

# Email Advocacy



## Tips for Emailing Legislators

- 1. Reference The Bill Number Or Issue In The Subject**  
This will help the legislator to quickly identify and tally the emails.
- 2. Be Clear About Your Position**  
State your request as a concrete, actionable item, e.g., 'vote no on SB180' early in the email.
- 3. Be Brief**  
Your message is more likely to be read if it is short and to the point. Choose 1-3 points to make in your email.
- 4. Individualize Your Message**  
Try to avoid copy and paste, or mass emails and personalize your message with your own experience or information about how a bill will affect your community.
- 5. Copy Legislative Leadership**  
Copy the legislative leadership in the same chamber as the legislator, such as the Speaker of the House and House Minority Leader.
- 6. BCC Your Legislator**  
If emailing a committee member and not your own legislator bcc your legislator.

## Sample Email

To: [kristey.williams@house.ks.gov](mailto:kristey.williams@house.ks.gov)

cc: [dan.hawkins@house.ks.gov](mailto:dan.hawkins@house.ks.gov),  
[Vic.Miller@house.ks.gov](mailto:Vic.Miller@house.ks.gov)

bcc: [barbara.ballard@house.ks.gov](mailto:barbara.ballard@house.ks.gov)

Subject: Please sustain the veto of HB2304

Dear [legislator],

Thank you for supporting public education and local control by voting against HB2304. Please vote to uphold Gov. Kelly's veto during veto session.

HB2304 would remove approximately \$1M from our districts general fund, hurting the future education of our children.

Sincerely,

[your name]