

****Communication Tips for Engaging with WV State Officials****

1. ****Research the Official****
 - Understand their background, interests, and key initiatives.
2. ****Be Clear and Concise****
 - Get to the point quickly; respect their time.
3. ****Use Formal Titles****
 - Address officials by their proper titles (e.g., Senator, Delegate).
4. ****Establish a Connection****
 - Mention common interests or shared goals.
5. ****Be Respectful and Professional****
 - Maintain a respectful tone in all interactions.
6. ****Prepare Key Messages****
 - Outline your main points and any relevant data.
7. ****Listen Actively****
 - Show that you value their input and perspective.
8. ****Follow Up****
 - Send a thank-you note or email summarizing key points discussed.
9. ****Stay Informed****
 - Keep updated on current legislation and state issues.
10. ****Utilize Appropriate Channels****
 - Choose the best method for communication, whether it be email, letters, or in-person meetings.