



## **Telephoning your Elected Official**

Remember that telephone calls are usually taken by a staff member, not the legislator. If the legislator is unavailable, ask to speak with the aide who handles the issue about which you are calling. If you speak with someone other than your legislator, take down their name and title.

- Identify yourself by name and town from which you are calling.
- Explain why you are calling: “I am calling to support/oppose House Bill: HB\_\_\_\_. OR Senate Bill: SB\_\_\_\_.
- Be polite and concise. Create 1 or 2 main points to focus your message.
- Use local examples to make your point.
- Ask your legislator his/her position on this issue. Don’t assume that your legislator has prior knowledge of your issue.
- Request a written response to your phone call if you did not speak to your legislative member. If the legislator requests further information, provide it to them as soon as possible.