



Calling Legislators

Call or email your legislator when time is of the essence or a legislative alert has been issued by the SAA.

- **Prepare for your phone call ahead of time.** If you are calling in regard to a specific piece of legislation, make sure you know the bill number and/or name. Create one or two talking points or key messages to focus the content of your message.
- If you are calling a state legislator, **ask to speak with your legislator directly.** If he or she is not available, either leave a message to have your phone call returned or ask to speak with the appropriate staff member.
- In any communication, **identify yourself by name, position, and school district.**
- **Explain why you are calling:** “I am calling to support Assembly Bill number regarding the issue.” Be polite and concise.
- **Ask your legislator his or her position** on the issue, but don’t assume that your legislator has prior knowledge of the issue. Be calm and respectful, and be prepared to educate, using local examples and stories to accentuate your point.
- **Request a written response** to your phone call if you spoke with a staff person.
- If necessary, **offer to provide further information** and then follow through as quickly as possible.
- If you are speaking with a staff member, **write down his or her name for future reference.**
- **Thank the person** who took the phone call for his time and consideration.