



### How to Make a Legislative Report to the Local PTA Unit

1. Get on the Agenda: you should be #3 after the Minutes and the Treasurer's report. Always try to be on the Agenda before the Ways and Means Committee report.
2. Get an adequate Budget from your local unit: Enough money should be budgeted to legislative activities to include: the rental of tables at Back to School Night, at Parent-Teacher Conference time, and any meetings that surround Ballot Issues; for one or more people to attend the Colorado PTA Legislative Conference, held in February each year. Registration is usually \$35-\$70 per person. Please get enough funds to copy legislative information, and if necessary, funds for postage.
3. At your first general membership meeting: Be prepared to collect phone numbers and email addresses so that you can set up an email and phone tree to pass on Action Alerts from the Colorado PTA Public Policy Director or the Member to Member network that National PTA has. Have packets prepared to give local unit members who are interested in participating, filled with legislative information.
4. At each local unit meeting have a handout with information on local issues and talking points on each one. Be sure to include local legislators' names, phone numbers, email addresses and mailing addresses.
5. The Colorado State Legislators' Directory is reprinted every year on pink paper. These can be picked up at the Capitol or you can request from the Colorado PTA office.
6. At the beginning of the school year meetings, (Sept.-Nov.) present the Colorado PTA Legislative Platform or the Colorado PTA Legislative Program. Be sure to share what the local ballot issues are that PTA has taken a position on. If your district is involved in a Mill Levy or Bond explain what these are.
7. Give reports at each and every meeting so that members expect to hear what is going on. Members need to be educated about legislative issues.
8. What to put in your Report: One or two important issues that you feel comfortable to discuss. Talking points could be sent to you by your Colorado PTA Legislative Director, your council Legislative Chairperson, or a PTA Legislative Liaison. National PTA also sends out talking points on subjects such as vouchers, school funding, and capitol construction.
9. If there is a burning issue that you want to take immediate action on, have postcards for your members to fill out and mail. Or, have sample form letters for members to take home and mail to legislators.
10. **Remember:** We are advocating PTA's position, not necessarily our personal opinion. PTA is guided by resolutions and position statements. This is PTA's most important mission!