



# ADVOCATE TOOLKIT

HOW TO SUPPORT COMMUNITY PUBLIC SCHOOLS

*Our kids. Our schools. Our future.*



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See educator videos, learn about  
the value of public schools and more at

**[InvestInEducationIN.org](http://InvestInEducationIN.org)**



# Welcome

Thank you for taking the first step to becoming an advocate. ISTA has compiled this Advocate Toolkit to encourage you to take your advocacy further to support traditional, community public schools.

Being an advocate for public schools goes beyond politics. It means supporting and advocating for policies that benefit the students, educators and communities, all of whom rely on strong public schools. By becoming an advocate, you stand with the more than 90 percent of Hoosier families that choose community public schools.

Advocates like you make a difference in the Indiana Statehouse every year. Education advocates are responsible for thousands of emails, phone calls, one-on-one conversations and other contacts with legislators each year. Building on top of these past successes will help further our advocacy goals for public schools.

By using this toolkit and staying connected to news and updates from ISTA during the legislative session, you can, and will, make an impact for public school students and educators. In connecting and building a relationship with your legislator, you can help our community public schools with issues like increased funding and ending education reforms and experimentation that are failing our kids.

## What Are We Advocating For?

### SCHOOL FUNDING

Equitably fund our traditional public schools with an increase that at least meets inflation.

Recognize that schools had to be flexible during the pandemic, which means fully funding all traditional public schools whether they remained in-person, moved to virtual or a combination of both.

### TEACHER PAY

Address Indiana's goal of increasing starting and average teacher pay to recruit and retain the best teachers for Hoosier kids.

### EDUCATOR VOICE

Improve teachers' working conditions by restoring bargaining rights on issues such as hours, days, prep time and class size, which all impact students' learning conditions

**Thank you for your dedication to our kids, our schools and our future.**



# Raise Your Voice

Telling your story makes the most impact in communicating with legislators and other policymakers. In addition, telling them how a certain issue impacts you or your community brings the issue to life. We encourage you to use the messages below, tailoring them to your own experience, when talking about your support for public schools.

## **Supporting Students and Educators**

- We need strong public schools, so every child has the chance to learn and succeed, regardless of where they live or how much money their parents make.
- We need to pay competitive wages to attract and retain high quality teachers.
- Teacher salaries in Indiana are much lower than nearby states, and experienced teachers are leaving for better opportunities.
- We spend a lower proportion of funds in the classroom than other states and we must do better.
- We need to increase state funding for public schools in Indiana and require that a higher proportion of school funding be used on classroom instruction and educators' salaries than administration.

## **Making Teacher Compensation and Professional Respect a Priority**

- Hoosier teacher salaries are last within our region (IL, KY, MI, OH and WI). We need action and funding that leads to competitive salaries within a reasonable amount of time.
- We need state budget policies that guide schools to become more efficient by prioritizing spending on classroom instruction and student achievement rather than administration.
- We need to explore more opportunities through pilot programs that address the career and pay advancement of classroom teachers so that we attract and retain the very best.
- We need to improve our teacher preparation through residency and other programs that provide the practical learning, hands-on experience and support network teachers need to be effective right away.



# How to Contact Your Legislator



## Call Your Legislator

Contact the House and Senate by phone at **800-382-9841 (House)** and **800-382-9467 (Senate)**.

- The switchboard will direct you to the legislative assistant of your legislator.
- Leave a message that specifies the bill(s) and your position, and ask your legislator to call you back.
- Don't be discouraged if you do not receive a call back. The number of contacts made on a particular bill are tracked by their assistants. That helps them understand what bills have community concern or support.

### What to Say

- Identify yourself by name.
- Explain why you are calling: "I am calling to support/oppose HB\_\_\_\_/SB\_\_\_\_."
- Be polite and concise. Developing one or two brief talking points will focus the content of your message. Too much information may confuse your message.
- Ask your legislator his/her position on this issue. Don't assume that your legislator has prior knowledge of your issue. Be calm and respectful, and be prepared to educate, using local examples to accentuate your point. If the legislator requires further information, provide it as soon as possible.
- Thank your legislator or the person who took your message for their time and consideration.



