

**TAACE**

**2009 Federal Advocacy—Local and District Contact Role Descriptions**

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**Local Contact**

1. **Who:** One volunteer per location who is responsible for generating a local response to each action alert, as needed. Most (not all) alerts require only a small response, but from each Local Area. For large programs or programs with more than one physical location, more than one Local Contact may be needed.
  - a. Not necessarily the program supervisor.
  - b. Can be a teacher, student, or literacy council member.
2. **Responsibilities of the Local Contact:**
  - a. Subscribes to the TAACE Advocacy List to receive all action alerts (individual should be in email approx once/weekday).
  - b. Works closely with the District Contact during the February letter-writing campaign.
  - c. Coordinates local responses to approximately 6-7 federal level action alerts/year, most occurring mid-Spring.
  - d. In the event that the Local Contact is unavailable to fulfill this role, he or she can have a designated backup willing to assist in times of need.

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**District Contact**

1. **Who:** Volunteer from the Congressional District.
2. **Responsibilities of the District Contact:**
  - a. Establishes a relationship with his or her legislator’s staff and makes specific one-on-one requests of the legislator (approximately 4-5 requests).
  - b. Coordinates letter-writing campaign in Congressional District: Each year, the NCSDAE launches a letter writing campaign when the President’s budget recommendations are released. The letter-writing requires a large response from the field mid-February through March.
    1. Ensures that one person in each program/county receives the NCSDAE letter-writing instructions.
    2. Follows up with reminders, offers assistance/support, and encourages a large response within the district (to meet target goals).
    3. Receives letters from District, bundles into one package, and mails ALL letters from their Congressional District to a Washington, D.C. Contact.
    4. Reports back totals to State Contact.