



For more information, visit the **Georgia General Assembly** online at www.legis.state.ga.us

1. **Identify your state Representative and state Senator first:** visit the Secretary of State's web site: <http://www.sos.state.ga.us/cgi-bin/Locator.asp> or the League of Women Voters at 678.547.0755 or www.lwvga.org. Find out what committee(s) they serve on at www.legis.state.ga.us
2. Formulate an agenda of three or four issues that are important to you. Find out what committees deal with these issues at www.legis.state.ga.us or call 678.547.0755
3. Research your legislator's voting record on those issues. Visit www.legis.state.ga.us to research votes, read bills and more.
4. Write a handwritten letter to your legislator. Explain which issues are important to you and cite specific legislation that (s)he voted on and how that vote helped or harmed your cause.
5. Provide a personal example or story to help explain why your causes are important to you.
6. Follow through with a personal phone call to your legislator.
7. When calling your legislator, remind her/him about the letter that you sent previously.
8. Keep your phone call short, focused and on the topic. Say something like, "Hi, my name is Susan Johnson, I live at 445 Sycamore Place. I sent a letter to you in November and I am calling to follow up on my concerns or ideas."
9. Be courteous and positive. Allow your legislator to explain her/his views on the issue(s). Try to convey your points to the legislator and see if you share common ground.
10. Offer to send some information to your legislator on the issue. You can contact local groups working on the issue for fact sheets or the latest data.
11. Send a thank you letter, a personal, handwritten note is best.
12. When the legislative session begins, come down to Capitol and meet with your legislator. Remind her/him of your letters and phone call. Reiterate the issues that are important to you.
13. As bills are introduced during the legislative session, contact your legislator and remind her/him of the issues that you would like her/him to support or oppose.
14. Track each bill's progress online, www.legis.state.ga.us. If your legislator votes that way you would like, write a thank you letter. If your legislator does not vote the way that you would like, write a courteous letter expressing your disappointment.

