

Advocating with Your Elected Officials Community Training Host Guide



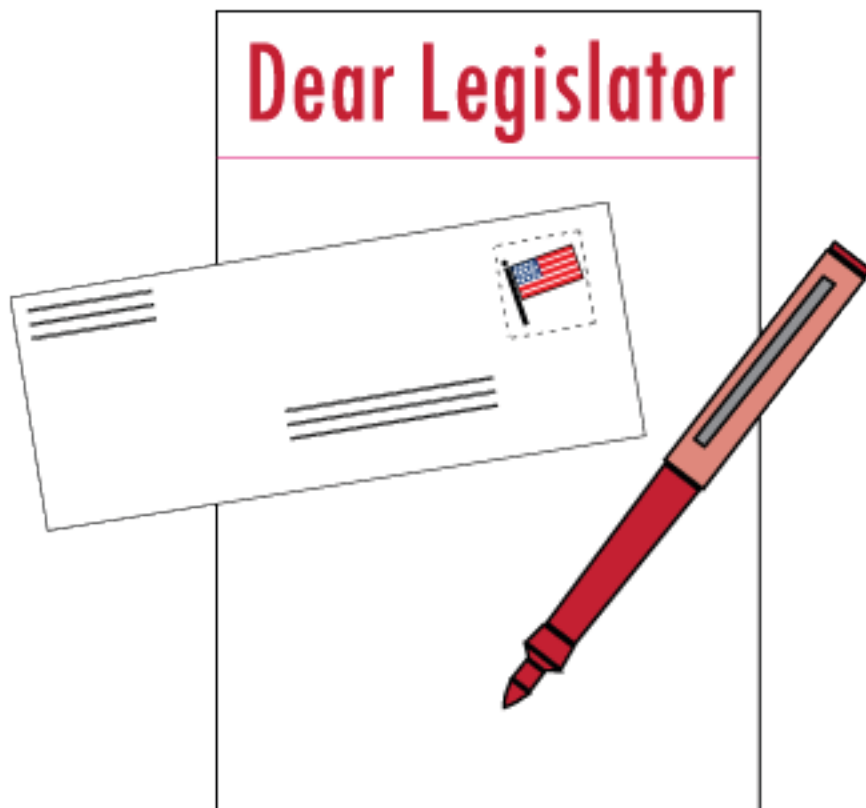
Welcome

Welcome to ***Advocating with Your Elected Officials***. By emphasizing the importance of contacting your elected officials, this workbook is a helpful tool for anyone learning to use their voice effectively in the political arena.

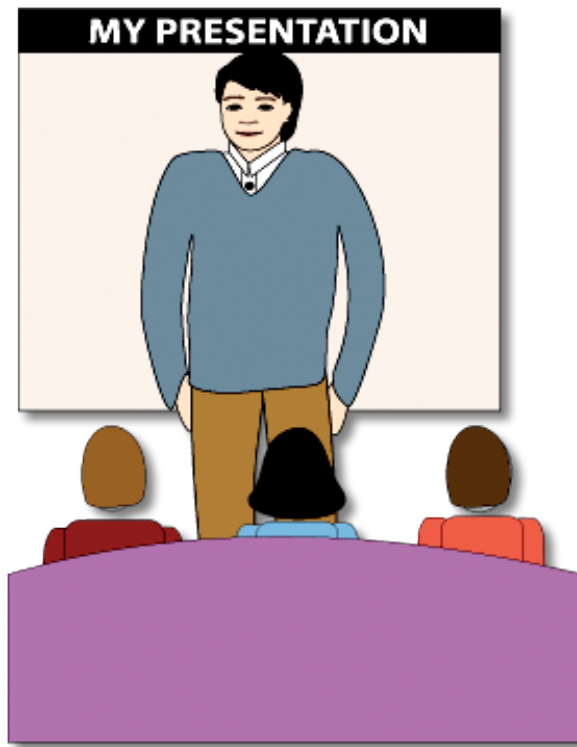
To better assure your group has a positive and productive experience, it is necessary to prepare your ***Advocating with Your Elected Officials*** training so it is clear and suitable for participants. In this way, the training becomes a powerful tool for any person who wants to advocate by communicating clearly with their elected officials at the capitol.

2 Participant Outcomes Include

- Recognize significance of communicating ideas about important issues with legislators
- Have practical knowledge of communication methods and protocol
- Understanding benefits of creating relationships with legislators
- Completed Worksheets
- Commitment to share information with community (friends, family, co-workers)
- Commitment to initiate first contact with legislator regarding important issues

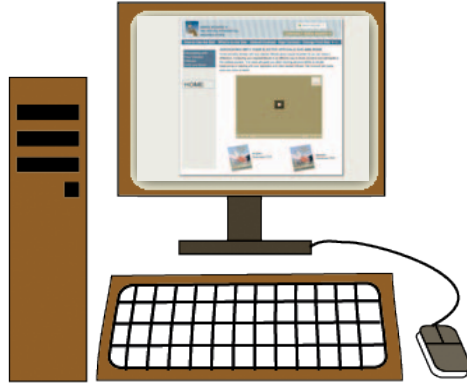


3 Host Trainer Requirements



- Interest in helping others learn to how to advocate
- Access to community and professional networks
- Know how to connect with people
- Experience with computers, internet and email
- Accessible training location
- Ideal 10 participants
- Be familiar with state legislators currently serving the Area Board 9 region. (Use **CA Legislators** webpage on the *Advocating with Your Elected Officials* website.)

