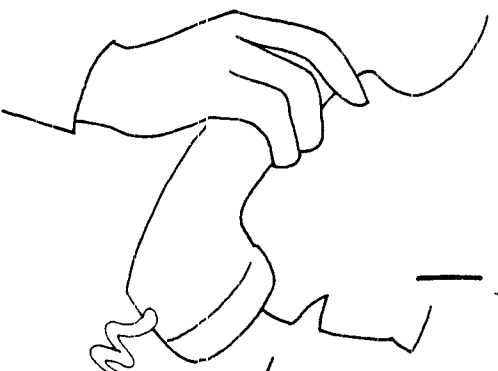


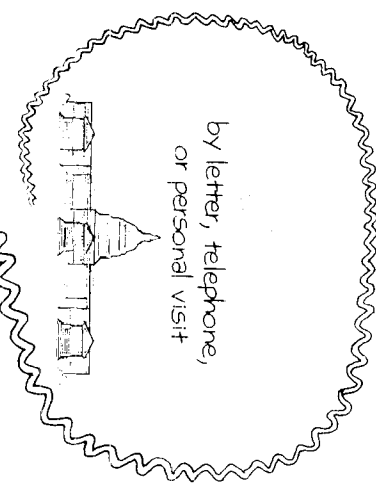
Grassroots lobbying involves:

It's what concerned Americans do to **INFLUENCE LEGISLATORS' DECISIONS** on today's issues.

about an issue that concerns you



by letter, telephone, or personal visit

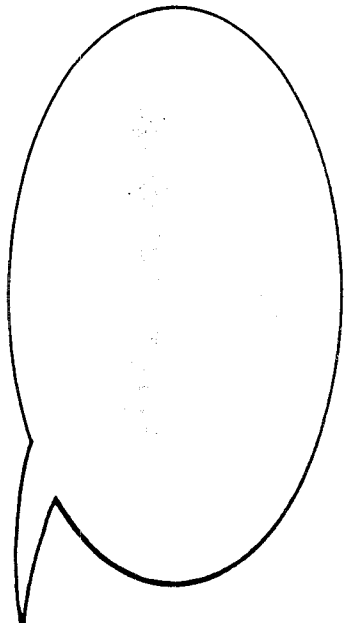
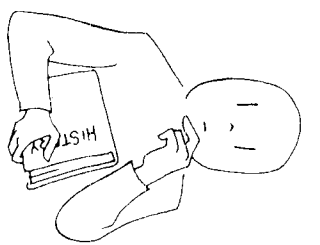


to your elected representatives.



PUT GOVERNMENT TO WORK FOR YOU!
Want to take action? Have an idea or a solution to better your community, your life, or your business? Got a bee?

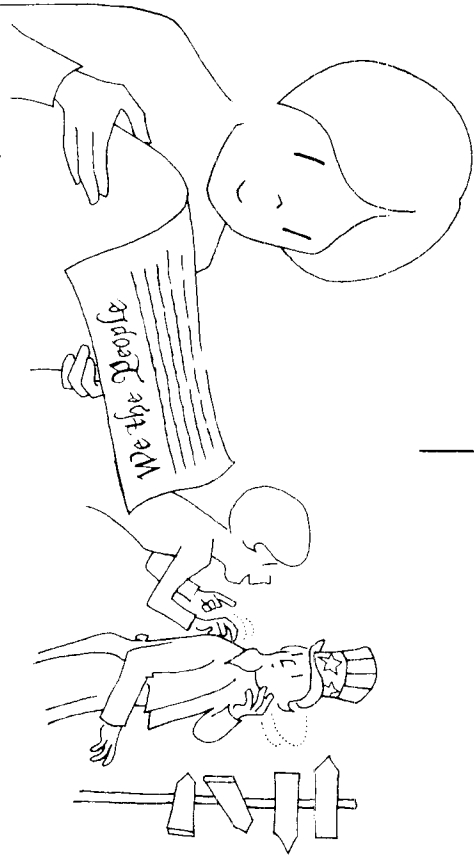
YOU CAN MAKE YOUR VOICE HEARD
— through grassroots lobbying, the heart of our democratic way of life.

