

## Using the NASP Advocacy Action Center: Simple, Fast, Effective

### *How to Contact Federal Elected Officials!!*

Using the **NASP Advocacy Action Center** is a great way to influence public policy, funding, and legislation that will impact your job as a school psychologist. Make sure your voice is heard: Contact your federal elected officials through the **Advocacy Action Center!** It takes very little time and only a few simple steps. Here's how:

### *Getting to the NASP Advocacy Action Center via the web:*

1. Go to the NASP website at [www.nasponline.org](http://www.nasponline.org)
2. On the left-hand side of the NASP Home Page, point to "**Advocacy/Public Policy.**"
3. More choices appear: click on "**NASP Advocacy.**" You will be redirected to a new page. You can refer to this page for information on the NASP GPR Committee, the School Psychology Action Network (SPAN), as well as issues and news on GPR activities.
4. Click on "**Take Action Now - Advocacy Action Center.**"

### *Read about the issues in the Legislative Action Alerts:*

1. Use the "**Click Here**" button to read any of the **Action Alerts** with the latest updates on important pending issues. Beside each Alert, you can choose to "**Take Action Now.**"
2. Enter your zip code and click "**Go**".
3. Follow the easy directions to send your Action Letter.

### *Sending a message to your Federal Legislators:*

Choose a letter associated with one of the Action Alerts, or go to other letter options by scrolling down to "**ELECTED OFFICIALS**" below the Action Alerts.

1. **Enter your zip code.**  
**Note:** You may be prompted for the additional 4-digit zip code to determine your exact Congressional District. If you do not know the 4-digit zip code, you can enter your street address to locate it for you.
2. **What message do you want to send?**  
The next page will reveal a selection of letters to choose from. **Choose a letter by clicking on it, or select the option to "Compose Your Own Message."** On this page, you will also see the names and photos of your two U.S. Senator, the U.S. Representative for your district, and the President. For more information on these leaders, including local and DC contact numbers, you may click beneath the pictures.
3. **Who do you want to contact?**  
Choose the letter recipients by clicking (unchecking) the box next to the pictures. You may choose **all three members or only specific members** to receive this particular message.
4. **How do you want to send it?**  
You may choose to **send your message via e-mail, mail or FAX (select "letter" to mail or FAX it).** If you select "letter", you will be prompted to choose the format for your word

processor. Your representative's mailing address will be automatically be included in the letter. **Please note that sending the letter by FAX is a better option due to new security measures at Congressional offices.**

**Note:** For specific information on Members of Congress, including local office locations and contact information, use the Main Advocacy Action Center page under "Elected Officials" (click on "info") or click "Congressional Directory" on any page.

5. **What do you want to say?**

Once you decide to send this or any other letter, you have the ability to **edit the letter as you please**. Add your own content or simply choose to send the letter as is.

6. Scroll down to enter all required information. **You must enter all fields as indicated, including an e-mail address** (use [gpr@naspweb.org](mailto:gpr@naspweb.org) if you do not have an e-mail address).

**Note:** You may use your home or school (unless you are prohibited from doing so) e-mail address.

Your member of Congress represents the district in which you live. However, you can also send messages to the member representing the district where your school is located, even if the address is in another Congressional District. Do not list your school's name or school district unless you are an official representative. You may also want to check into your district's rules before you use school computers for what may be considered "lobbying".

7. Check the "**Remember Me**" box and your computer will remember your address and complete the information automatically. This will make your next message even easier to send.

8. Click "Send Message" at the bottom of the page. **Congratulations!** Your message(s) have been sent. You will be prompted to print the letter if this is your choice of delivery option. You will receive a confirmation message by e-mail.

After completing one letter, you will be invited to send another. Click on the title of an issue that interests you, or "**Compose your own letter.**" You will then go through the above procedures again.

**Thank you for taking your time to use your voice to share our advocacy message. If you have questions regarding this process, please do not hesitate to contact the NASP office for assistance. We can help prevent any minor technical difficulties from getting in the way of your advocacy efforts. For additional help with the Advocacy Center, contact Libby Nealis at [lnealis@naspweb.org](mailto:lnealis@naspweb.org)**

## Find Your Elected State Officials

1. Go to [www.legis.state.ia.us](http://www.legis.state.ia.us)
2. Under "Popular Links" in the middle of the page, click on the **Find Your Legislator**" link
3. Fill in your **complete** address. Click on the **SUBMIT** button.
4. You may address your letters to them at the address given on this page, or use the e-mail link given.
5. Remember to acknowledge any contact from them and follow up as issues change.