## Write Your Legislator

Find your legislator's email and mailing address at by using our tool at [ista-in.org/our-advocacy](http://ista-in.org/our-advocacy).

- Address your legislator "Dear Representative/Senator (Last Name)"
- Be specific. Your purpose for writing should be stated in the first paragraph of the letter. If your letter pertains to a specific piece of legislation, be sure to identify its full name and number, e.g. House Bill: HB\_\_\_\_, Senate Bill: SB\_\_\_\_. Try to send your letter while the issue is still under consideration.
- State your position. Explain why you support or oppose this issue. Keep in mind that your personal, local examples concerning the impact of this legislation are most powerful. Be courteous and to the point, keeping your letter focused on one issue.
- Ask for a response. Indicate to your legislator that you would appreciate a reply containing his/her position on the issue. "Sincerely yours" is a proper way to conclude your letter.
- Follow up. If you agree with your legislator's vote, take the time to let him/her know that. Similarly, if you disagree with his or her vote, inform your legislator.



## FIND YOUR LEGISLATOR

Find who represents you in the Statehouse. Connect with your legislator to advocate for what's best for our kids, our schools and our future.

SEARCH



Indiana  
State  
Teachers  
Association

## Find Your Elected Officials

Enter your home address information to find and contact your elected officials

Street Address

Postal Code

Find Your Officials



## Attend Local Events

- When you attend a meeting, be polite as you talk to legislators about important issues and bills (if it is not in their committee, they may need to be educated) and their voting intentions.
- Take pictures of all the educators who attended with you.
- Try to get a picture with your senator or representative.
- Post your pictures to social media. Tag ISTA on Twitter and Instagram @ISTAmembers or @IndianaStateTeachers on Facebook so that we can share your post.



# Tips for Making a Difference



## Do Your Homework

Understand your issue, and make sure it's a state concern. Don't contact a state legislator about federal or local issues, but instead, focus on issues where a legislator has influence and impact. Whenever possible, cite a specific bill or law as the focus of your communication. The more specific you are, the more impact you will have. Don't hesitate to contact ISTA to discuss the issues you care about.



## Use Personal Experience

To address a problem with state government or a possible solution, describe in your own words how this problem affects you and how the solution might help resolve your concerns. If there are possible negative ramifications to your approach, it's best to tell the legislator of those potential problems before the legislator is asked to help resolve the issue. Don't surprise your legislator by giving him or her only half the story.



## As Much as Possible, Be Timely

Follow the news media or the ISTA blog ([ista-in.org/blog](http://ista-in.org/blog)) so you understand when the General Assembly is in session and when it is likely that issues will be addressed. The most effective communication is one which arrives early in the legislative process, preferably at the committee level where most of the work is done on legislation. Sometimes issues do arise late into the session and require immediate attention.



## Never Threaten

There is no quicker way to ensure your opinion will not count than to threaten legislators with reprisal if they do not vote the way you wish them to vote. Be fair and firm, but use your people skills.



## Choose the Best Way to Reach a Legislator

Use common sense as to which method is most appropriate. Generally, writing a letter or sending an email is the preferred means of communication. A letter to your own district legislator is more effective than contacting legislators from other parts of the state.