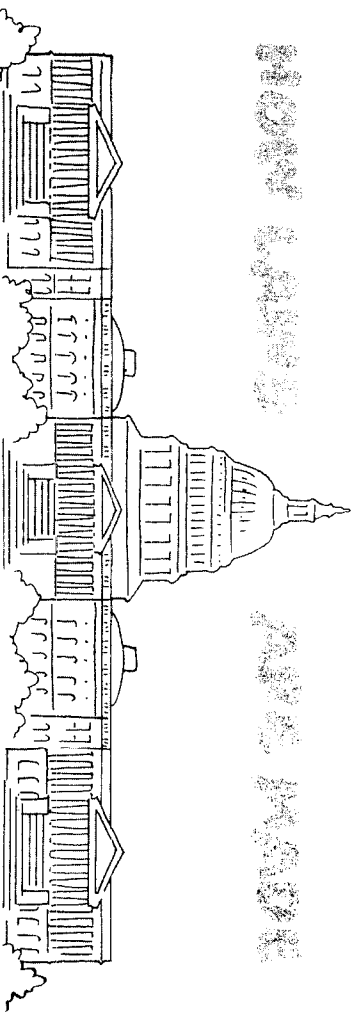


Because government must know your wishes before it can respond to them, grassroots lobbying is simply the art of communicating with your elected officials.

to influence how your elected representatives vote. Under the First Amendment to the U.S. Constitution, every American has freedom of speech, freedom of assembly, and the right to petition the government for a "redress of grievances."

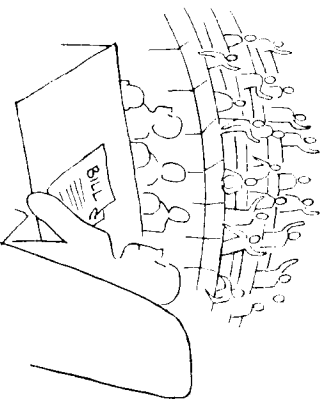
to speak up for good government. Each year, your legislators make decisions that affect your tax dollars -- and your life. It's up to you, as a citizen, to voice your opinions and influence the future of your government.





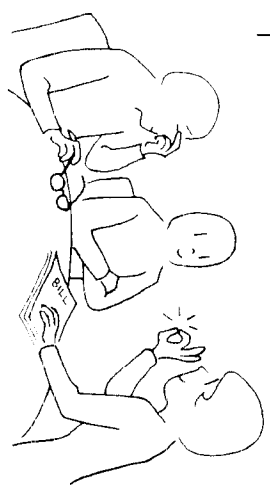
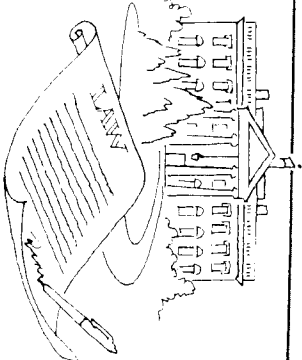
Here are the steps a bill goes through when introduced in the House.*

- 1 A House member simply drops a bill into the "hopper," a box on the clerk's desk. (Senators send their bills to clerks or propose them from the floor.)
- 2 The bill is numbered, printed and sent to the House committee that has jurisdiction over the subject of the bill. (Committees are important -- they can decide a bill's fate early in the legislative process.)
- 3 The committee may schedule public hearings and invite concerned citizens, organizations and government agencies to provide facts and offer opinions on the bill.
- 4 After analyzing the bill and listening to the public's views, the committee may change the bill, vote it down, allow it to die by not taking any action, or report the bill favorably to the full House.
- 5 After leaving committee and being scheduled on the congressional calendar, the bill is sent to the full House where it's debated, amended and voted on.



Under the Constitution, CONGRESS has the power to make laws. A bill may be introduced in either the House of Representatives or the Senate, and must be passed by both houses.

- 6 If approved by the House, the bill goes to the Senate. A Senate committee studies it, holds public hearings, and presents the bill to the full Senate with its recommendation.
- 7 The full Senate debates the bill, amends it, and votes on it.
- 8 If the House and Senate pass differing versions of the bill, a conference committee made up of members from both houses meets to resolve differences. The bill is then voted out of conference, and the House and Senate each vote to accept or reject the revised bill.
- 9 The bill goes to the president for his signature (or veto). If he does not take action within 10 days of receiving the bill, the bill becomes law automatically (Congress must be in session.) A bill can also become law if 2/3 of both houses vote to override a president's veto.

