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AUTHENTIC AI® *advocacy*

YOUR AI ADVOCACY *Action Guide*

A Step-by-Step Guide to Contacting
Your Representatives with ChatGPT

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Welcome to the Advocacy Guide

This is your go-to guide for taking action and advocating for the issues that matter most to you – with the help of your AI assistant. 🤖 (I promise, it's easier than you think!) Let's dive in.

What's Inside?

- **Getting Started with Advocacy:**

Why advocacy matters and how small, consistent actions can make a big difference. Get clear on your motivation and prepare you for the steps ahead.

- **Finding Your Representatives:**

How to find and contact your representatives at the national, state, and local levels. Plus, create your Representatives Contact Spreadsheet with ChatGPT!

- **Researching the Issues:**

How to use ChatGPT and external resources to stay informed, fact-check your findings, and get up to speed on the issues that matter most to you.

- **Clarifying Your Thoughts (with ChatGPT):**

Feeling overwhelmed or unsure about your perspective? Brainstorm and clarify your ideas with ChatGPT before contacting your representatives.

- **Writing Scripts to Contact Your Representatives (with ChatGPT):**

Crafting emails, phone scripts, and in-person talking points just got easier with ChatGPT prompts for writing professional, impactful scripts that get your message across effectively.

- **Creating Your Advocate Action Plan (with ChatGPT):**

Create a personalized action plan, track your efforts, and stay organized with the help of ChatGPT. Set realistic goals, plan your outreach, and keep the momentum going.

IMPORTANT LINKS:

- [ChatGPT](#)
- [Authentic AI Advocacy Resource Hub](#)

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A Note from Kinsey (from Authentic AI)

As someone who's "**never paid much attention to politics**", I know what it's like to feel overwhelmed by ALL the things that feel out of our control. I know what it's like to **have enough to worry about** with your business or personal life, and to want to turn away from the 'bigger issues' and let others take care of it.

I also know what it's like to **not want to get political as a brand** – because it doesn't feel like politics should influence your relationship with your customers. I still agree with a lot of that under normal circumstances. But we are NOT living in normal times. 🍷

It's taken the recent U.S. election (along with how I've matured as a human and business owner over many, *cough*, many years) for me to realize: **some things DEMAND ACTION.**

I cannot in good conscience:

- turn away from the issues that are actively working against my values.
- turn away from issues that are directly impacting my community.
- ignore the potential harm that the AI tools I promote might have on our future.

But "**doing something**" has always felt useless (and a bit scary). I've wondered: *Is my opinion even worth anything? Can I actually make a difference? What might happen if I do speak out?*

Then, I simply *started trying*. I started small: got minimally involved, stayed minimally informed.

And honestly? My eyes have been opened to **how much AWARENESS and ADVOCACY truly can make a difference** in big and small ways. Change can happen. Your voice can be heard – by those in charge and by those around you who might be willing to join the cause. You can make an impact.

You just have to **take action**. And thankfully, we don't have to do it alone. 🙌



* Kinsey Soderberg from Authentic AI®

Founder of Authentic AI, Kinsey helps down-to-earth entrepreneurs use AI tools without sacrificing their authenticity or agency. She focuses on a human-first approach that helps you make AI work for you (not the other way around).

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Getting Started with Advocacy

When the world feels chaotic, it's easy to believe that your voice doesn't matter or that taking action won't make a difference. But the truth is, **every action counts**, and **speaking up is one of the most powerful things you can do**.

Whether it's a local issue in your community or a national policy that affects millions, your representatives are there to **listen to you**: their constituent.

Remember: **Elected officials work for us**. They want to stay in office, which means they *do* listen to their constituents—especially when *enough* people speak up.

Every phone call, every email, and every meeting matters. Even if you don't get a response right away, your outreach helps build pressure and signals what's important to the community they represent. Change doesn't happen overnight, but it *does* happen.

And here's the best part: **You don't have to figure it all out on your own**.

In this guide, we'll walk you through how to confidently contact your representatives and **advocate for the causes you care about**. Plus, we'll show you how to use ChatGPT as your advocacy partner to make the process easier, faster, and way less intimidating.