## Maintain a Relationship

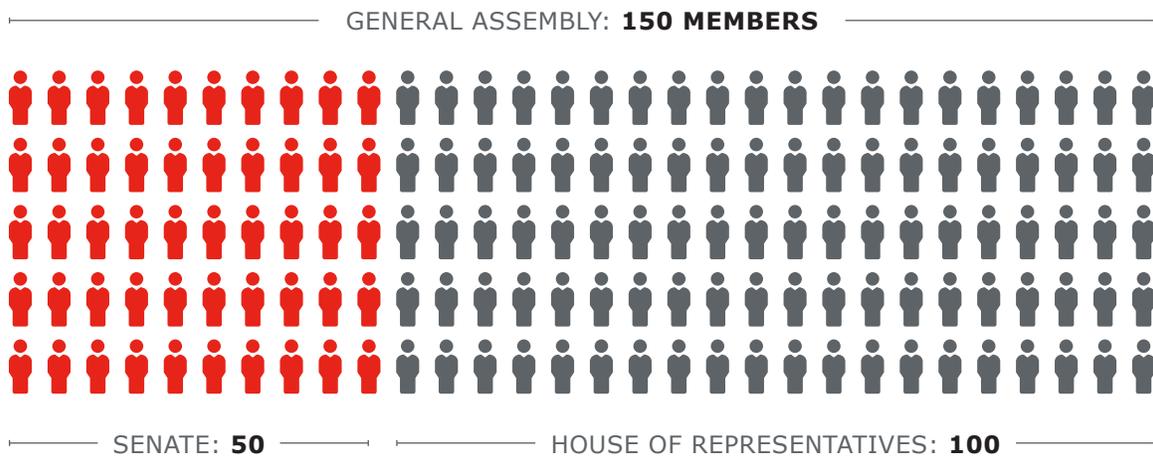
The best way to get a legislator's attention is to develop a friendship. It's especially helpful if you contact your legislator from time to time with a good word or some update on your classroom or personal ventures, rather than just contacting your legislator when you have troubles.



# Background

## What is the Indiana General Assembly?

Indiana's legislature is made up of 100 members in the House of Representatives and 50 members in the Senate. Together, they are known as the General Assembly. The General Assembly meets for four months in odd-numbered years (long session) and two and a half months in even-numbered years (short session).



The 150 members of the General Assembly are elected by the citizens of the districts in which they live. Every two years, all 100 representatives are elected to two-year terms. Although senators are elected to four-year terms, half of the 50 senators are elected every two years.

### To hold a seat in the General Assembly, a person must meet certain qualifications. You must be:

- A citizen of the **United States**
- An Indiana resident for at least **two years**
- A citizen of the district for at least **one year**
- At least **21 years of age** to serve in the House of Representatives
- At least **25 years of age** to serve in the Senate



## House of Representatives

The House of Representatives is located on the third floor of the Statehouse. A viewing gallery is available above the chamber on the fourth floor.

House members have offices throughout the Statehouse. If you would like to speak to your representative or give them a note, see one of the doorkeepers at either side of the House chamber. While facing the chamber, the Republican doorkeeper is on your left and the Democratic doorkeeper is on your right.

The House can convene at various times throughout the day. A live video stream can be found on the General Assembly website ([iga.in.gov](http://iga.in.gov)).

The House is comprised of 100 members. As of the writing of this toolkit, there were 71 Republicans and 29 Democrats.



**Speaker of the House:**  
Todd Huston,  
Republican



**Minority Leader:**  
Phil GiaQuinta, Democrat

## House Standing Committees

The House has more than 20 different standing committees that hear bills relative to each committee's subject areas. Most of the bills ISTA will be tracking will be heard in the Education, Employment, Labor and Pensions and Ways and Means Committees.



## Senate

The Senate is located on the third floor of the Statehouse. A viewing gallery is available above the chamber on the fourth floor.

Senate members have offices throughout the Statehouse. If you would like to speak to your senator or give them a note, see one of the doorkeepers at either side of the Senate chamber. While facing the chamber, the Republican doorkeeper is on your right and the Democratic doorkeeper is on your left.

The Senate can convene at various times throughout the day. A live video stream can be found on the General Assembly website ([iga.in.gov](http://iga.in.gov)).

The Senate is comprised of 50 members. As of the writing of this toolkit, there were 39 Republicans and 11 Democrats.



**President/Lieutenant Governor:**  
Suzanne Crouch, Republican



**President Pro Tempore of the Senate:**  
Rodric Bray, Republican



**Minority Leader:**  
Greg Taylor,  
Democrat

## Senate Standing Committees

The Senate has more than 20 different standing committees that hear bills relative to each committee's subject areas. Most of the bills ISTA will be tracking will be heard in the Education and Career Development, Pensions and Labor and Appropriations Committees.



