



How to contact your legislator: A Guide for CPTC Employees

The following methods may be used to express your opinion to legislators about a pending bill or other issue:

1. Send a personal letter – mail or fax
2. Send an email from your personal email address from your home computer
3. Call the legislative hotline (800-562-6000). You can leave a short message for up to 3 legislators. Messages are delivered immediately.

THINGS TO REMEMBER:

1. You have the most impact with the legislator who represents the district in which you live. They care about your views. They spend a lot of time working on issues of concern to local taxpayers.
2. Keep your communication short and to the point. Keep letters to one page – directly stating which bill or issues you want them to support and why.
3. **State Employees:**
 - a. **Cannot use state equipment to send email to legislators advocating a legislative position. (You can use your home computer and email address to send it.)**
 - b. **Cannot use state-owned telephones to call the Legislative Hotline with a message for legislators. (You can use your own phone or call from home)**
 - c. **Cannot use state-owned fax machines, copiers, etc. to advocate a position with legislators.**

For more information on the legislative process, please contact Tawny Dotson at 253-589-6048 or tawny.dotson@cptc.edu.