How ChatGPT Can Help You Advocate with Confidence

If you ever feel unsure of what to say or where to start, you can use ChatGPT to:

- **Research issues and make complicated information clear** and understandable
- **Organize your thoughts and emotions** before reaching out to your representatives
- **Write professional, polished scripts and emails** in seconds
- **Give you follow-up scripts** and responses if you don't hear back
- **Help you create an ongoing advocacy plan** to stay engaged without burning out

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Tips for Contacting Your Representatives:

1. Make Sure You're Contacting the *Right* People

You'll make more of an impact if you contact your representative or the committee handling the issue.

- For **national issues**, contact your **U.S. Senators and House Representative**.
- For **state-level issues**, reach out to your **Governor, State Senate, or State House members**.
- For **local matters**, contact your **city council, county commissioners, or school board members**.

(We're sharing an AI PROMPT to help you find YOUR reps in one click in the next section! 🤖)

2. Clearly State Your Name and Zip Code

Representatives are far more likely to act on messages from the people they represent. Include your name and zip code at the beginning of your message to confirm you live in their district.

3. Be *Specific* and *Actionable* in Your Request

It's not enough to say, "Do something!" Representatives need to know exactly what you're asking for.

- ☒ Mention the specific bill, vote, or policy you're concerned about.
- ☒ Be brief but clear about what you want them to do.
- ☒ Focus on one issue per message to make the issue easier for them to address.

4. Explain Why the Issue Matters to You (But Keep It Brief!)

A personal story or quick explanation of how the issue affects you or your community can make your message more memorable. Keep it short—just a sentence or two—but make it personal.

Example: "As a small business owner in [City], I'm deeply concerned about how this policy would impact our local economy."

5. Request a Follow-Up Response

Always ask for a response! This holds them accountable and increases the chance that they'll take your message seriously. If you don't hear back in a few weeks, send a polite follow-up email.

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Finding Your Representatives

Finding your representatives is easier than you think—and you'll be much more effective when you know who to reach out to.

In this section, we'll walk you through how to find your representatives at national, state, and local levels, along with a few tips to make the process quick and painless.

National Representatives (U.S. Senators and House Representatives)

For federal issues—like healthcare policy, national budgets, or voting rights—you'll want to contact your U.S. Senators or your House Representative.

Who Represents You at the National Level?

- **U.S. Senate:** Every state has 2 U.S. Senators who represent the entire state.
- **U.S. House of Representatives:** The country is divided into congressional districts, and each district elects one representative to the House.

How to Find Them:

- Visit www.congress.gov and type in **your zip code** to find your federal representatives.
- *Alternative:* Call the **Congressional Switchboard (202) 224-3121** to be connected with your House Representative.

Psst... Scroll down to the next page for an **easy AI Prompt** that will get ChatGPT to *find all of your representatives* for you in ONE CLICK! 🤖👉👉

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State-Level Representatives (Governor, State Senators, State House Members)

State-level representatives have a major impact on policies that affect your daily life. These officials pass state laws and oversee everything from local infrastructure to environmental regulations.

Who Represents You at the State Level?

- **Governor:** The executive leader of your state.
- **State Senate:** Each state has a senate, and senators represent specific districts within the state.
- **State House (or Assembly):** The lower chamber of the state legislature, with reps for smaller local districts.

Local Representatives (City and County Officials)

Local government officials are often the most accessible and can have the biggest direct impact on your community. These include city council members, county commissioners, school board members, and other municipal leaders.

Who Represents You at the Local Level?

- **City Council Members:** Handle local ordinances, zoning, and public services.
- **County Commissioners:** Oversee broader county-level issues like budgets and infrastructure.
- **School Board Members:** Responsible for setting policies in your local school district.

Want to find ALL of your representatives super easily? Ask ChatGPT!

Your AI assistant can *help you* find your representatives' contact info *in one click* – without YOU having to go down any internet rabbit holes. Simply ask it to do a quick search for your reps!

