouraging dialogue & raising awareness of the issue/concern. Don’t be afraid to be visual (share pictures from your meeting or TCA infographics).
2. Avoid politics (talking about elections, candidates & races).
3. Tie your post to existing conversations or campaigns using hashtags (#) & handles (@). On Facebook use hashtags like #KidsCantWait or #TCA & on Twitter/Instagram use both hashtags and handles like @ChildrensAgenda.
4. Share posts from other people or your legislator’s office and comment thoughtfully.
5. Build an audience of followers. Remember that legislators want to engage with those who have the following to positively influence the way that other constituents view their efforts.