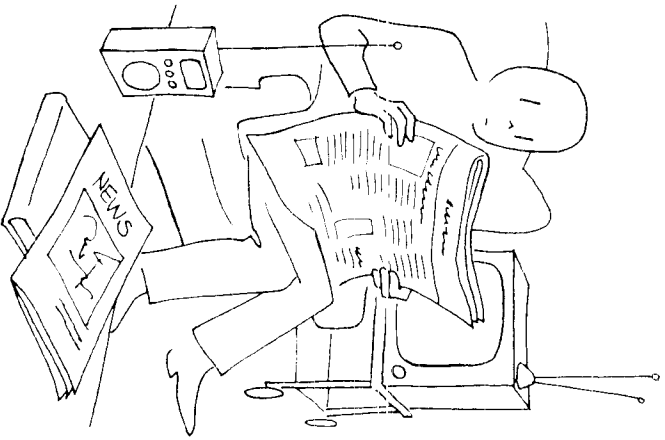



* Note: Although these steps are specific to Congress, the principles set forth apply to other levels of government.

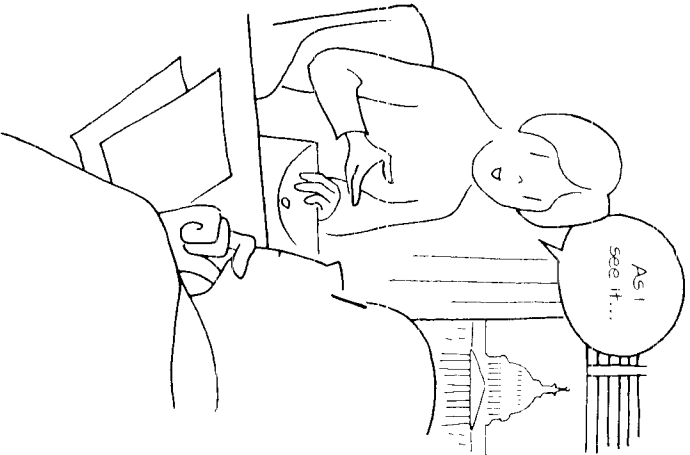
There's a lot you can do -- and the only "pull" you need is your own conviction!

Legislators respond to the power of informed opinion. The more you know about an issue, the easier you'll catch your legislator's attention, and the more influence you'll have.

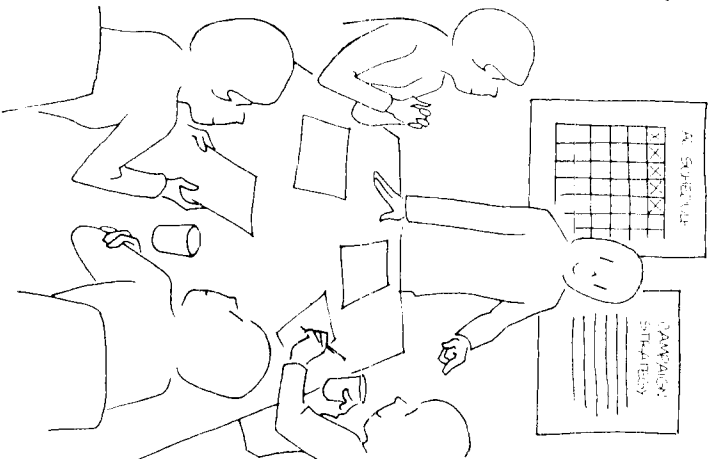
For effective contact with your elected officials, study the history of the issue, its pros and cons, and your representative's voting record on the issue.



Always keep in mind that your lawmakers are elected to represent your interests. They need to stay in touch with you -- or face the prospect of losing their jobs at reelection time. Likewise, you need to stay in touch with your elected officials -- or live with legislation that doesn't represent your views.

