



Postcard Writing Tips

Tip: to multiply the reach of your key point write the same message on multiple postcards and send to 3 to 25+ legislators. This process has worked well:

1. Select your issue. You might write the same postcard to all legislators.
2. Choose a brief message. Your postcard will be read by a staffer, whose job is to tally your response as "for" or "against." Often, only one sentence is necessary, for example:
 - "Improve and keep the ACA."
 - "Maintain protections for national monument lands."
3. If there is a picture on the front of your postcard, make sure you leave room on the back to address the postcard (on the right hand side) and to affix a stamp. If there is room on the front of the postcard to put the address, you can use the entire back of the postcard for your message. (Leave a half inch at the bottom for the Post Office to imprint their sorting bar code.)Write the same message to as many members as you choose, and possibly members of the relevant House or Senate Committee. If they support your views, let them know and say **Thank You**. At her recent town hall meeting, Zoe Lofgren said positive comments are needed as well and are used to report to the media.
4. Sign your name. To show them that you are a constituent:
 - ✓ Include your postal zip code for Senators
 - ✓ Include your full address for other representatives
5. It is recommended to address all postcards to members of the House, then all members of the Senate. Using the address sheet, look up and write the addresses on the front or the right hand side of the back of the postcard. Stamp the postcards in the upper right hand corner.
6. When writing to committee members, include the name of the committee they are seated on, so that the recipient of the postcard knows why you, someone outside their district, is writing to them. You are writing to them because by serving on this committee they represent all Americans.
7. Note on Addresses: Use abbreviations wherever possible. No need to write out "112 Hart Senate Office Building" just write "112 H.S.O.B" and instead of 1032 "Longworth House Office Building" write "1032 L.H.O.B."

FAQ

Q1: Does anyone actually read postcards?

A1: YES – Pro and Con opinions are recorded and tallied by staff *daily*.

Q2: My representative has the same views that I do. Is there any reason to contact them?

A2: YES – Data on constituent opinions is used to validate positions and in communication with media. For favorable opinions, write "Thank you " or "Please continue to advocate with your colleagues"

Q3: I don't like writing postcards? Can I use email?

A3: YES – Electronic opinions are counted the same as written ones. Send email to your representatives. Use Twitter and Facebook with friends. Sign on-line petitions. It all counts!

Q4: Is there a way to know what to write?

A4: YES – Sign up for AAUW 2-Minute Activist for current topics. Go to <http://www.aauw.org> or Google "AAUW Two-Minute Activist." Of course, you can write any time on any topic that is important to you.



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The following types of general messages are usually appropriate for any elected representative, and are in alignment with AAUW's current Public Policy positions.

- **Please support strong, effective legislation to close the gender pay gap.**
- **Please advocate to protect Title IX and preserve all of its current regulations and guidance, and fully enforce the law.**
- **Please protect funding for public schools, and oppose any school vouchers schemes that may come before the 115th Congress.**
- **Please support efforts to ratify the ERA (Equal Rights Amendment).**
- **Please oppose any efforts that seek to weaken women's access to affordable, quality health coverage, and any attacks that endanger women's access to key health care services provided by Planned Parenthood health centers.**



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AAUW: Women in Action – WRITE POSTCARDS

For most issues write to your area's congressional representatives, then as appropriate, write also to the members of a house or senate committee or other key players.

- **California Senators**
 - **Dianne Feinstein (D)**
331 Hart Senate Office Building (or 331 Hart S.O.B.)
Washington DC 20510
 - **Kamala Harris (D)**
112 Hart Senate Office Building
Washington DC 20510
 - **Chuck Schumer (D)** (Senate Minority Leader)
322 Hart Senate Office Building
Washington, D.C. 20510
 - **Mitch McConnell (R)** Senate Majority Leader
317 Russell Senate Office Building
Washington DC 20510
- **House of Representatives – CA Representatives:**
 - **Zoe Lofgren (D)** 19th District House of Representatives
1401 Longworth House Office Building (or Longworth HOB)
Washington, D.C. 20515
 - **Representative Nancy Pelosi ((D)** House Minority Leader)
233 Cannon HOB
Washington, DC 20515
 - **Representative Paul Ryan (R)** (Speaker of the House)
1233 Longworth HOB
Washington, D.C. 20515
- **California State Legislature:**
 - **Senator Bill Monning (D)** Dist. 17
State Capitol, Room 313,
Sacramento, CA 95814-4900;
(916) 651-4017
 - **Assemblywoman Anna Caballero (D)** Dist. 30
Capitol Office, Room 5158



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P.O. Box 942849, Sacramento, CA 94249-0030;
(916) 319-2030