## **How to Navigate the Indiana Statehouse**

The Indiana Statehouse is located at **200 W. Washington St., Indianapolis, IN 46204.**

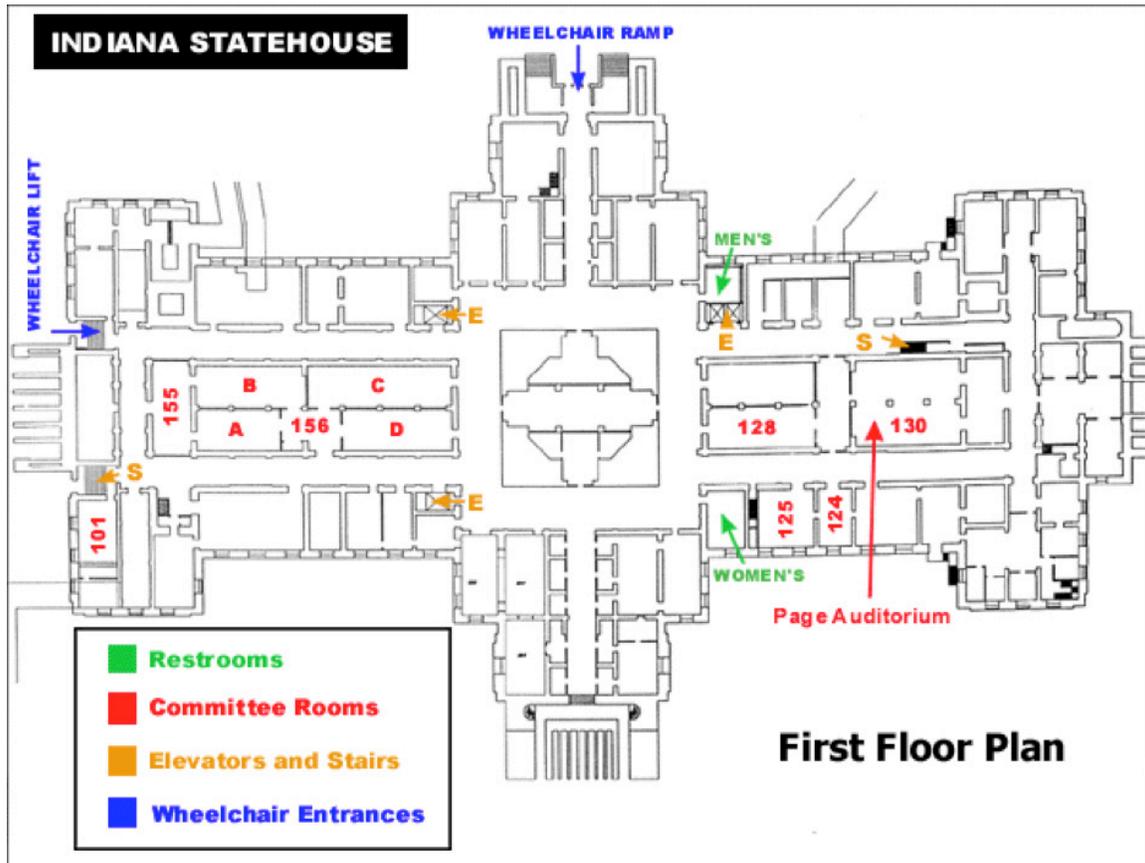
Enter the Statehouse through the east entrance from Capitol and Market Streets. All visitors must pass through security and metal detectors before entering. Firearms, knives and other weapons are prohibited.

**Note:** The basement of the Statehouse is considered the first floor. Remember this as you determine what floor you need.

**The 2021 General Assembly has adopted COVID-19 precautions. Check with your UniServ Director on availability to visit in person.**