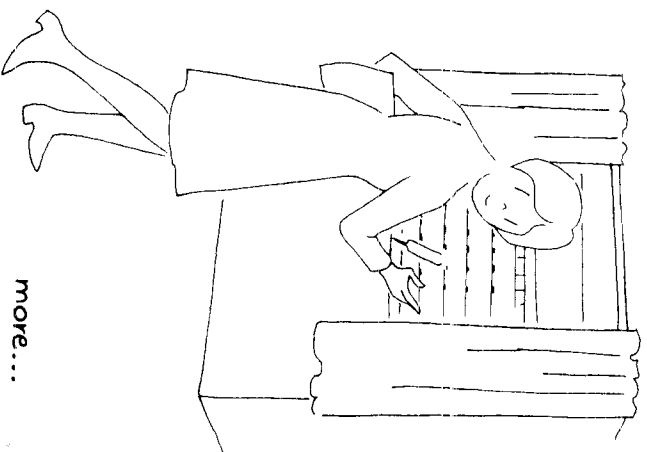


In politics, strength lies in numbers. No elected official can afford to ignore the weight of public opinion. As a grassroots lobbyist, you can engineer a publicity campaign, form an organization, or join a group of people who feel as you do about an issue.



Above all, vote. It's your best bet for protecting democratic freedoms, and your constitutional guarantee that your rights and opinions are taken into consideration.

So take the right to vote seriously. Make sure you're registered to vote, especially if you've just moved or turned 18 years of age. Learn the candidates' positions on the issues that are important to you.



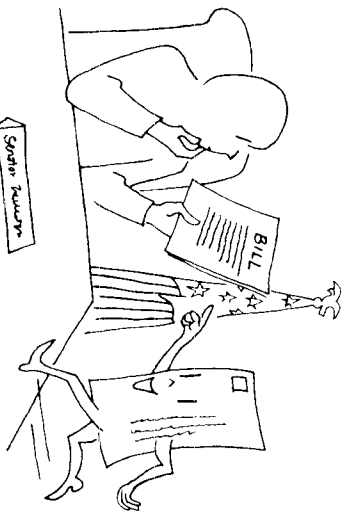
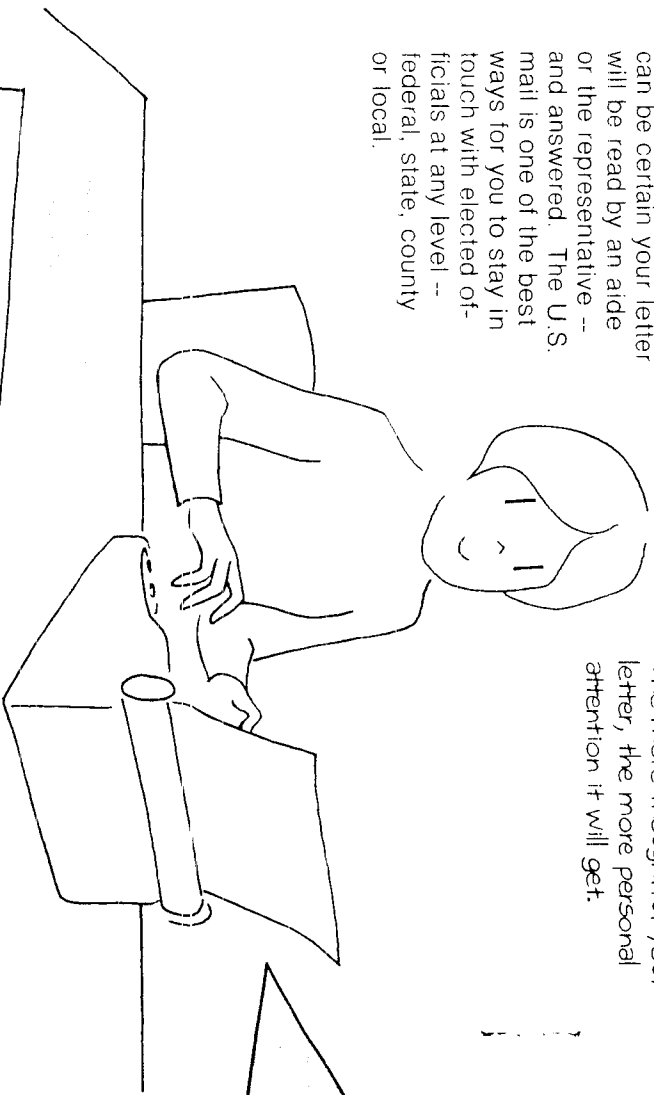
more...

They depend on letters from you to tell them how to vote.

REMEMBER:

Your letter can influence your legislator's vote. The more thoughtful your letter, the more personal attention it will get.

Many people believe their letters to Congress aren't even read. This simply isn't true. You can be certain your letter will be read by an aide or the representative -- and answered. The U.S. mail is one of the best ways for you to stay in touch with elected officials at any level -- federal, state, county or local.



