### Visits to Public Officials
- Make an appointment.
- If you wish, take a friend with you who knows the subject.
- Be prepared to talk on one or two issues.
- Be on time.
- Begin with a warm introduction.
- Briefly and concisely share your experiences, first-hand knowledge of the need for your issue.
- Leave written materials, if possible.
- Offer to get more information, if needed.
- Leave on a positive note and keep the door open for future contact.

### Before the General Assembly Session
- Visit your senator and delegate at their home office.
- Identify legislative priorities.
- Motivate your friends and family to make contact with their senator and delegate.

### Telephone Calls to Public Officials
- Give your name and address.
- Speak directly to the senator or delegate, if possible.
- Be brief and concise.
- Focus on one issue.
- Indicate your position.
- Use bill number, if known.
- Be sure your message is understood.

### During the General Assembly Session
- Identify legislation in which you are interested.
- Follow the legislation through action of Subcommittee and Committee and contact your legislator at each step of its journey.
- Telephone contact is often necessary when legislation is moving fast.
- Attend subcommittee and committee meetings or keep in contact with committee staff.
- When legislation reaches the floor, call your senator or delegate.

### Personal Letters to Public Officials
- Use correct form of address (elected officials are addressed: The Honorable Full Name/Street Address/City, and Dear Senator or Delegate Last Name)
- Focus on one issue
- Briefly identify your interest in the issue and describe your experiences.
- Use bill number, if known.
- Be positive and constructive
- Ask questions that require a response.
- Enclose informational materials, if any.
- Follow-up with a thank you letter.

### After the General Assembly Session
- Write letters of appreciation to those who were helpful to you and supported your issues.
## Essential Points to Remember

- Find out committee and subcommittee assignments of your senator and delegate. (Committees which are most important to our issues)
- Visits are better than letters, but when writing, send personal letters; form letters do not get the legislator’s attention.
- Share your experiences and reasons for concern.
- Remember, your experiences are special. *Be positive, friendly and personal. Be persistent!* It takes time and effort to achieve change.

## CONTACT US FOR MORE INFORMATION:

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