

# Tips on Writing Your Elected Officials



Letters and faxes are an extremely effective way of communicating with your elected officials. Many legislators believe that a letter represents not only the position of the writer but also many other constituents who did not take the time to write.

These tips will help increase the effectiveness of your letter:

**Keep it brief:** Letters should never be longer than one page, and should be limited to one issue. (Such as Head Start quality, teachers pay, parent involvement) Legislative aides read many letters on many issues in a day, so your letter should be as concise as possible.

**State Who You Are and What You Want Up Front:** In the first paragraph, tell your legislators that you are a constituent (your relationship to Head Start i.e. parent, staff, community member) and identify the issue about which you are writing. If your letters pertains to a specific piece of legislation, it helps to identify it by its bill number (e.g. H.R. \_\_\_\_ or S. \_\_\_\_). If it relates to Head Start Reauthorization refer to it as Head Start Act 2003.

**Hit your three most important points:** Choose the three strongest points that will be most effective in persuading legislators to support your position and flesh them out.

**Personalize your letter:** Tell your elected official why this legislation matters in his community or state. If you have one, include a personal story that shows how this issue affects you and your family. A constituent's personal stories can be the very persuasive as your legislator shapes his or her position.

**Personalize your relationship:** Have you ever voted for this elected official? Have you ever contributed time or money to his or her campaign? Are you familiar with their position regarding children and families? If so, tell your elected official or his staff person. The closer your legislator feels to you, the more powerful your argument is likely to be.

**You are the Expert:** Remember that your legislator's job is to represent you. You should be courteous and to the point, but don't be afraid to take a firm position. Remember that often your elected official may know no more about a given issue than you do.

**Invite them to visit your program:** The most powerful way for a representative to learn more is from them to visit a site. Invite them to visit your child's site when they are in the district.