4 Training Preparation



Promote your ***Advocating with Your Elected Officials*** training by using personal and professional networks. Consider community agencies, local organizations and neighborhood groups that may assist in distributing your emails. As host, you have access to all materials that makes your training successful.

- ☐ Identify interested participants from your outreach and network contacts.
- ☐ Send an invitation email or letter.
- ☐ Confirm participants' registration.
- ☐ Download PDF copies of the worksheets from this site.
- ☐ To order one booklet for each participant, contact Mallory Gonzales at Area Board 9
phone: (805) 648-0220
email: Mallory.Gonzales@scdd.ca.gov.
- ☐ Familiarize yourself with ***Advocating with Your Elected Officials***.
- ☐ Complete the worksheet yourself before hosting the training. Lead others by your example.

5 Conducting Your Training

Tear Off Work Sheet

(1) Your Elected Officials
Name _____
Contact Info _____
Staff member _____
Contact info _____

(2) Your Issues
What do you support/oppose?

Bill number and author

(3) Why do you support/oppose (be brief)
Impact (personal story, work experience)
1. _____
2. _____
3. _____
Recommendations/suggestions

Answers to questions you might be asked

Checklists

Making a Visit

1. Do your homework, know your issue(s) and elected official(s)
2. Schedule the visit
3. Practice your presentation, be focused and brief
4. Bring materials to share
5. Be professional and polite
6. Answer questions and offer assistance
7. Send thank you

Making a Phone Call

1. Know your issue(s)
2. Practice your message: be direct and focused
3. Identify yourself, affiliation and experience
4. Be professional and polite

Sending a Letter or Email

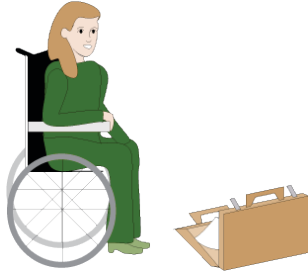
1. Write your message – be focused and to the point
2. Identify yourself, affiliation and experience
3. Be professional and polite
4. Send thank you

Track Progress
Let your legislator know you follow bills and their performance.
Send an email or letter of thanks if they vote in favor of your issue.

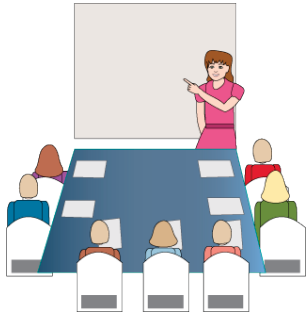
Download these forms from the Community Training page of this website.

Advocating with Your Elected Officials training and tools are aimed at motivating participants to communicate directly with their elected officials.

6 Host Duties



1 Practice using the materials yourself.



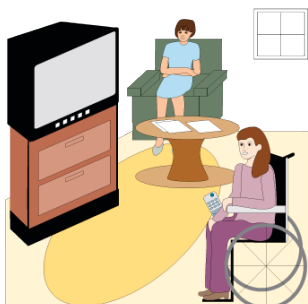
2 Prepare training location; comfortable work space, easy viewing, and good sound. Test equipment to ensure everything is operational before training begins.



3 Ensure there are training materials available for all participants.



4 Ask participants to sign in on a sign-in sheet, and distribute materials to everyone.

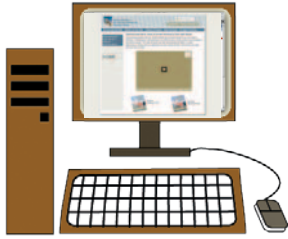


5 Watch presentation, view video and review worksheet.

7 Host Duties



- 6 Help participants select issues they want to share with their legislators.



- 7 Use the following link to help participants identify their CA Senators and Assemblymembers.

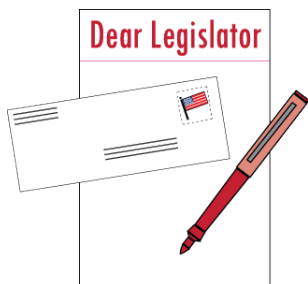
<http://192.234.213.69\smapsearch/framepage.asp>



- 8 Using the **CA Legislator** pages on the website, help participants learn about the legislator they want to communicate with.



- 9 Help participants prepare for contacting their elected officials and legislators.



- 10 Write draft of follow-up/thank you letter to your legislator.

8 Good Facilitation Practices

- Be positive, professional and inviting.
- Set an even pace – don't hurry.
- Use easy-to-understand language and directions.
- Speak clearly and be an active listener.
- Ask questions to get participants involved.
- Encourage participants to share thoughts and ask questions.