## Floor Maps



### First Floor:

#### A. Committee Rooms

1. 101
2. 124
3. 125
4. 128
5. 155
6. 156A
7. 156B
8. 156C
9. 156D

#### B. Restrooms

1. Men's
2. Women's

#### C. Wheelchair Accessible Entrances

1. Ramp
2. Lift

#### D. Elevators and Stairs

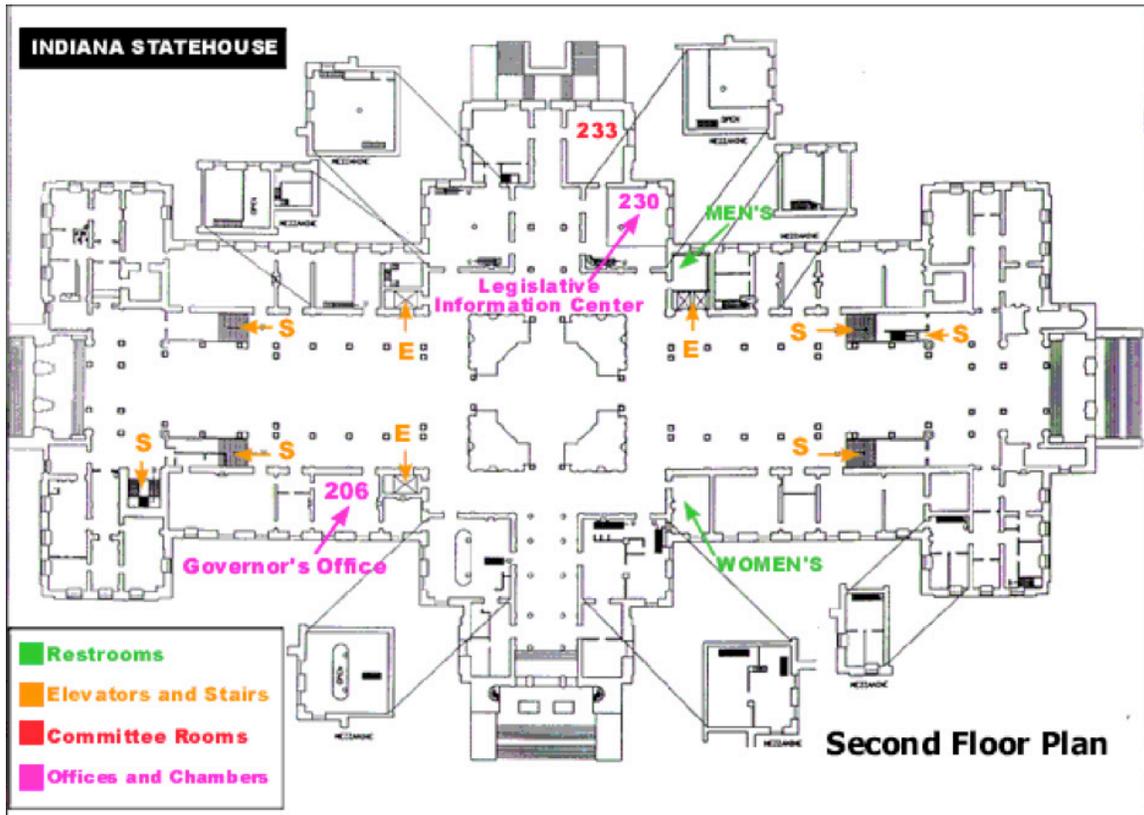
1. Elevators
2. Stairs

#### E. Page Auditorium

1. 130



## Floor Maps



### Second Floor:

#### A. Committee Rooms

1. 233

#### B. Restrooms

1. Men's
2. Women's

#### C. Offices and Chambers

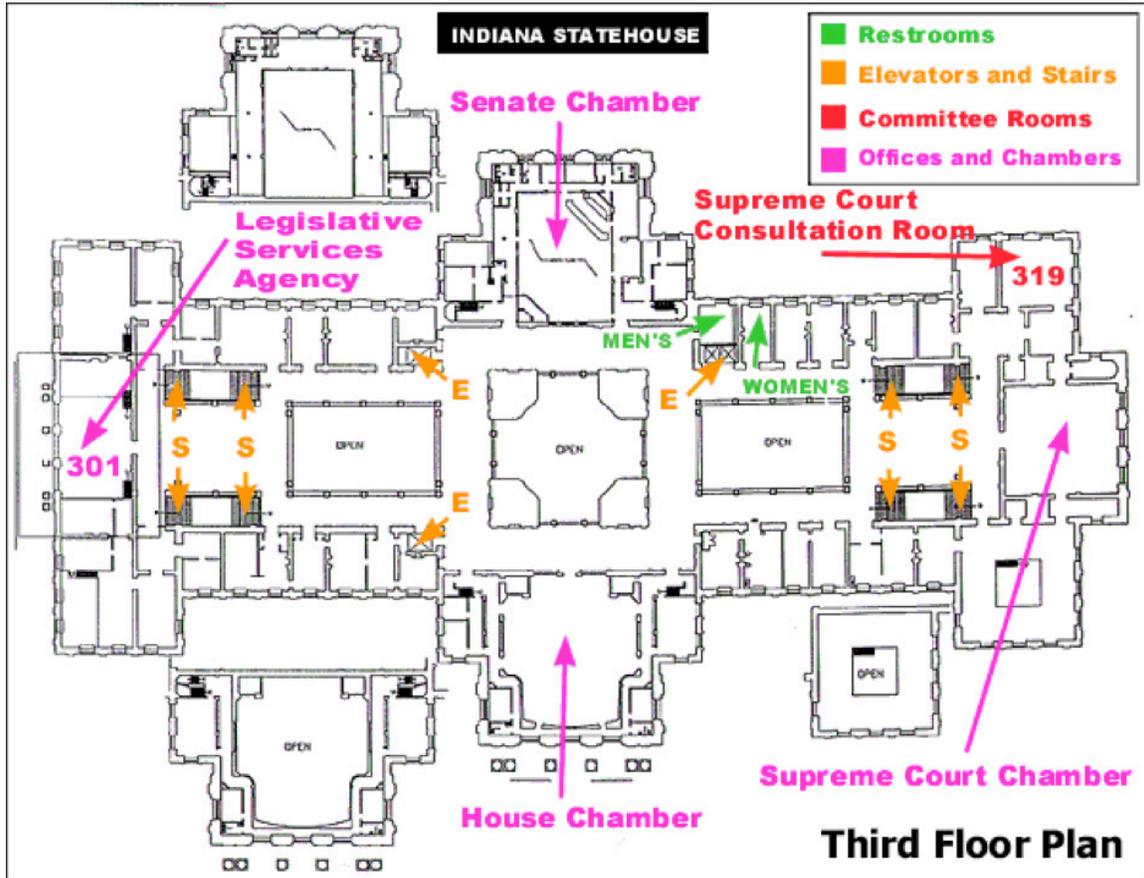
1. Governor's Office
2. Legislative Information Center

