**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.**

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| **TO DO:** |
| * 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. |