

SET - Organizing the Message

1. The "ask"-what do you want?
2. Senate or House issue or both?
3. What is the bill number? HB _____
SB _____
4. Go to Capwiz for the Talking Points at
<http://capwiz.com/ala/home>
5. Select 1 to 2 points you identify with.
6. Do you have a related anecdote?

Think POSITIVE!
**Positive messages make a
difference!**

<http://www.act4sl.wikispaces.com>

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CONTACT – The CALL

1. Ask for your Congressperson's Education Aide and/or be ready to leave a message.
2. Introduction - "I am a constituent of"
3. The Ask – "I would like Rep/Senator- _____ to support..." (include bill number if known).
4. Why? – Use 1 to 2 talking points.
5. Relate a student-centered anecdote.
6. Emphasize the value of school libraries to K-12 students--providing equitable library services, improving academic achievement, etc.
7. Repeat your name, provide your address and e-mail.
8. Thank the aide for his/her time and concern.
9. Ending: "Can I count on the Congressman/woman's support?"

CONTACT – The Written MESSAGE

E-mail is faster; US Mail takes weeks due to security screening.

Individualize—one per Congressperson

1. Dear _____
2. "Please support..... (include bill number if known).
3. Make 1 to 2 bullets of talking points.
4. Short paragraph of a student-centered story/anecdote.
5. Emphasize the value of school libraries to K-12 students--providing equitable library services, improving academic achievement, etc.
6. Thank the Congressperson and ask if you can count on his/her support.
7. Under your signature add your title, address, and e-mail.

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US Senator (Name & Party):

Capitol Switchboard (DC): 202-224-3121
Phone (local office):

Legislator's web page (use contact link)
<http://www>.

Name of Education/Library Aide:

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US Representative (Name & Party):

Capitol Switchboard (DC): 202-224-3121
Phone (local office):

Legislator's web page (use contact link)
<http://www>.

Name of Education/Library Aide:

**Numbers to be programmed
in your cell phone**

Capitol Switchboard: **202-224-3121**
White House Switchboard: **202-456-1414**

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Ready, Set, Contact!

**Act 4 School Libraries:
Act 4 Student Learning!**

Take five minutes to make a difference!
Here is your guide to quick, easy and effective ways to make your voice heard. Contacting your federal legislators only takes a few moments and can make a tremendous difference.

READY 4 Action Steps

Fill out your legislator's contact info
<http://www.usa.gov/Contact/Elected.shtml>
Enter phone numbers into cell phone.
Bookmark legislators' web contact forms.
Bookmark Capwiz to get talking points.
<http://capwiz.com/ala/home/>

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