1. When you call you will likely talk to either an aide or someone answering the telephone who is keeping a tally of the calls they receive on this issue. You may only have time to identify yourself and state your position against the cuts so be sure to do that first

2. Give your name and address.

3. Say you are a constituent and a registered voter. (Note: if you are eligible to register and are not registered, please do so. Elected officials pay more attention to the opinions of registered voters.)

4. Say you are calling because you are against the President’s proposed cuts for adult education in the FY2006 budget, and you want the adult education funding to be increased.

5. If you have time, say why adult education is important to you.

6. Student stories are very persuasive. They can talk about how adult education has made a difference in their lives, e.g., helped them get a job or a better job, become a taxpayer, obtain a high school credential, or obtain health insurance for themselves and their family. They can talk about how long they had to wait to get services because of long waiting lists.

Student Letter Writing suggestions:

1. Follow the suggested telephone script outlined above.

2. Whenever possible, mail and fax your letter. The fax will get there immediately, and mailing your letter will increase the volume of letters that your Representative receives.

3. Write “Increase funding for adult education” in the subject line of your letter. In the body of the letter, be sure to state first that you are against the proposed cut and want the adult education funding to be restored to its current level.

4. Keep the letter to 1 page. Be clear and avoid jargon.

5. Remember to sign it and provide your address.