

Keep it Simple When You Contact Your Elected Officials

Your Call or Email Will Be Answered by a Staffer (or answering machine) who needs to know 3 things:

1. Are you a constituent?
2. What action are you requesting?
3. Do you want a response?

- Keep
- It
- Simple!



Organize Your Message

1. Identify yourself as a constituent by giving your street address.
2. Be polite and brief.
3. Make a specific request.
4. State whether or not you want a response. *

* Do you want a response?

If you are phoning, asking for a response will slow down the staff, as they have to add you to a response list. In order to get as many calls answered and tallied as possible, it is recommended that you not ask for a response.



If you live in Allegheny County, find contact information for most of your national, state, county and local officials in our digital directory!

Sample Phone or Email Script

"Hello. This is Jane Doe, and I live in your district at (your address). I am calling/writing to urge you to support/oppose/cosponsor (describe or name bill). * This is important to me because, (your reason). I (do/do not) need a response. Thank you for considering my views."

* For example, "I urge you to support the Education Funding Bill", or "I'm asking you to oppose Senate Bill 37."

