The article "Communicating with Legislators," by Debra E. Kachel on pages 8-10, outlines clear and easy ways for school librarians to establish communication with legislators. Kachel also offers the following worksheet to help identify legislators and keep an accessible list of contact and background information, as well as notes from outreach efforts.

### LEGISLATOR PROFILE WORKSHEET

**IDENTIFYING YOUR LEGISLATORS**

**Zipcode + 4 digits for your home address:** ________________________________________________

**Zipcode + 4 digits for your work/school address:** ________________________________________

Depending where you live and work, you may have different legislators.

**FEDERAL/U.S.CONGRESS**

**HOME - Senators:** ________________________________________________________________

**HOME - Representative:** __________________________________________________________

**WORK - Senators:** ________________________________________________________________

**WORK - Representative:** __________________________________________________________

**STATE**

**HOME - Senator:** ________________________________________________________________

**HOME - Representative:** __________________________________________________________

**WORK - Senator:** ________________________________________________________________

**WORK - Representative:** __________________________________________________________

Complete the following for the legislator prior to a visit or contact.

**LEGISLATOR PROFILE**

**Name & Party:** _________________________________________________________________

**Name of staff person/aide:** _______________________________________________________  

**Time in office: Beginning** ___________________________  **End of current term** ___________________________

**Background & Prior Career:** ______________________________________________________

**Committees:** _________________________________________________________________

**Recent legislation that the legislator sponsored/voted for:** ___________________________

**SOURCES:** US Congress http://www.ontheissues.org http://opencongress.org or http://www.govtrack.us/  

State Legislators: http://votesmart.org/ (has both federal and state)

Legislator support for library issues (as reported by ALA): _________________________

**SOURCE:** US Congress http://www.ala.org/advocacy/advleg/federallegislation/legscard

Potential personal connections (i.e., "children go to my school," "lived in same town," "wife was a librarian," etc.): _________________________

To familiarize yourself with the legislator, watch a YouTube or video in which this legislator speaks.

**CONTACT NOTES**

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<tr>
<th>Date</th>
<th>Type (phone, email, visit)</th>
<th>Talked to</th>
<th>Content/Message</th>
<th>Actions/Follow-up</th>
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