



Things to Keep in Mind When Telephoning your Congressional Delegation

- **Call the Capital Switch Board Number 202-224-3121 and ask for your Senator or Congressional Representatives Office.**
- **Once on the phone with the office identify who you are, where you are from, and then ask to speak with the Chief of Staff, Legislative Director or the staff specialist covering CSFP.**
- **Discuss the information you have called in reference to. Use the NCSFPA Action Alert and Legislative Recommendations Sheets as your guide for your talking points. Please be specific, direct and concise. Describe the issue briefly. Make sure to state your position and recommendation for your support of CSFP clearly. Always include “local” information about your caseload/participants as your legislator is always interested in how this program affects their “constituents.”**
- **If you do not have an answer to a question let the individual you are speaking with know that you will research this and provide them with this information via email or a return call.**
- **At the end of your call be sure to thank the individual on the line.**
- **Follow up that day with any information that the staff person has requested and or you have promised to research.**
- **Follow up that day with a brief thank you email note that thanks them for their time and re-states your request of the Legislator.**

Follow up is key to establishing a strong relationship with your Congressional delegation and their staff.

Please use the NCSFPA Education Committee Members listed on your Action Alerts as resources for any information that the Legislator or their staff have requested. If you do not have the information the NCSFPA Education Sub-Committee Leads can help you locate it.