

## INSTRUCTIONS FOR SE4A LEGISLATIVE TOOLKIT

A toolkit has been developed to assist the SE4A members with presenting issues to legislators. Most items for the toolkit are available through the website. To ensure a visibly consistent message, please follow the instructions below to the extent possible.

1. Purchase 8 1/2 x 11 white folders with pockets on both sides on the inside. Be sure the left pocket has a place for a business card.
2. On the front of the folder, place a Southeastern Association of Area Agencies on Aging label on center front. The labels are available on the website under the file name "SE4A Label". Use Avery Shipping Labels 5164 or something comparable in size.
3. On the left inside pocket, insert your business card.
4. On the right inside pocket, place the label listing the SE4A member states. The labels are available on the website under the file named "states label". Recommended labels is Avery Shipping label 5164 or something comparable in size.
5. Print front to back the pdf file named "Legislative Agenda" and your state's association list, both of which are available on the website. This should be laminated and inserted on the right hand side of the folder.
6. It is suggested that the packet also include a copy of the SE4A brochure.
7. You will need a "toolkit" for each Legislator.

Print a copy of the file named "Talking Points" which are related to the current year's legislative agenda and were developed for your use when talking with Legislators.

**If you have questions or problems, you may contact Linda Levin at [levin@elderaffairs.org](mailto:levin@elderaffairs.org).**