

## How to contact your Federal MP

This is a guide to help you contact your Federal MP to share information about the Digital Sisters program and the importance of the program in your community.

We need to advocate for the funding for this program to be continued, highlighting to everyone the positive impact that it has had and why its continuation is essential for women in your area.

MPs can then help spread the message and push for more funds to extend Digital Sisters and reach more women who need support.

### **1. Find your local Members and their contact information**

Look on the internet for the name of your electorate's Federal MP and find their contact details. Look for other people on their team who might help. You can ring your MP's office to ask for the most suitable contact.

**TIP:** Use Google to find your Federal MP. Search "MP [Insert suburb]" and open the Parliament of Australia website. You can also search for them using LinkedIn.

### **2. Use our draft letter**

Use our templates to contact your MP:

1. Download the draft letter we created for you
2. Edit it with your details. Check to make sure everything in [square brackets] has been personalised by you
3. Email it to your Federal MP. Attaching a printable copy of the letter can be useful.

**TIP:** When editing your letter, add your organisation's name, logo, contact information and any additional details you want to highlight. This is the best place to add a quote from one of the women in your program, a story on how this program positively impacted the life of a local woman or some data regarding the number of people you have supported.

[Download the draft letter and adapt it to your needs.](#)

**TIP:** Invite your Federal MP to a digital skills session you are hosting. It is a great way to connect with them and see the impact of this program first hand. Invite them to take part in the session as one of the learners, or to support you as a digital mentor.

### **3. Follow up and stay engaged**

MPs are busy people. They are doing many things at the same time and do not always have time to reply.

After you've sent your initial communication, don't forget to follow up. Send a polite reminder two to three weeks after your first contact, and be available to answer any questions they may have. Give them a call over the phone if you don't hear back from them.

If your MP takes action — whether that's through support in parliament, visiting your digital skills session, funding, or raising awareness — be sure to thank them publicly and privately. Building a positive relationship with your Federal MP can help ensure continued support for the Digital Sisters program and your organisation.

**TIP:** Let the Good Things team know how you go!