

# TIPS FOR ENGAGING YOUR INDIANA LEGISLATORS



Following these simple tips will assist in a successful dialogue between your legislators and you.

## KNOW YOUR LEGISLATORS

- Visit [iga.in.gov/legislative/find-legislators/](http://iga.in.gov/legislative/find-legislators/) to find legislators in your area.
- Legislator email addresses will be listed.

## DO NOT BE AFRAID TO ENGAGE

- Hearing from you will encourage legislators to make well-informed decisions.
- If legislators do not hear from you, they cannot fully consider all of the positive or negative effects, posing unintended impact to the field.

## BE CONCISE

- Initial communication should be brief and include the following:
  - ✓ Your name, name of the school you represent, and mention if you are a constituent;
  - ✓ The topic or issue you want to discuss;
  - ✓ Clearly explain your opposition or support through bullet pointed items;
  - ✓ Include personal experiences or data;
  - ✓ Offer alternative solutions, if necessary; and
  - ✓ Thank them for their time and list your address, email, and phone number in the signature line.

## FOLLOW-UP IF NECESSARY

- Follow-up with an email or phone call if no response is received within two weeks.

## COMMONALITY

- Scheduling a one-on-one meeting should be done with respect to the legislator's time.
- Inform the legislator in advance if you plan to bring additional attendees.

## BE CONFIDENT

- Engaging with your legislators should not be an intimidating task.
- Conversations will quickly bloom when your confidence is at its peak.
- Remain calm and professional throughout all communications.

## RESPECT OPINIONS

- Communication may result in a continued disagreement on a particular issue. Mutual respect should be given.
- Kindly thank your legislator for his/her time and ask that he/she nonetheless consider your opinion before a final vote is cast.

## SHARE YOUR SCHOOL

- Invite your legislators to your school throughout the year.
- Show your legislators the great work your students and school are accomplishing.
- It is important for legislators to see first-hand the inner workings and complexities of daily school life.