BE BRIEF

Boil your argument down to one page or less -- any longer and your letter loses effectiveness. Attach any detailed information you have to this one-page letter.

PERSONALIZE YOUR LETTER

State your views in your own words. Avoid using postcards and form letters.

HAVE THE FACTS

The more facts you know, the better. Refer to bills by title or number. Cite experts when needed, to back you up.

FOCUS ON ONE ISSUE

Your letter will be given the attention it deserves if you speak out on only one issue at a time.

BE DIRECT

Tell your representative what action you want him or her to take, such as introduce legislation, cosponsor a bill, vote for (or against) a bill in committee or on the floor. If possible, get his or her commitment to do what you ask.

BE CIVIL

Don't threaten, insult, wisecrack or namecall.

DON'T OVERDO IT!

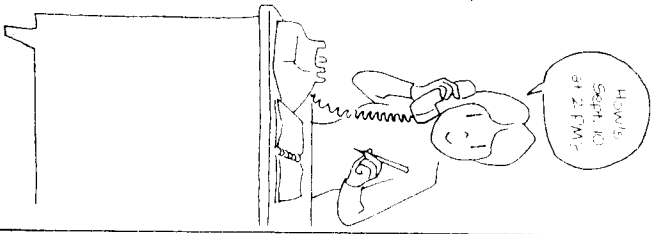
Don't write too often. Keep your letters timely so your legislator can act effectively on your behalf.

COMPLIMENT!

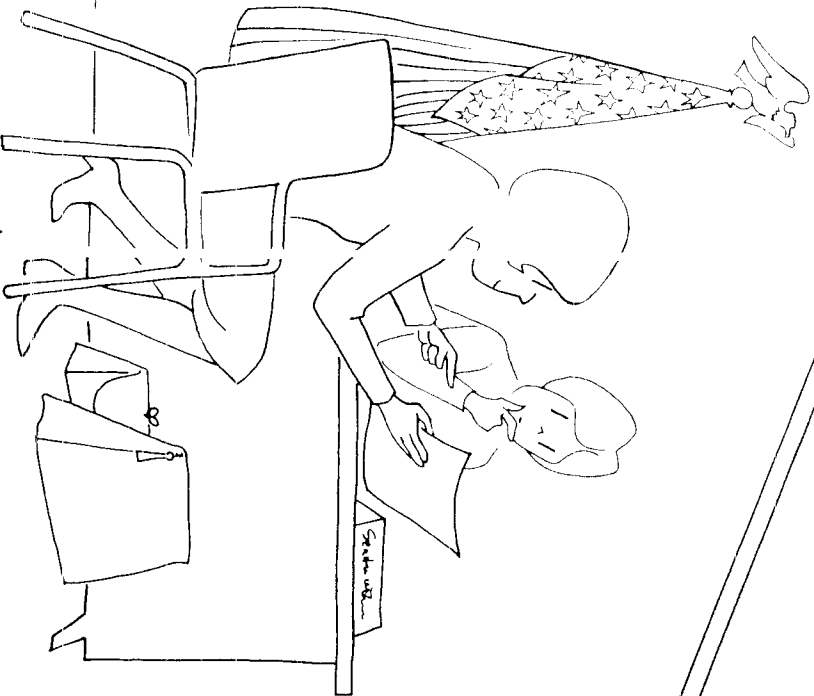
Always praise your legislator if he or she votes the way you wish. A note of thanks will be appreciated and remembered.

Seeing your representative in person is an excellent way to get your point across.

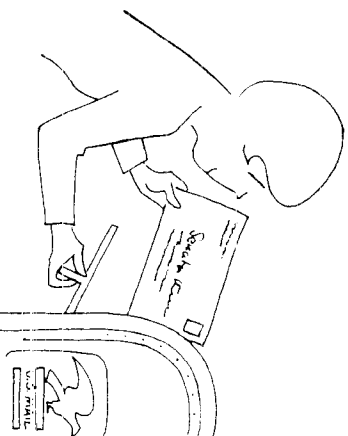
- Call or write your representative's home office, or call the U.S. Capitol switchboard at (202) 224-3121 to contact his or her Washington, DC office.
- Ask a staff member to arrange a time and place, either in Washington, DC or in your legislator's home district.
- To contact your state representatives, write or call their local offices or the state capitol building.



