

# Keep it Simple When You Contact Your Elected Officials



Your Call or Email Will Be Answered by a Staffer (or answering machine) who needs to know 3 things:

1. Are you a constituent?
2. What action are you requesting?
3. Do you want a response?

- Keep
- It
- Simple!



## Organize Your Message

1. Identify yourself as a constituent by giving your street address.
2. Be polite and brief.
3. Make a specific request.
4. State whether or not you want a response.\*

\* Do you want a response?

If you are phoning, asking for a response will slow down the staff, as they have to add you to a response list. In order to get as many calls answered and tallied as possible, it is recommended that you **not ask for a response.**



\* For example, "I urge you to support the Education Funding Bill", or "I'm asking you to oppose Senate Bill 37."

## Sample Phone or Email Script

"Hello. This is Jane Doe, and I live in your district at (your address). I am calling/writing to urge you to support/oppose/cosponsor (describe or name bill). \* This is important to me because, (your reason). I (do/do not) need a response. Thank you for considering my views."

