



How To Write an Advocacy Email

1. To find your Texas Legislators by zip code go to Texas Legislature Online - FAQ at:

www.capitol.state.tx.us/resources/FAQ.aspx

The first question at this website is: **1. How do I determine my district and legislator? Click on the [Who Represents Me?](#)** You will be taken to a new screen where you will enter your street address, city and zip code. **Then click the Submit box.** A list of the persons representing you in the US Congress and Texas Legislature will appear on the screen. Click on the name of your State Senator or Representative to be taken to their website.

At the website of your State Senator or Representative **click** on the **tab** or **word email** to be taken to their email form.

2. To send an email you need to fill out the required boxes on the form.

On the last two boxes enter:

Subject: *(Enter Number of Bill either SBXXX or HBXXX)*

Message:

Dear *(Senator or Representative and their name),*

As a member of NAMI Austin I am writing to urge you to *support (enter number of bill)* because it will help protect mental health care in the State of Texas. This bill which provides for *(copy and paste from the NAMI Austin website's Advocacy tab what the bill provides).*

Thank you for your attention to the need to protect mental health care in the state of Texas.

Sincerely,

(Your Name)

Then Click [Send](#)

Remember that if a bill affects your family personally, or you have a friend who is affected, it is appropriate to state that in your phone call or email as well. It is a more powerful message when we personalize mental health issues.

How to Email Members of a Texas House or Senate Committee

1. To find members of a House or Senate Committee go to:

www.capitol.state.tx.us/resources/FAQ.aspx

Go to question number: **2. How do I send e-mail to my representative or senator?** At the end of this section click on either the words [house website](#) or the [senate website](#). You will be taken to the home page of either House or Senate. At the home page click on the [Committee](#) tab. A listing of the committees for each Chamber will be shown. When you click on a committee the names of the committee members will appear.

2. The bills NAMI Austin Advocacy will be following will most likely in the Senate be under the *Health and Human Services Committee* and in House under the *Human Services Committee*.
3. To send an email to a committee member click on the name of the member and you will be taken to that Senator or Representative's website. The email format will be the same as that given in "How to email Your State Senator or Representative."

For more information on advocacy issues, visit our website at www.namiaustin.org/advocacy