

## Post Card Instructions

### Design and Print

1. Open the downloaded postcard (Tip: You will likely find it in your computer's Downloads folder)
2. If you're using an editable template, change the text to reflect your message
3. Print the postcard. If you don't have a double sided printer, you can print one page at a time and feed the paper back in to print the back separately. (Tip: When choosing paper for printing, use cardstock when possible to create a sturdier post card)

*Break out box:*

Along with the postcards, include a personal letter explaining who you are, what you do as the Service Coordinator on the property, and why the issue at hand is important to your residents. This will offer additional context for the decision maker and provide a contact for follow-up information.

### Delivery

There are a handful of ways to get your postcards into the hands of decision makers. Choose from one of the options below:

- **Mail**
  - Send in a package – Bundle all postcards and place into a large mailer along with a personal letter from you, the service coordinator, explaining the importance of the issue.
  - Send individually – Best when the message is clear and you want to make a big impact.
- **Personal Delivery**

Visit the local office of your lawmaker to drop off the postcards. This can be a drop in where you leave the postcards with the staff member at the desk, or it can be an opportunity to connect with the decision makers' staff who oversee housing or the issue that's most important to your residents. Consider emailing or calling the office ahead of time to set up an introductory meeting while you deliver the post cards to maximize your effort and time!

*\*Note: If you're mailing or delivering post cards to Members of Congress, always address or drop them off at their state (Senate) or district (House) offices closest to your property. Congressional mail in Washington, D.C. is notoriously slow because of many security checks, so your best bet for quickly getting postcards into the hands of these lawmakers and their staff is to address them to their local offices.*

- **Email**

If contacting Congress, call the office and ask for the email address of the staff member who oversees housing issues. Scan copies of all the postcards and combine them into one document (or a few depending on size) that can be attached to an email. In the body of the email, explain who you are, who you serve, and why this particular issue is important to your residents. With your residents permission, consider hanging the postcards in the hallway to serve as a reminder of the difference they're making!