

Creating a Packet of Information for your Elected Officials

A brief packet of information about PACE and your child care center should be presented to your elected official or staff towards the end of your meeting. Following is a list of suggested information to include in your packet:

- **History and background information**
Many elected officials are unfamiliar with PACE and the role that we play in the early childhood community. Some background material will help them understand child care in general, and your local situation in particular.
- **List of PACE members and their affiliations**
The diverse nature of your membership will appeal to elected officials, who are always looking for ways to bridge diverse points of view. In addition, if they see a group or person they know on the list, it will help them establish rapport with your organization.
- **Brief summary of accomplishments**
This is important for establishing your credibility and for educating the elected official as to what is happening within the child care industry in your area. It will also be something your elected official can be proud of and talk about. (Elected officials are like grandparents. They love to brag about what's happening in their district).
- **Latest copy of a newsletter - *PACESETTER***
The newsletter, along with the brochure and several newspaper articles listed next, help establish credibility and illustrate what PACE does.
- **PACE brochure**
- **Contact information (your business card)**
Encourage the elected official to contact you if he/she has questions about early childhood education issues.

Feel free to contact the PACE Office for any of the above materials at pace@pacenet.org