

Communicating with Your Legislators Legislative Training

Instructions and template for contacting STATE legislators

1. Visit <https://iga.in.gov/i.nformation/find-legislators>
2. **Indiana Residents:** use the address on your driver's license.
Non-Residents: use the address you reside in while attending your university

Find Your Legislator

Enter your home address to get your legislator information.

* = required

Street Address *

Please enter a complete address (Ex: 1111 E County Road 111S)

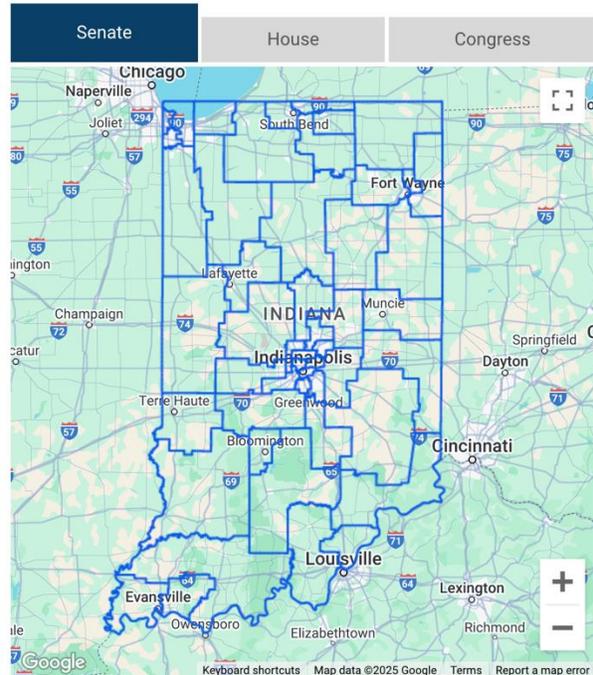
City *

State

Zip *

Search

Please enter numbers only (Ex:
46140)



1. Make note of your STATE senator and STATE representative. There is only 1 of each. You are NOT contacting your federal legislators for this event.
2. Click on the legislator's name. On their page, look at the column to the left and click "contact my office"
 - a. Sometimes their email address may not be readily available. See below for email address formatting using their district number.
 - b. Phone calls are also effective! Alternatively, leave a message with their office aide extending an invitation.
3. Repeat for the other legislator in your area.

SEE BELOW FOR GUIDELINES REGARDING EFFECTIVELY COMMUNICATING WITH YOUR LEGISLATORS

EMAIL/LETTERS

- Address the letter or email to a specific legislator. Make sure to verify the correct spelling of the legislator's name and use their correct title.
- The subject line should state your brief position on the legislative issue or proposed bill.
 - For example, "Oppose Bill XYZ," or "Support Bill XYZ."
- Communicate your issue and share the impact that it has on you personally.
- Keep it brief and concise. Aim for no longer than one page.
 - The first paragraph should include a greeting and a request for specific action to be taken by the legislator.
 - The following paragraphs should include a description of the bill, explain the legislation, and support your position on it.
- Identify that you are the legislator's constituent if applicable.

PHONE CALLS

- Always identify yourself as a constituent
- An aide, not the legislator, will answer the phone. State the reason for calling clearly and succinctly and provide brief background about the legislative issue.
 - Remember, a legislator deals with hundreds of issues and thousands of calls/emails. You are the expert in speech and hearing. You educate them.
- Include a personal story related to the legislative issue, if applicable. Stories about how yourself, your colleagues, friends, or family may be impacted by potential legislation are remembered most of all.
- Address one issue during the call. The listener will often be taking notes, and introducing a new issue might confuse them.
- Request that the legislator takes action. Ask them to support or oppose the bill, saying, "I am asking ____ to support/oppose Bill ____"
- Lastly, ask the individual taking your call to convey your message, ask for a response about the legislative issue raised in the call, and thank them for their time.

SEE BELOW FOR EXAMPLES OF EMAIL AND PHONE CALL TEMPLATES

–green highlights indicate wording to be personalized

If you send an email:

If you wish to contact your legislators by email, use the following accounts and fill in your legislators specific information:

- For **State Senators (Senate)**: s(district #)@iga.in.gov
 - Example: s25@iga.in.gov
- For **State Representatives (House)**: h(district #)@iga.in.gov
 - Example: h91@iga.in.gov

To invite your legislators to Legislative Day if you are going to be at the Statehouse:

Dear **Senator/Representative _____**

My name is _____ and I am a **speech-language pathology/audiology graduate/undergraduate** student at **XYZ University**. I am a constituent in your district and I am reaching out to invite you to the Indiana Speech-Language-Hearing Association's (ISHA) annual Legislative Day at the Statehouse on **Monday, January 26, 2026**. We will gather on the bridge connecting the house and senate sides near the rotunda on the third floor on **Monday, January 26, 2026 from 10:30 -1:30**. I will be in attendance and would love for you to join us. If you are not available at that time, I would love to meet with you individually either prior to or following the meet and greet on that date.

We invite you to join us for cookies and conversation to discuss current legislation crucial for maintaining and improving the services we provide across the lifespan to the citizens of Indiana. Faculty and students from Communication Sciences and Disorders programs across the state will be in attendance with information about our training programs and the breadth of the scope of practice in audiology and speech-language pathology.

I look forward to seeing you there.

Sincerely,

First Last Name

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Legislative Training

To communicate with your legislators if you are NOT going to be at Legislative Day:

Pick one of the following topics below and insert that content into this template. Limit your content to one bill per email. List the bill number and title in your email subject. You certainly can send more than one email to address more than one piece of legislation.

Dear **Senator/Representative_____**

My name is **_____** and I am a **speech-language pathology/audiology graduate/undergraduate student at XYZ University.** I am a constituent in your district and reaching out to ask you to **(Pick one bill and insert the paragraph below here.)**

Insert bill number(s) and paragraph describing position and rationale here

Sincerely,

First Last Name