- Know what you want to say. Emphasize how the issue affects you, your community, and your state.
- Present your views politely but persuasively.
- Use relevant facts and research to support your views.
- Bring an expert on the subject to support your views, if possible.



- Send a thank-you letter to your representative and to the staff member who helped arrange your visit.
- Also include a summary of your position plus any other new information that supports your views.



SOME TIPS

BE ON TIME
Make certain you reach your appointment on time, or a few minutes early.

BE CONFIDENT
Focus on the issue -- let your enthusiasm and concern win out over any shyness.

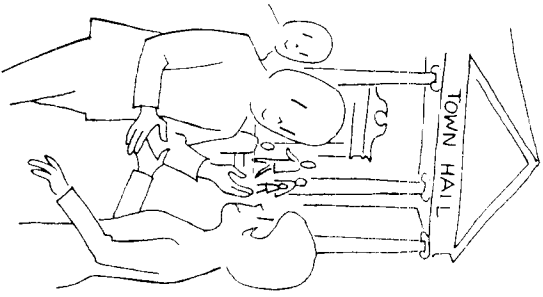
BE FIRM
Find out exactly where your representative stands on the issue. Ask what action he or she intends to take. Don't be afraid to press for specifics.

BE BRIEF
Since legislators have extremely busy schedules, plan on getting your message across in 5 minutes -- 10 at the very most. Don't get sidetracked into small talk -- make your time really count.

LISTEN CAREFULLY
Be ready to answer questions clearly. If you don't know the answer to a question, admit it -- and send the answer later. Listen carefully to your representative's viewpoint -- even if you disagree.

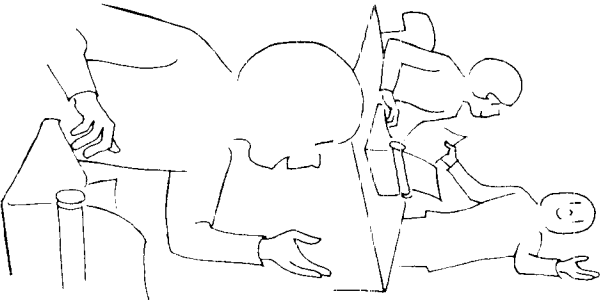
During congressional recesses, most representatives return to their home districts to find out their constituents' views on the issues.

Take advantage of this opportunity to invite your representative to your community. Call or write his or her district office to arrange a time and place for a meeting.



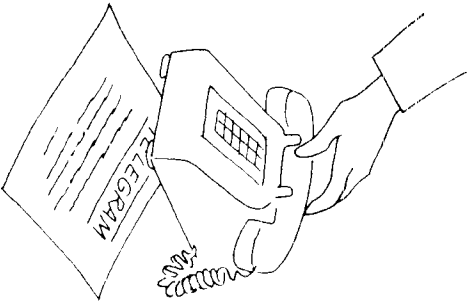
Although staff members don't vote in Congress, they're key people who can give you valuable information and advice.

Treat them with respect. By developing a cooperative relationship with staff members, you'll be a more effective lobbyist.

