

To: All Staff
From: Karen Tones
RE: IL State Budget Action Plan on *Wednesday, June 17*

Senior Managers are asking **every** staff member who resides in the State of Illinois to contact their local legislators in support of tax and revenue increases for the new state budget. We must act as individuals – yet as one, in order to gain the support needed to pass this bill.

In an effort to ensure 100% staff participations, we will be doing the following:

Phone banks will be available at Alton DT (10:30 AM -12:30 PM in the back Conference Room), Swansea DT (2:30 PM – 4 PM in the Conference Room), and the Administrative Building (9 AM to 1 PM in the Job Coach office) to assist you to accomplish this *call to action*. Using the script and phone list provided separately, call both legislators at their local office.

Staff members at all other work sites are encouraged to take time during the work day to make calls from your desk or at any available phone.

1. If you do not know, or you are unsure, who your State Representative and Senator are, you can find that information by using your zip + four to look them up. In order to find the 4 digits behind your zip code, enter your home address using **MapQuest.com** or on the USPS website (usps.com).
2. Next go to **votesmart.org**. At the left of the page under the section titled, “Find Your Representatives”, enter the zip + four (e.g. 62002-8865) in the box under the words “Search By Last Name or Zip Code.”
3. When the results page comes up, scroll down until you see the heading, “State Legislative.” The individuals listed under this heading are your state legislators.
4. Each staff member should note what the legislator or their staff says in response to their call on a log sheet (provided to managers) and all log sheets should be turned in to Sara by 4:30 PM on Wednesday, June 17.

Personalized Letters: We are also asking each staff member to personalize form letters to send to each of your legislators. Please remember to change the legislator contact information, salutation, and to add your name, address and phone number at the bottom; then print and sign the letters.

1. All letters should be sent to Sara Morrissey ASAP to be delivered to each of the legislator's offices.

Please ensure that everyone on your staff has the opportunity to complete these steps by the end of the day on June 17th. If you have staff who are scheduled off on this date, please contact them and ask them to voluntarily either come in to the job site to complete these steps or ask them to do them on their own at home.

Again, it is imperative that **EVERY STAFF MEMBER** living in Illinois contact their legislators on June 17th. Not one of the legislators in the districts we serve voted for the tax increase; we must let them know that we do not support their efforts to cut funding for the people that we work and care for!