1. The category of my “ask” is:
   - Bill or Legislation
   - Appropriations or Funding
   - Relationship
   - Caucus or Issue
   - Other: ________________________________

2. What I want my legislator to do:
   _______________________________________________________________________________
   _______________________________________________________________________________

3. This “Ask” IS:
   - Specific
   - Actionable
   - Achievable

4. This “Ask” does NOT:
   - Fall extremely far outside of the office’s position on an issue
   - Include a procedurally impossible task
   - Have an untimely request

5. Three reasons this “ask” is appropriate for the office:
   • _______________________________________________________________________________
     _______________________________________________________________________________
   • _______________________________________________________________________________
     _______________________________________________________________________________
   • _______________________________________________________________________________
     _______________________________________________________________________________

6. Are there any reasons the office will not be receptive to your “Ask”? Are there ways to change your request to make it something achievable for the office?
   _______________________________________________________________________________
   _______________________________________________________________________________