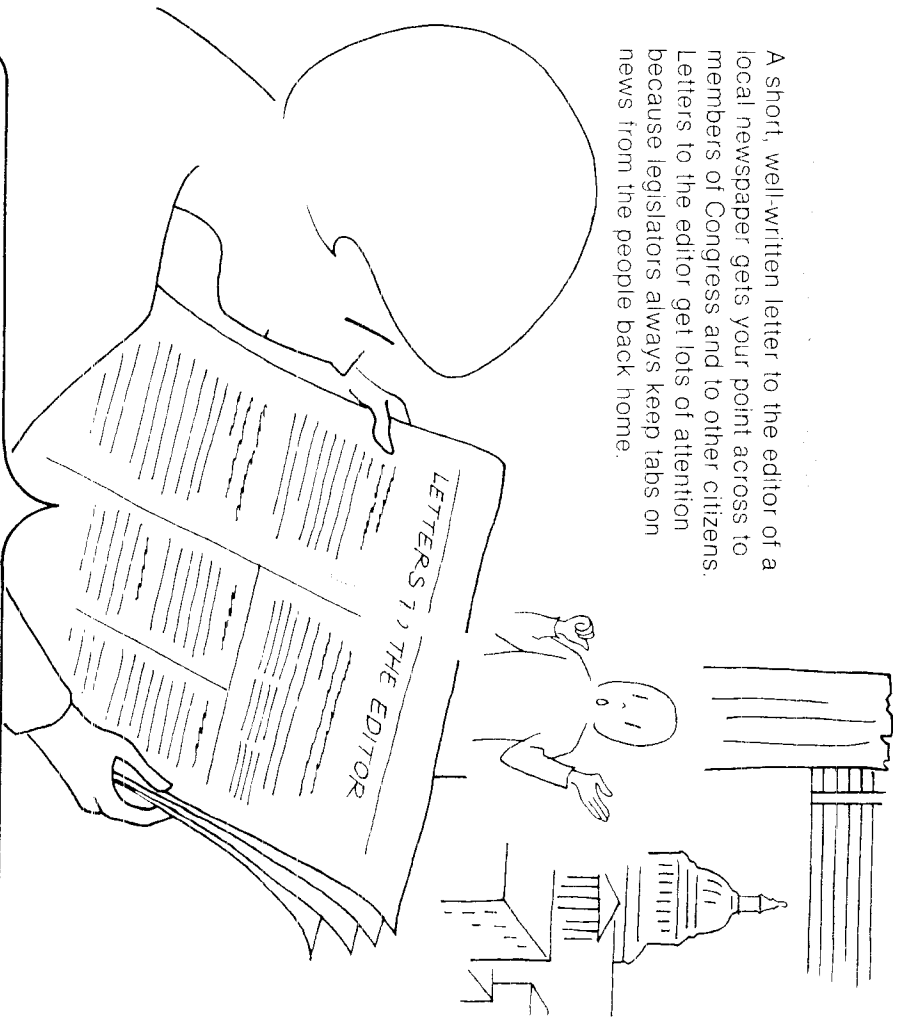


If you need to get a message to your representative quickly, you can telephone your representative's Washington, DC or home office.

- Or you can send a:
- telegram (delivery in less than 5 hours)
 - public opinion telegram (delivery in less than 24 hours)
 - mailgram (next business day postal delivery).



A short, well-written letter to the editor of a local newspaper gets your point across to members of Congress and to other citizens. Letters to the editor get lots of attention because legislators always keep tabs on news from the people back home.

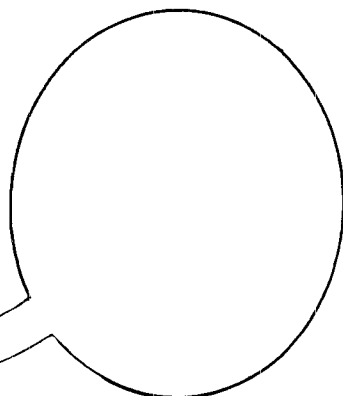


SOME TIPS
on writing an effective letter:

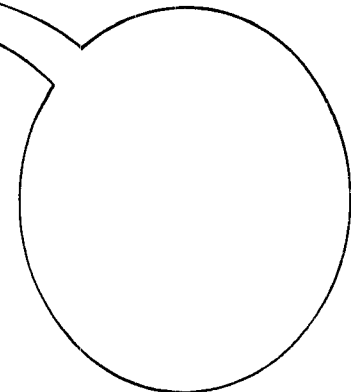
- Type your letter -- not more than a page.
- Be concise.
- Draw on personal experience to support your views.
- Don't exaggerate your case.
- Be firm, but not hostile. Your letter should reflect your sense of conviction.
- Sign your name.

and ANSWERS

500--

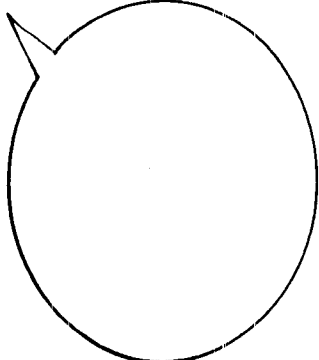


Sure, some big interest groups have lots of money to spend, and they employ highly paid professional lobbyists. But professional lobbyists don't elect legislators -- citizens do. That's why, as a citizen lobbyist, your efforts can make a difference.



