



## Tips for Contacting your Legislator

**Find your legislator.** You can use the TCCB's [map of Catholic schools](#) to find your Texas Senator or Representative. Each legislator's office, phone number, email, and social media contact information can be found through this tool.

**Preparation.** No matter how you decide to contact your legislator, it's important to think through what you'd like to say. Writing a short letter can help you get your thoughts in order, even if you decide to also call your legislator or contact them on social media.

**Be brief.** When organizing your thoughts, be brief. Limit any letter to one page.

**Introduce yourself.** Begin by introducing yourself and your community. For example:

"I am a science teacher at St. John Paul II High School in New Braunfels,"

"I am working mother of two, and I live in Northern San Antonio, which is in your district," or

"My husband and I live in Irving and send our daughter to Notre Dame Catholic School in Dallas."

**Be blunt.** Follow your introduction with a brief statement, such as, "I'm writing to urge you to support school choice in 2017." Then, start a second paragraph explaining why you support school choice.

**Relate it to Home.** Help your legislator understand why your position is important to you and others in your community. If possible, include a local story illustrating why choosing a school is better than being assigned to a school. You can also explain why you like your Catholic school and why other families should have the opportunity to attend.

**Allow for follow-up.** Include specific contact information and offer to act as a resource if your legislator or staff have questions or would like more information. Include your address so they know you are a constituent.

**Address your letter.** When writing to your legislator, use the following at the top of the page:

The Honorable (full name)  
Texas (Senate or House of Representatives)  
Austin, Texas 78701

Dear (Senator/Representative) (full name),

**Sign your letter.** At the end of your letter, choose a formal salutation like, "Sincerely," then sign your name.

**Call, Message, or Tweet.** You are welcome to call your legislator or contact them on social media! Their phone number, Facebook, and Twitter are listed on TCCB's [map of Catholic schools](#) to help you easily get in touch with them.