



## How to Present Your Message to Your Policymaker in a Phone Call

0-2 mins.	<b>Introductions</b>	➤ <b>Identify yourself</b>
2-3 mins.	<b>Message</b>	➤ <b>Deliver four clear points</b> ➤ <b>Be brief</b>
2-3 mins.	<b>Request</b>	➤ <b>Make request (Be specific about bill numbers)</b> ➤ <b>Ask for Specific Actions</b>
? mins.	<b>Listen</b>	➤ <b>LISTEN to the Response</b> ➤ <b>Record stance and any requests for follow-up</b>

### Tips on Calling Your Congressional Delegation:

- Remember that telephone calls are usually taken by a staff member, not the member of Congress. Ask to speak with the aide who handles the issue about which you wish to comment.
- After identifying yourself, tell the aide you would like to leave a brief message, such as: "Please tell Senator/Representative (Name) that I support/oppose (S.\_\_\_/H.R.\_\_\_)."
- You will also want to state reasons for your support or opposition to the bill. Ask for your senators' or representative's position on the bill. You may also request a written response to your telephone call.