



CONTACTING YOUR LOCAL ELECTED OFFICIALS

Local officials are elected to represent all members of their community. In order to fulfill that role, these officials need to hear from those they represent in order to know what issues are important to the community, and how the community feels about these issues. They should use that feedback from their constituents to influence how they vote and make decisions in their role.

Contacting elected officials makes a big difference, especially at the local level in your town, village, or city. You can make an impact with every call, email, or letter to your local officials.

The contact information for your specific elected officials should be available through your town or community or local election authority. Try checking on their websites or by calling village hall or the school district if you cannot find the information online.

When you contact your local elected official:

- Keep your message brief.
- Try to be clear and concise in the message you want to convey.
- Share a personal narrative, or how this will impact you, your family, or your community.
- Use data or talking points to make your opinion stronger.
- Be courteous, yet direct toward the elected officials.
- Highlight your support or opposition in a clear, direct way. Don't try to list multiple issues that should be addressed.

Sample Call Script:

- Hello, my name is _____, I live in _____ [town/city] and am part of this community.
- I'm reaching out to speak to you to [support or oppose] [issue]. [Provide a short description of the issue].
- I'm asking you to [support or oppose] [issue] because _____. [Issue] matters to me because _____.
- Again, please vote to [support or oppose] [issue].
- [Optional] If needed, I can best be reached at _____ [preferred contact information].
- Thank you for your time.

Sample Email or Letter Script:

Dear [Elected Official Title and Name],

My name is _____, I live in _____ [town/city] and am part of this community.

I'm reaching out to ask you to [support or oppose] [issue]. [Provide a 1-2 sentence description of the issue].

I'm asking you to [support or oppose] [issue] because _____. [Issue] matters to me because _____.

Please [support or oppose] [issue] when it comes to a vote.

Thank you for your time.

Sincerely,

[Name]

[Address]

[Email or phone if you would like to be contacted]