#### D. Elevators and Stairs

1. Elevators
2. Stairs



## Floor Maps



### Third Floor:

#### A. Committee Rooms

- Supreme Court Consultation Room-319

#### B. Restrooms

- Men's
- Women's

#### C. Offices and Chambers

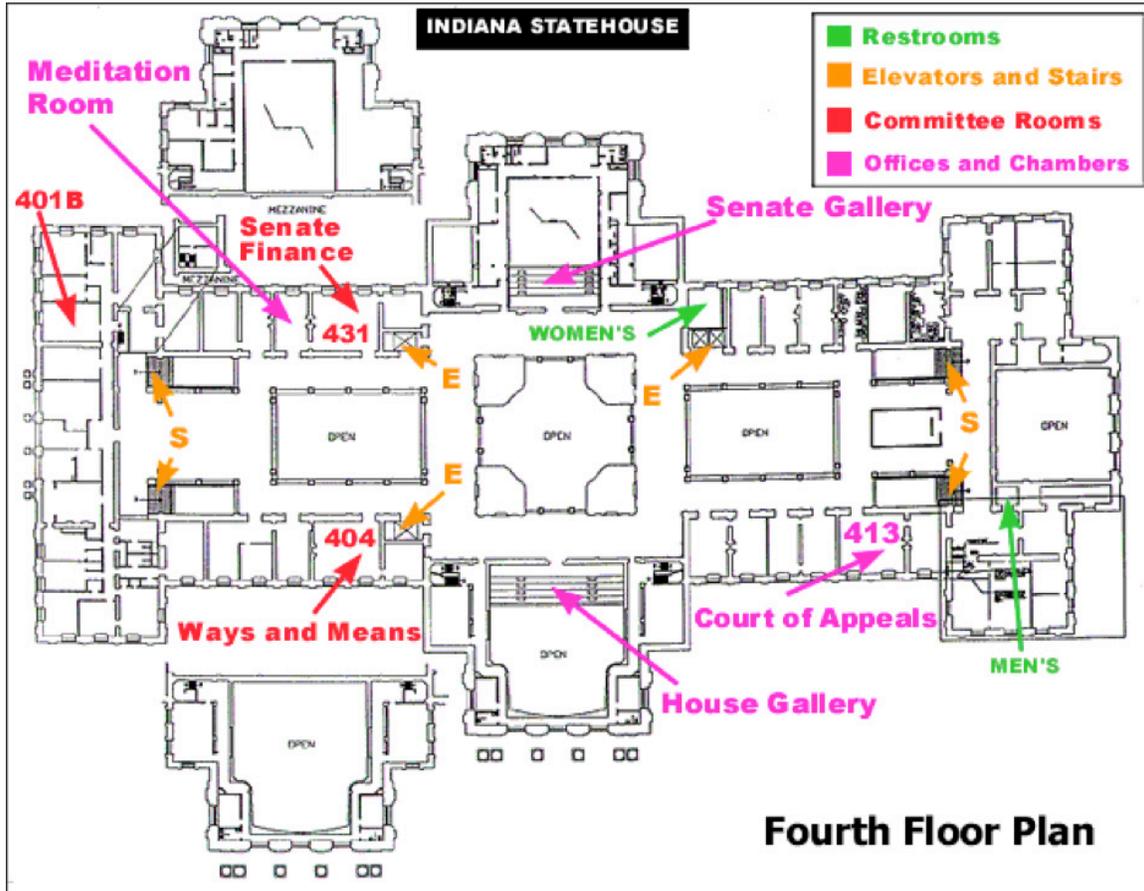
- Senate Chamber
- House Chamber
- Supreme Court Chamber
- Legislative Services Agency

