



Government Relations Tip Sheet

Communicating with elected officials

PLAN AHEAD

- Reach out to municipal, provincial or federal elected representatives' months in advance.
- Make sure what you're asking for is clear.
- When meeting with an elected official, make sure a board member or senior volunteer is present.

WHAT DO YOU WANT TO ACHIEVE?

- To inform the official about National Volunteer Week and your community's planned activities.
- To inform them about the work that volunteers perform in your community and its impact.
- To ensure they understand the value of volunteer work.
- To make them aware of the impact of their policies on volunteers and the organizations they work for in your community.
- To develop a good working relationship so that your organization can be a source of information about issues related to volunteerism in your community.

Provide elected officials the information they need to make good decisions that affect volunteers.

TO DO:
<ul style="list-style-type: none"> • Know what issues they make policy on or can influence.
<ul style="list-style-type: none"> • Make yourself aware of elected officials' positions on issues that affect volunteers in your area.
<ul style="list-style-type: none"> • Be flexible if you are meeting with an elected official. Their schedule may change on short notice.
<ul style="list-style-type: none"> • Prepare a concise one-page handout summarizing your main points.
<ul style="list-style-type: none"> • Explain the impact of their government's policies and programs on your organization.