Check your library for these valuable sources of information:

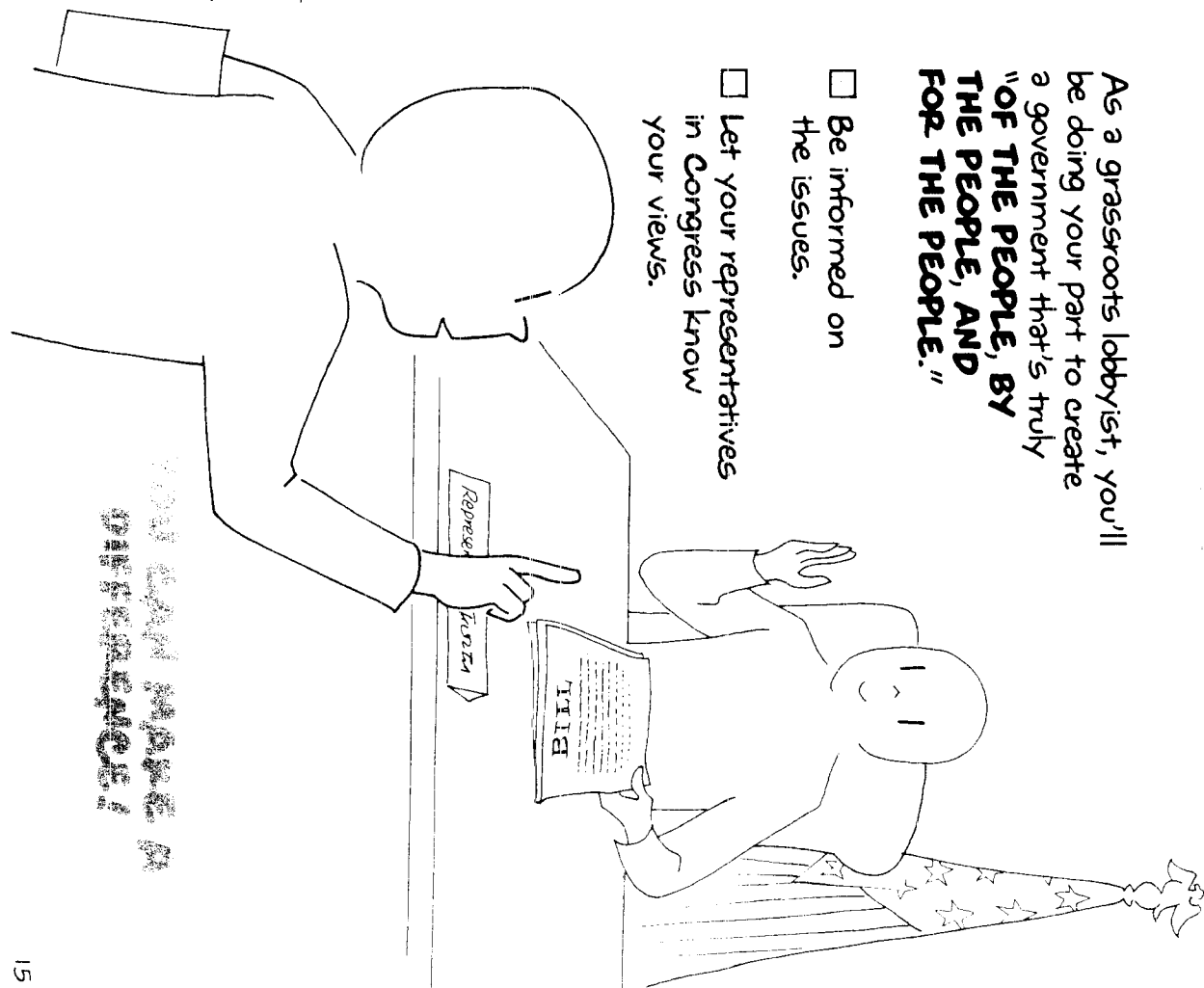
- *Congressional Quarterly* -- weekly reports on legislation
- *Congressional Directory* -- names and addresses of members of Congress and their key staff aides
- *Congressional Record* -- texts of congressional speeches.



Yes. Virtually every law in this country is on the books because some group of interested citizens wanted it -- and let their government know they wanted it.

As a grassroots lobbyist, you'll be doing your part to create a government that's truly **"OF THE PEOPLE, BY THE PEOPLE, AND FOR THE PEOPLE."**

- Be informed on the issues.
- Let your representatives in Congress know your views.



YOU CAN MAKE A DIFFERENCE!