

we feed. we shelter. we support.



CONTACTING YOUR ELECTED OFFICIALS

Legislators and other elected officials pay attention when their constituents take the time to express a viewpoint. Phone calls, emails, and letters are all effective ways to let elected officials know that an issue matters to the people they represent.

If you don't know who your legislators are, visit <http://www.votesmart.org/> and type your home address into the "Find Your Elected Officials" search box.

Making a Phone Call

- Prepare talking points before making the call.
- Identify yourself as a constituent.
- Ask for your legislator but be open to the likelihood of speaking with a member of his/her staff.
- State your reason for the call. If you are advocating for a particular bill, specify the bill number and name.
- Briefly explain your viewpoint. Personal experience often makes the best supporting evidence.
- Ask for a specific action, such as voting for or against a bill.
- Leave your name, address, and telephone number.

Writing an Email or Letter

- Visit <http://www.voacolorado.org/Volunteer/Advocate/Resources> to view a template letter from a constituent to a legislator.
- Use your personal or business letterhead, if possible.
- Identify yourself as a constituent.
- State your reason for the letter and what action you would like the legislator to take in the first paragraph.
- Explain your reasoning.
- Personalize the message. Discuss how an issue affects you or other constituents.
- Conclude the message by reiterating your reason for writing, thanking the legislator for taking the time to consider your request, and asking for a reply.
- Always include your signature and return address in the letter.
- Try to limit your message to one page.

Addressing an Elected Official

<i>State Senator</i> The Honorable (Name) Colorado State Senate 200 East Colfax Denver, CO 80203	<i>State Representative</i> The Honorable (Name) Colorado House of Representatives 200 East Colfax Denver, CO 80203	<i>Governor</i> The Honorable John Hickenlooper 136 State Capitol Denver, CO 80203
Dear Senator (Name),	Dear Representative (Name),	Dear Governor Hickenlooper,

If you have any questions about contacting your elected officials, please direct them toward the Volunteers of America Colorado Branch's Public Policy Advocate at (303) 297-0408 X13128 or publicpolicy@voacolorado.org.

If you have any questions about contacting your elected officials, please direct them toward the Volunteers of America Colorado Branch's Public Policy Advocate at (303) 297-0408 X13128 or publicpolicy@voacolorado.org.