

## CALLING YOUR LEGISLATOR

1. Calling your legislator can be an effective way to communicate when time is limited. However, if possible, it is usually best to email.
2. When you call, give your name, town, phone number, organization if any, and perhaps your street address.
3. Have the bill number ready, and be prepared to brief the legislator on the contents if it's unfamiliar.
4. Explain your position calmly, without argument, and what action you would like your legislator to take. Keep your call short and to the point.
5. Leaving a message... Sometimes it may not be necessary or possible to speak directly with the legislator. You can leave a brief message with whoever answers, or ask for a member of the legislator's staff. If you leave a message, include the information in #2, #3, and #4.
6. You may wish to ask for a written response from the legislator.
7. Thank the legislator (or the person who took the message) for his or her time.
8. Example:

“Hello, Representative Doe, my name is Susan B. Anthony, and I am calling for the Extension Homemakers of Tippecanoe County. I'm from West Point, and my home phone is area code 765-462-1997. You may remember that our group supported your candidacy here last fall.”...“I'm calling to ask you to vote against S.B. 56, the Education-At-Risk bill, coming up this afternoon.”...“We believe that school choice as proposed in S.B. 56 undermines the effectiveness of smaller school systems by its potential for unpredictable shifts in school populations.”...“Thank you for your time.”
9. Legislative phone numbers:

In Indianapolis dial  
232-9400 to reach the Senate Telephone Center  
232-9600 or 232-9700 to reach the House Telephone Center

Outside of Indianapolis, use area code 317 and the above numbers. (This will incur a long-distance charge).  
1-800-382-9467 to reach the Senate Switchboard  
1-800-382-9841 to reach House Republicans  
1-800-382-9842 to reach House Democrats

Be prepared for busy signals if you use the 800 numbers during the legislative session.  
The Governor's number is 317-232-4567
10. Keep records of all communications with your legislators.