#### D. Elevators and Stairs

- Elevators
- Stairs



## Floor Maps



### Fourth Floor:

#### A. Committee Rooms

1. 401B
2. Ways and Means-404
3. Senate Finance-431

#### B. Restrooms

1. Men's
2. Women's

#### C. Offices and Chambers

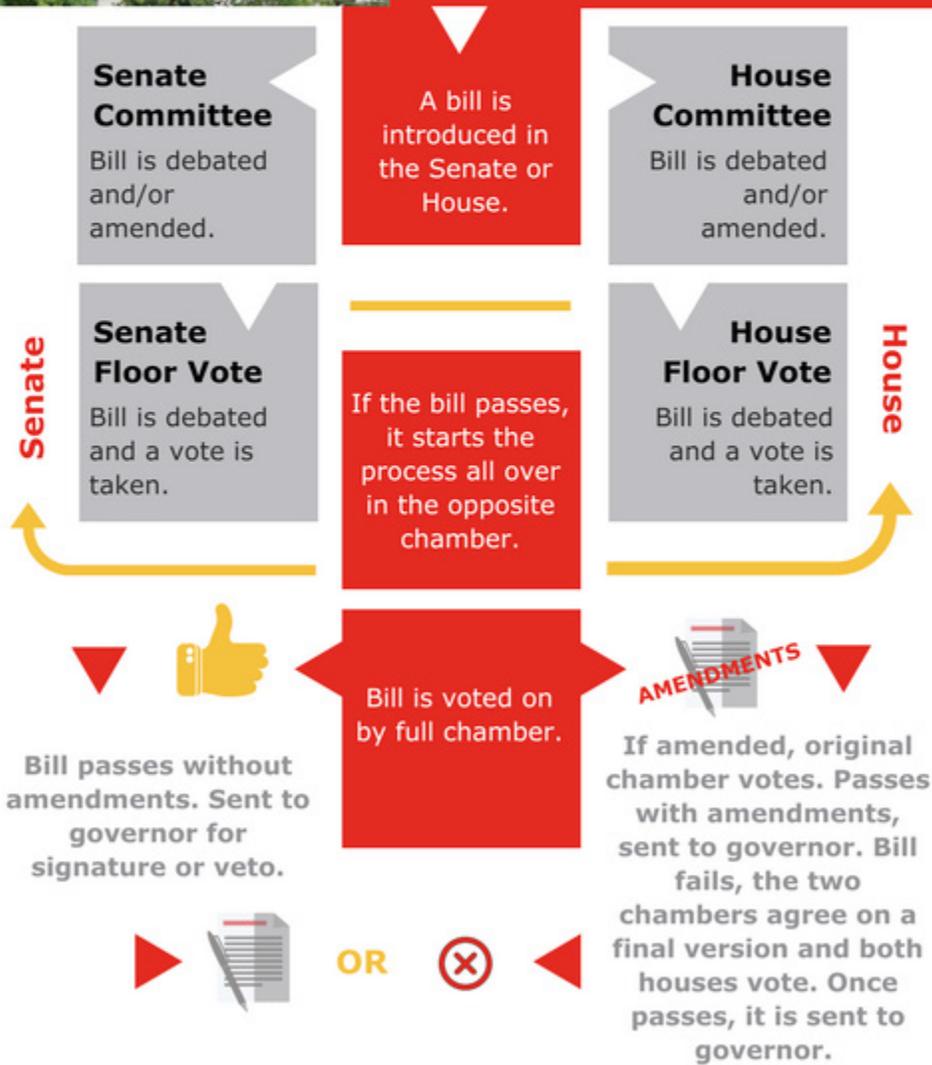
1. Senate Gallery
2. House Gallery
3. Court of Appeals
4. Meditation Room

