

# Calling Your Elected Official

Collegial and concise phone calls are among one of the most impactful ways to get the attention of your elected officials—and making your voice heard is needed now more than ever. Here are the best practices for having an effective phone call:

- **Always begin and end with a thank you.** Your elected official's office get lot of calls-- stand out by being one of the most appreciative of their time.
- **Make sure you're talking to the right person.** Let the person who picks what issue or bill you are calling about and ask for the best point person. If they are unavailable, ask to leave a brief message and contact information.
- **Prepare your message to ensure it's clear and concise.** You have 3-5 sentences to get your point across; be sure to prioritize what's most important. Do a little homework so that you have the core facts about the issue or bill you are discussing.
- **Let them know that you're a constituent.** Don't be shy to share any affiliations with local institutions and/or relevant areas of expertise.

**Make a very concrete ask.** For example, "Vote no on bill X"

- **Say why this matters.** Very briefly, let them know why you care and what the implications are for their state and constituency.
- **Offer yourself as a resource.** If you have a relevant area of expertise or related resources, don't be shy to offer those to the elected officials office. This is your chance to distinguish yourself not only as a concerned constituent but as someone who wants to be an asset to them.
- **Let them know you look forward to following up.** In a friendly tone, share that you plan to follow how the elected official acts on the issue.

For more details on how to have an effective phone call with your elected officials' office, and why it's critical, go to [www.ucsusa.org/callyoursenators](http://www.ucsusa.org/callyoursenators).

***Making your voice heard is needed now more than ever.***

**NATIONAL HEADQUARTERS**

Two Brattle Square  
Cambridge, MA 02138-3780  
Phone: (617) 547-5552  
Fax: (617) 864-9405

**WASHINGTON, DC, OFFICE**

1825 K St. NW, Suite 800  
Washington, DC 20006-1232  
Phone: (202) 223-6133  
Fax: (202) 223-6162

**WEST COAST OFFICE**

500 12th St., Suite 340  
Oakland, CA 94607-4087  
Phone: (510) 843-1872  
Fax: (510) 843-3785

**MIDWEST OFFICE**

One N. LaSalle St., Suite 1904  
Chicago, IL 60602-4064  
Phone: (312) 578-1750  
Fax: (312) 578-1751