

## **Government Relations Tip Sheet**

### Communicating with elected officials

#### **Prepare in Advance**

- Initiate contact with municipal, provincial, or federal elected representatives several months ahead of time.
- Clearly communicate your requests and objectives.
- Ensure that during meetings with elected officials, a board member or senior volunteer is present for added credibility.

#### **Goals**

- To inform officials about National Volunteer Week and the planned activities within your community.
- To communicate the vital role played by volunteers in your community and the impact of their efforts.
- To highlight the significance of volunteer work and its contribution to the community.
- To convey the effects of governmental policies on volunteers and the organizations they serve.
- To cultivate a productive working relationship, positioning your organization as a reputable source of information concerning volunteerism-related issues within the community.
- Equip elected officials with the necessary information to facilitate informed decision-making processes concerning volunteer-related matters.

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

- Know what issues they make policy on or can influence.
- Make yourself aware of elected officials' positions on issues that affect volunteers in your area.
- Be flexible if you are meeting with an elected official. Their schedule may change on short notice.
- Prepare a concise one-page handout summarizing your main points.
- Explain the impact of their government's policies and programs on your organization.