#### D. Elevators and Stairs

1. Elevators
2. Stairs



# How a Bill Becomes a Law





# Additional Tools



## Find and Track Legislation

During the legislative session, the ISTA government relations team tracks bills that impact kids and educators, from education policy to changes in public retirement benefits and collective bargaining.

Find the Bill Watch under Our Advocacy on [ista-in.org](http://ista-in.org). Additional information can be found on the General Assembly website at [iga.in.gov](http://iga.in.gov).

Indiana State Teachers Association

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**BILL WATCH**

During the legislative session our public affairs team tracks bills significant to our members.

By clicking one of the bill watch reports below you will be able to read a bill digest, the three most recent bill statuses, and if the bill is in a committee, the committee's meeting time and location.

This information will empower you as an advocate, lead efforts in your community to write and meet with your legislators and make your voice heard.



## Use the ISTA Advocacy Action Center

[ista-in.org/TakeAction](http://ista-in.org/TakeAction)

Our advocacy program will help you stay informed, as well as make it easy for you to engage with your elected officials. Visit the advocacy page and the ISTA blog frequently to check on our latest action items and local and national news. This tool is designed to be the easiest way for you to be informed and connect on the issues of most importance to public education.

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OUR ASSOCIATION OUR ADVOCACY OUR PROFESSION OUR BENEFITS JOIN NOW

**TAKE ACTION**

Educators, parents, communities and students stand together to ensure all students have access to a quality, public education. Complete the action forms below to tell policymakers why public education should be fully and equitably funded, teacher pay increased and bargaining rights restored to improve learning conditions.

**TAKE ACTION: Tell legislators to prioritize public schools in state budget**



## Stay Informed

Check your inbox for our monthly newsletter to stay updated on legislative news, events, inspiration and more.



## Send a Letter to the Editor

Tell your community why you support community public schools by writing a letter to the editor of your local paper. Each newspaper has a specific contact and process for submitting a letter, so be sure to check their website. Below are a few tips to best make your voice heard.

- 1. Personalize it.** Share your experience and form an emotional connection.
- 2. Provide a solution or action.** Tell the audience what they can do or what we encourage legislators to do.
- 3. Be concise.** Keep your letter to approximately 300 words.
- 4. Download the template.** Get started with our [free template](#) today.



## Join the Red For Ed Movement

Advocates are raising their voices in unison to support our community public schools. Join them by [signing up](#) at [\*InvestInEducationIN.org\*](http://InvestInEducationIN.org).



## Get Social

Follow ISTA on social media for more content to share.



[indianastateteachers](#)



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# Indiana State Teachers Association

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INDIANAPOLIS, IN 46204

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