

# Position Your Agency With Policy Makers!

Start now! Position your agency with your elected officials! The CPRS Legislative Committee recommends you send information to your Assembly and Senate representatives regularly. Here is a sample list:

✓ **Your agency's website/address**

- This informs your legislator that information about your agency is available 24/7 to their constituents.

✓ **CPRS website, [www.cprs.org](http://www.cprs.org)**

- This informs your legislator about your agency's involvement with a large professional organization.

✓ **Invitations to events**

- Elected officials love those photo and speaking opportunities! Regularly invite them to park/building or other dedications, grand openings, all special events and awards/recognition ceremonies for volunteers and participants.

✓ **Professional Vitae**

- A directory of staff members, including their most current contact information and the professional expertise each staff member has (park safety, after school programs, seniors, community development, land use, etc.). This helps your elected official get in contact with a specific person quickly.

✓ **Brochures & Other publications**

- Keep your legislator informed about your agency. Send them your activity guide, annual reports, press releases and other agency brochures.

✓ **Add your local legislators to your mailing list so they receive periodic information from your agency**

✓ **A Final Tip: work within your agency's local protocol!**

- Stay current with your city manager, administrator, lobbyist, legislative liaison, or department head's protocol on correspondence & communications with legislators.

For more information contact  
Jane H. Adams  
Executive Director  
916/665-2777  
[jane@cprs.org](mailto:jane@cprs.org)



7971 Freeport Blvd.  
Sacramento, CA 95832  
916-665-2777  
Fax 916-665-9149  
[www.cprs.org](http://www.cprs.org)