

ADVOCACY DIRECTIONS

1. Review and edit the letter to provide specific information pertinent to your organization (examples of cases in your organization whereby Coverdell funding could or has helped, your point of contact information, and if you are able offer the Member and staff a tour)
2. Go to the below website and enter in your zip code and ask for the staff person who handles judiciary/forensic/law enforcement issues)
www.contactingthecongress.org/
3. Advise staff of who you are and the position that you hold (JOHN SMITH, TITLE). Ask for them to contact the appropriations committee and request that Coverdell be funded at the \$25m as proposed in the Justice For All authorization. Use talking points provided.
4. Follow up with the letter to the Member of Congress. It is important that you **email or fax this letter** as it will not arrive to the Member for a significant period of time if it is mailed through the postal service. Ask staff for email.
5. Continue to follow-up with staff. It will be important to accomplish this quickly. By April 30.
6. Report back to your Association POC the results of your conversation.