

CapWiz

NTEU's On-line Legislative Grassroots Muscle

You and members of your chapter can easily influence legislation right from your own computer.

CapWiz is NTEU's on-line tool that allows members to do a number of pro-active organizing activities.

Some of these activities include:

- 1) Finding out who your Members of Congress are;
- 2) Finding out how to communicate with your Member of Congress either by phone, email, mail or in person;
- 3) Registering to vote;
- 4) Locating media outlets in your home town;
- 5) Learning about pending legislation that may affect you and your family;
- 6) Seeing how your Members of Congress voted on a particular issue;
- 7) Sending a pre-drafted message to your Member of Congress about a certain issue.

Where Can I find CapWiz?

Visit www.nteu.org or <http://capwiz.com/nteu>



May 6, 2005

MEMORANDUM

TO: Chapter Presidents and Legislative Coordinators

RE: Changes to CapWiz — NTEU's On-line Site for Political and Grassroots Communication

SUMMARY: With the 109th Congress in full swing, it seems an appropriate time to refresh NTEU members' knowledge about CapWiz and highlight some of the changes that have been made.

Most of you are familiar with NTEU's on-line legislative organizing tool, CapWiz. This memo serves as a refresher on the capabilities of CapWiz as well as point out a few new items that have been added. Please share this with all of your chapter members and encourage them to become active NTEU advocates through regular use of CapWiz.

CapWiz is an on-line legislation tool that allows NTEU members to identify who their members of Congress are, register to vote, send on-line messages to members of Congress, access updates on pending legislation, send letters to the editors at local media outlets, find out basic etiquette for communicating with leaders on Capitol Hill, and retrieve election and candidate information.

Members can get to CapWiz one of two ways using the internet. The first is to log onto www.nteu.org and click on the "Click here to enter NTEU's CapWiz site" bar located underneath the legislative action alerts on NTEU's home page. The second way is to log on directly to NTEU's CapWiz site at <http://capwiz.com/nteu>.

Once inside the CapWiz site, you can easily navigate your way around by clicking on the different links. To send a letter to your member(s) of Congress, you can click on an issue that is highlighted in the "Action Alert" box and be taken directly to a short synopsis of the issue and a predrafted letter. All you need to do is type in your name, mailing address, home e-mail address, chapter number, and make sure the "remember me" box is checked, and your letter will automatically be sent. (Only your name and physical address will appear on the letter that is sent to Congress.)

Including your chapter number and checking the “remember me” box are new to CapWiz, and they will allow the National Office to track chapter member usage of CapWiz. Additionally, the collection of this information helps our Legislation staff know what members of Congress are receiving communications from NTEU members. All of these elements are essential to making sure our grassroots program is efficient and effective.

Please take the time to make sure your members are aware of CapWiz and its capabilities. If you have any questions about CapWiz or what is posted on-line, please contact our Grassroots Director, Jamie Linski, at 202-572-5500, x-7039.

Colleen M. Kelley
National President

Attachment