



CONTACTING YOUR LEGISLATOR OR ELECTED OFFICIAL

League of Women Voters of Ohio Education Fund
17 South High Street, Suite 650
Columbus, Ohio 43215
1-877-598-6446
www.lwvohio.org

Publication funded by:

THE SEASONGOOD FOUNDATION

LEAGUE OF WOMEN VOTERS®
OF OHIO EDUCATION FUND

How and Why

Your governmental representatives look forward to “opinions from the grassroots.” They want to know the views of their voters and emails and phone calls are the best indication of what those voters are thinking. Don’t hesitate to contact him/her for fear of imposing on them. If you have something that you think should be called to their attention, do so! Voters get top priority with most elected officials – they want to keep their voters happy.

Best Way to Make Contact

- **Email:** In the age of technology, emailing your legislator is the fastest way to reach them.
- **Phone call:** Office staff can take a message and pass it on to your legislator.
- **Snail mail:** A letter can be mailed although this method takes the longest. A letter can also be hand-delivered to your legislator’s office or to the mailroom.

Dos

- Do address your representative properly.
- Do be brief and to the point.
- Discuss only one issue and identify a bill by its bill number.
- Do be courteous and reasonable.
- Do contact your legislator when he/she does something of which you approve.

Don’ts

- Don’t begin on a righteous note of “as a citizen and a taxpayer.” Your representative assumes you are a citizen and knows we all pay taxes.
- Don’t be rude or threatening.
- Don’t be vague.
- Don’t ignore your legislator and write to one from another district because you disagree politically with yours.
- Don’t apologize for taking their time. If you are brief and express your opinion, he/she is glad to have the contact.

Voting Information

My US Congressperson is:

District # _____

My US Senators are:

My Ohio Representative is:

District # _____

My Ohio Senator is:

District # _____

The League of Women Voters (LWV) is where hands-on work to safeguard democracy leads to civic improvement.

LWV, a nonpartisan political organization, encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy.

Salutations and Contact Information

All elected officials need to be addressed as “The Honorable _____.” Specific office buildings are listed on each website below.

US Senator

The Honorable (first and last name)
United States Senate
(insert office building information)
Washington, DC 20510
www.senate.gov/general/contact_information/senators_cfm.cfm

US Representative

The Honorable (first and last name)
US House of Representatives
(insert office building information)
Washington, DC 20515
www.house.gov/house/MemberWWW.shtml

Direct email addresses can be found by going to the Web sites listed below and finding your legislator.

Governor

The Honorable (first and last name)
Governor of Ohio
Riffe Center, 30th Floor
77 S. High St.
Columbus, OH 43215
<http://governor.ohio.gov/ContactUs/tabid/69/Default.aspx>
Click on “Contact the Governor”

Ohio Senator

The Honorable (first and last name)
Ohio Senate
Senate Building
Columbus, OH 43215
www.senate.state.oh.us/senators

Ohio Representative

The Honorable (first and last name)
Riffe Center
77 S. High St.
Columbus, OH 43215
www.house.state.oh.us