## Advocacy Tool Kit: Legislative Engagement Timeline

**Tools and Tips for advocating for your program**

### July-September
- Call your legislator’s office and thank them for another year of support
- Send an email to your legislator inviting them to your summer programming or to join you on your program fieldtrip
- Create an Adult Education Snapshot capturing highlights from the year to share
- Send a calendar of upcoming fall events

### October-December
- Call your legislator to wish them continued success in their legislative session
- Send a video of your students learning a new topic, post on social media and tag your legislator!
- Share how many students your program has and how many children are impacted
- Attend a legislative coffee hour/community town hall

### January-March
- Call your new legislator to re-introduce/introduce yourself and your program
- Share a success story from the current year (ie: employment, HSE, etc.)
- Attend a legislative coffee hour/community town hall
- Attend MACAE legislative engagement events

### April-June
- Invite your legislator to your family literacy night or awards ceremony/graduation
- Capture a picture of your dedicated teaching staff!
- Share your year-end success
- Share your goals for what you want to accomplish in the next year!

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**Points to Remember:**
- Legislator engagement is a conversation - it takes time!
- Make connections with legislative aides!
- Keep it simple: who do you serve, what do you do, how does it impact your community!
- Make connections to regional/state initiatives
- Remember MACAE represents a network of over 120 adult education programs across Michigan

(More information: www.macaee.org)