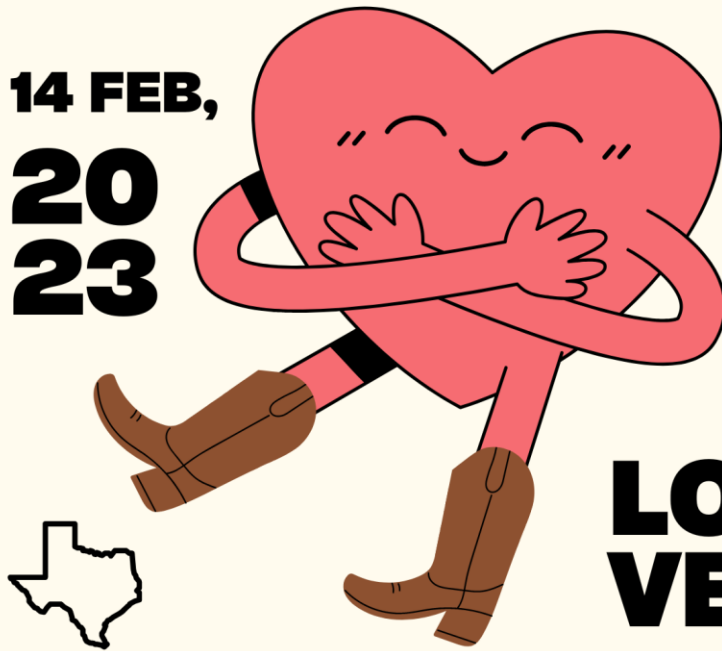


HAVE A HEART
FOR
THE ARC

**14 FEB,
20
23**



WWW.THEARCOFTEXAS.ORG



**ADVOCATING INCLUSION
FOR TEXANS WITH IDD**

HAVE A HEART FOR THE ARC DAY

Advocacy Toolkit

About Have a Heart for The Arc Day

- Chapters of The Arc of Texas, families and individuals with IDD will deliver valentines to state legislators and legislative candidates with the message, “Have a Heart for The Arc” on Valentine’s Day!
- This is an event we hope to have every year.
- Our main goal is to build relationships with decision-makers and let them know people with disabilities are an important part of their constituency!

Steps to Getting Involved

1. Identify your legislators and/or legislative candidates
 - a. With redistricting, it doesn’t hurt to double check this!
2. Contact them to schedule an appointment on 2/14/23
 - a. Can be in-person at their district or capitol office, or via video conferencing
3. Practice your message
4. Prepare some Valentine’s Day goodies
5. Meet with your legislators and/or legislative candidates on 2/14/23
6. Send a thank you card and/or social media post after the meeting

About this Toolkit

This toolkit includes information and templates for how to complete each step to get involved with Have a Heart for The Arc Day.

Identify Your Legislators and/or Legislative Candidates

Engaging with candidates running to represent you in the Texas Legislature is a great way to build relationships early. There are many current Texas legislators who are not seeking re-election or even changing districts following the redistricting that took place last year.

How to find out who represents you in the Texas Legislature

1. Visit the Texas Legislature Online website at <https://capitol.texas.gov/>
2. On the right side of the webpage, find the “Who Represents Me?” section
3. Enter your address, and hit “submit”

You will now be able to see your:

- U.S. Senators
- U.S. Representative

- Texas State Senator
- Texas State Representative
- Texas State Board of Education Member

You can then click on their names to learn more about them and find their contact information.

Candidate Information

| | | |
|-----------------------|-------------------------------------------------------------|-------------------------------|
| Election Year 2022 | Election 03/01/2022 -- 2022 MARCH 1ST REPUBLICAN PRIMARY | Party -- Select Party -- |
| Office Type STATE | Office Name STATE SENATOR, DISTRICT 31 | Status -- Select Status -- |

