

# TIPS FOR RESPONDING TO ACTION ALERTS

## When Calling Your Legislators

*Have this information in front of you when you call so that you can access it if needed.*

**State that you are a constituent and calling about an issue or a Bill that is up for vote.**

- Do not worry if you do not get to speak to the Legislator directly, it is common for staff to answer calls.

**Use People First Language** when discussing your loved one.

- i.e. My sister Samantha has a developmental disability.  
*NOT:* My developmentally disabled sister Samantha.

Make sure to **give them your contact information** so they can get back to you with information or to ask you follow up questions.

**Clearly state what the issue is** and what you are asking for. Try to stick to one key issue.

**Keep your message short and simple.**



**State why the issue matters** to you and how it will affect your family.

- i.e. “My son has a developmental disability and this will directly affect our family’s life. If more community based housing is not created, my son will have nowhere to go if something were to happen to my husband and I.”

**If you do not know the answer** to a question, be honest. Let them know you will get back to them. Make sure to follow-up later with the answer.

**Ask for a commitment**

- i.e. “Can I count on the Senator to vote yes/no on this issue?”

**Always be polite** and thank them for listening to your concerns.