

# How to Call an Elected Official

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 Office

 You

## Calling Your Decision Makers

### Step 1: Find Your Elected Officials

- To find your elected official, visit [www.senate.gov/states](http://www.senate.gov/states) and [www.house.gov](http://www.house.gov) for Congress.
- To find your local, state and federal officials, visit [www.usa.gov/elected-officials](http://www.usa.gov/elected-officials)

Make sure to take note of contact information, including office phone number and email.

### Step 2: Make The Phone Call

Using the telephone number you obtained from the respective websites, call the office. State who you are and why you are calling.

You may also want to request to speak to the legislative assistant/staffer who is in charge of Education or Workforce Issues.

### Here's how a sample phone call might sound:



Hello, this is \_\_\_\_\_. Thank you for calling Representative Doe's Office. How may I help you?



Hi, my name is \_\_\_\_\_ and I am a member of Business Professionals of America. May I speak with the staff person in charge of Education and Workforce issues? (If no assistant is available, share your message with the person you are speaking to)



Hello this is Jane, assistant to Rep. Doe.



Hi \_\_\_\_\_. My name is \_\_\_\_\_ and I am a member of Business Professionals of America and I'm calling you today to advocate for BPA and Career and Technical Education by sharing the transformative impact it has on student members like myself. Are you familiar with Business Professionals of America?



What is Business Professionals of America? If their answer to the above question is no:



Business Professionals of America is a career and technical student organization that empowers and provides Middle Level, Secondary, and Post-secondary students across the United States with opportunities for growth through education, competition, community service, and personal development. With 45,000 members in over 1,800 chapters across 25 states and Puerto Rico, BPA is a co-curricular organization that supports business and information technology educators by offering co-curricular exercises based on national standards. BPA has done so much for me/my students/my child (you can share a brief story here...)



BPA sounds like a remarkable organization. What has BPA done for you? It's likely that they will not ask this question, but having a brief story prepared to share is a good idea.



*Share a personal story about the impact BPA & CTE has had on you. What competitions do you compete in? New skills you've gained? Are you an officer? (Even if they don't ask, fit your story in)idea.*



Wow, that's incredible. How else can I help you? If they do not ask this question, you can go right into it.



I am encouraging Representative Doe to support Career and Technical Education and Career and Technical Student Organizations like Business Professionals of America. For more than 50-years, Business Professionals of America has contributed to the preparation of a world-class workforce through the advancement of leadership, citizenship, academic and technological skills. This is critical to both the advancement of our nation and economy. It would also be an honor for the Representative to visit our local chapter when in the district. In addition, we encourage Representative Doe to consider joining The Congressional CTE Caucus.



I'll pass the information along to the Representative and we will keep you in mind for future visits.



Thank you for your time! Have a great day

## Additional things to consider:

Always be respectful and calm. There might be times when you call to support a certain piece of legislation, and they do not agree and will tell you so. It is never appropriate or effective to shout, threaten to take away your vote for them, threaten in any manner, etc. regardless of the outcome of the call. This is simply a time to make your position known and offer to help them in any way to make your position a reality.

Provide your email and phone number for follow-up, or if the official has any questions. Also request to be added to their email/mailling list for information regarding Career and Technical Education, youth programs, and student organizations. If there is a CTE related bill in session, reference the bill number.