

**PROCESS FOR ACTIVISTS TO GARNER A GROUP'S SUPPORT FOR SENATE BILL 562**  
**The Californians for a Healthy California Act (Lara, Atkins)**  
**Prepared by Health Care for All - California**



1. Identify the group and the contact person.
2. Call contact person, identify who you represent (Healthy California Campaign for SB 562), and state what you are asking (the group's endorsement of the bill). Ask what the process is for the group to make an endorsement (e.g., by vote of the group's membership or by a decision by the group's executive board).
3. Request an appointment to speak, in person, to the key decision-makers.
4. Provide background materials, in advance, like a fact sheet about SB 562 and, as appropriate, a flyer about the benefits of SB 562 for that type of group (business, union, African-American, Latino, etc.)
5. Present to decision-makers, providing your contact information, hand-outs about SB 562 and, as appropriate for the type of group, a sample letter or resolution of support for SB 562.
6. Let the group's decision-making process proceed. (Find out when it will be appropriate to follow up.)
7. If the group's decision is to endorse, follow the directions below that explain how a group sends a letter of support for SB 562. (Note: Some organizations may prefer to send a resolution of support rather than a letter of support.)
8. Thank the group and provide suggestions about how they can further participate in the campaign.
9. You may need to do follow up to make sure the group actually sends the letter of support.
10. If the group's decision is not to endorse, thank them for their time and consideration.

**DIRECTIONS FOR A GROUP TO SEND A LETTER OF SUPPORT FOR SENATE BILL 562**  
**The Californians for a Healthy California Act (Lara, Atkins)**

1. THE LETTER OF SUPPORT MUST BE ON THE GROUP'S LETTERHEAD STATIONARY
2. The group's letter needs to be sent as an attachment to an email. Here are two ways two create an attachment:
  - a. The group writes the letter in Word on the group's letterhead stationary. The group selects the "Save As" option and then changes the "File Format" from Word to PDF. After the group saves the letter as a PDF file, it can be attached to an email.
  - b. The group writes the letter in Word and prints it on the group's letterhead stationary. The group places the letter on a scanner. When the group scans the letter, the PDF format is selected. After the group scans the letter as a PDF file, it can be attached to an email.
3. The group sends an email, with the attachment of the PDF file, to Megan Baier at Senator Lara's office, with a CC to Nel Benningshof, the HCA Endorsement Coordinator. Megan's email is: [megan.baier@sen.ca.gov](mailto:megan.baier@sen.ca.gov) and Nel's email is: [nel@lumina-media.com](mailto:nel@lumina-media.com)