Qualified Candidates Information
Export Candidates

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| STATE SENATOR, DISTRICT 31 | |
| <p>STORMY BRADLEY PO BOX 847 BIG SPRING TX 79720</p> <p>JESSE QUACKENBUSH 801 S FILLMORE ST AMARILLO TX 79101 E-mail: jessenjl2020@gmail.com</p> <p>TIM REID E-mail: timothysreid59@gmail.com</p> <p>KEVIN SPARKS E-mail: info@kevinsparksfortexas.com</p> | <p>PARTY: REPUBLICAN STATUS: IN PRIMARY INCUMBENT: NO OCCUPATION: SELF-EMPLOYED FILING DATE: 12/02/2021</p> <p>PARTY: REPUBLICAN STATUS: IN PRIMARY INCUMBENT: NO OCCUPATION: ATTORNEY FILING DATE: 11/29/2021</p> <p>PARTY: REPUBLICAN STATUS: IN PRIMARY INCUMBENT: NO OCCUPATION: DIRECTOR OF ATHLETICS AND SAFETY FILING DATE: 11/29/2021</p> <p>PARTY: REPUBLICAN STATUS: IN PRIMARY INCUMBENT: NO OCCUPATION: EXECUTIVE FILING DATE: 11/17/2021</p> |

Step 2: Contact Your Legislators to Schedule an Appointment on 2/14/23

Now that you have identified who represents you, contact them and schedule a time to meet on Have a Heart for The Arc Day! You can meet in-person at their district or capitol office, or via video conferencing – it is up to you. Below are some templates you can use to schedule your appointment by phone or by email. Please don't forget to revise to personalize and to meet your needs!

Email Template

Dear _____,

My name is <first name, last name>, and I am your constituent. I am emailing you to schedule an appointment on February 14 in observance of Have a Heart for The Arc Day. As a member of The Arc, I am committed to improving the lives of Texans with intellectual and developmental disabilities (IDD). I would love to briefly discuss with you the importance of having a heart for individuals with IDD and the policies most important to me as a voter. I am open to meeting via Zoom or in-person at your district office.

Thank you in advance for your response.

Sincerely,
<Your name>
<Your home address>
<Your phone number>

Phone Script

Hello, may I speak with the **Senator's/Representative's** scheduler please?

My name is <first name, last name> and I am a constituent. I am calling to schedule an appointment on February 14 in observance of Have a Heart for The Arc Day. As a member of The Arc, I would love to briefly discuss with the <Senator/Representative> the importance of having a heart for individuals with disabilities and the policies most important to me as a voter. I am open to meeting via Zoom or in-person at the district office.

Step 3: Prepare for the appointment

Before your meet with your legislator or their staff, take some time to prepare for the appointment. You should plan for your visit and practice your message.

K.I.S.S.

Keep it short and simple.

1. What is your main goal?
2. What is your WHY?
3. Who are you talking to?
4. What are your details and examples (data)?
5. What does it make you feel?
6. What should it make your audience feel?
7. What is your call to action?



Step 4: Prepare some Valentine's Day goodies

We encourage you to take some time to create something unique to build rapport with your legislators. These messages can be artwork, cards, cookies, or any other Valentine's Day goodies! You might also include a short note, letting them know what is important to you and that you are a constituent who has a loved one with a disability, you have a disability, or you serve people with disabilities.

Step 5: Meet with your legislators on 2/14/23

Build Rapport with your Legislators and Staff

We encourage you to take some time to create something unique to build rapport with your legislators and their staff. You could give them artwork, cards, photos, or anything else that could strengthen your relationship. You can also use policy and advocacy materials available on The Arc's website.

Step 6: Send a thank you card and/or social media post after the meeting

Whenever you have the opportunity to meet with your legislator or their staff, you should follow that contact with a thank-you note. The best thank-you notes remind the legislator about who you are and how your issue is important to his/her constituents and reiterate your "ask". Remember, this is another opportunity to advocate for your issue.

If possible, send the handwritten thank you card within a day or two of your visit. Use the template below as a guide.

- Include a general reminder about the issues that were discussed during the meeting.
- Customize the card with other specific details from your visit, if desired.
- Answer any questions you didn't have answers to at the time
- If you met with a staff member from the legislator's office, send your note to the staff person c/o the Senator or Representative.

Thank you note for post-visit sample

For envelope:

The Honorable [First Name] [Last Name]

Texas Senate

P.O. Box 12068

Austin, TX 78711

The Honorable [First Name] [Last Name]

Texas House of Representatives
P.O. Box 2910
Austin, TX 78768

For Thank You Card:

[DATE]

Dear [Legislator's Name] or [Name of Staff],

Thank you for meeting with me on [DATE] in your Capitol office. I appreciate your time and interest in learning about and discussing issues affecting Texans with intellectual and developmental disabilities.

I enjoyed meeting with you, and I hope you will consider supporting The Arc's mission, as we discussed. Please feel free to contact me if you have any questions or need further information.

Sincerely,

[SIGNATURE]