*Fill in all requested information. Blue Boxes will expand as you type,   
if needed; however it is important to be as brief as possible.*

**General Information**

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| **Issue/Subject**  *1* – *2 word description.* |
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| **Expiration Date**  *If you are unsure when a vote/action will be taken, allow sufficient time for the alert to remain active. (This can be changed/deactivated at any time.)* |
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| **Filter Recipients**  *By default, Action Alerts go out to the entire network. If you would like to send the alert to a subset of the network, indicate below (e.g. just people in a specific geography, or just members represented by a specific legislator).* |
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**Action Alert Message from Vincentian Leaders to Vincentian Network/Field**

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| **Headline (Also the Subject Line of Email)**  *Short, empowering, and to the point.* |
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| **Action Alert Text (Message Sent to Vincentian Network)**  *Explain issue and what we want to do about it. Be as specific and concise as possible. Include Current Situation/Background/Context and links to SVdP Position Paper and/or Catholic Social Teaching, if available. \*Must include names and titles of all signatories at bottom.\** |
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**Advocacy Message from Vincentians to Legislators**

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| **Targeting Options**  *Whom will our supporters contact? (e.g. Governor, Lt. Governor, State Assembly Chamber, Attorney General, Secretary of State)* |
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| **Scope of Targeting**  *Is your Alert specific to a Committee or other subset of the larger group (e.g., sponsors of a specific bill)?* |
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| **Select the Mode of Communication**  *Select only one.* |
| Email Alert and Message (most popular)  Printable Letter  Phone Call Script (best for very time-sensitive advocacy, i.e. same day or within 72 hours)  Tweet  Facebook Post |

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| **Choose a Format for the Written Message**  *Select only one.* |
| 1. Pre-written Message (Provides entire message for the advocate)  2. Guidelines + Pre-written Message (Guidelines help the advocate customize the message)  3. Guidelines + Blank Form (Helps the advocate compose their own message)  4. Blank Form (Advocate composes their own message without assistance) |

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| **Topic**  *E.g. Immigration, Health Care, Food/Nutrition, etc.* |
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| **Subject of Message**  *What the subject line of the email to the target will say.* |
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| **Compose Guidelines as You Would Like Them to Appear to the Advocate**  *Only required if you chose Option 2 or 3 for format on the previous page.* |
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| **Compose Message as You Would Like It to Appear to the Targets**  *\*\*Some public officials limit the length of messages they will accept electronically. Be as brief as possible.\*\** |
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