Copy/paste this prompt into ChatGPT:

Hi Chatgpt! I'd like your help in finding the contact information for my National, State, and Local Representatives, so that I can contact them about issues I care about. I live in [STATE] with the zip code [ADD YOUR ZIP CODE].

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Tracking Your Representatives

Once you've identified your representatives, **keep a list of their contact information** handy. This will save you time when you need to reach out again in the future.

You can even **create a quick contact spreadsheet**, organized by Representative's name, title, email, phone, mailing address, important issues, contacted dates, etc.

Want to create your Contact Spreadsheet super easily? Ask ChatGPT!

Your AI assistant can *help you* create a spreadsheet! ChatGPT can **generate a spreadsheet file** for you (that you can then upload to Google Sheets if you want to 🤖)

Copy/paste this prompt into ChatGPT:

Help me create a contact spreadsheet for my national, state, and local representatives. I want it to be formatted for Google Sheets and include the following columns: Representative's Name, Title (Senator, State House Rep, etc.), Email Address, Phone Number (Office and District Office), Mailing Address, Important Issues, Contacted Dates, and Notes.

Please complete all fields with full and verified details. Use the contact details we've discussed, and please double-check that every field is filled in with full, accurate information—not just placeholders or partial details.

Format the spreadsheet with these formatting preferences:

- Background color for the headers: [your choice—e.g., light blue or Hex #f4ebfc]
- Font: [your choice—e.g., Arial, Times New Roman]
- Bold and center the column headers.

Generate a file that I can upload to Google Sheets.

You may need to ask ChatGPT to regenerate the file multiple times, if it doesn't fill out the fields or format it how you want it - in the first try. Simply use a follow up prompt "try again with the correct info filled out" etc.

To Use in Google Sheets:

- ☒ Download the CSV file from ChatGPT + Upload to Google Drive.
- ☒ Right-click the file → "Open with..." → "Google Sheets"

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Researching the Issues

Before reaching out to your representatives, it's important to **understand the issues**—both the facts and the context—so you can feel confident, informed, clear, and persuasive.

The good news? ChatGPT can be your research assistant, helping you break down complex topics, summarize recent developments, and brainstorm talking points in less time than it takes to Google.

AI Prompts for Researching Issues

Copy/Paste these prompts into ChatGPT, as needed.

REMEMBER: AI is not always correct or up-to-date. (fact checking tips on next page)

Discover Important Issues:

General Prompt:	Personalized Prompt:
I want to stay informed and take action on important issues, but I'm not sure where to start. Can you give me a list of major current issues at the national, state, and local levels that people are advocating for right now? Please organize them by category and provide a brief explanation of why each issue is important. If possible, also highlight any pending legislation or policies related to these issues	I want to stay informed and take action on issues that align with my values. My biggest concerns are [e.g., women's rights, climate change, small business policies, voting rights]. Can you give me a list of current issues and pending policies in these areas, along with why they matter and any urgent action people are taking?

Get a Summary of an Issue:

Summarize the current debate on [issue] in plain language.	Explain [legislation or policy] and how it will impact [your state/city].	What are the main arguments for and against [issue]?
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Break Down Complex Information:

Explain [issue, policy or bill] in simple terms? Include what it does and why it matters – in general and also for me and my community. What might the implications of this be?

Stay Up-to-Date:

What is the most recent news about [issue]?
Please include links to verified sources.

Give me a timeline of events related to [policy] in
the last 6 months.

Create Talking Points:

Create a list of 3-5 talking points about [issue] that are clear and persuasive.

Fact-Checking and Verifying Your Research

While ChatGPT is a great tool for summarizing and organizing information, it's **not always a reliable source for facts**—especially when it comes to rapidly changing events or highly politicized topics. Always verify your information with external, credible sources.

Reliable Fact-Checking Tools:

- [FactCheck.org](#): Nonpartisan, focused on political claims
- [Snopes](#): Great for debunking misinformation and viral claims
- [PolitiFact](#): Rates the accuracy of public statements and claims

Trusted News Sources:

- NPR
- Reuters
- AP News

Hot Tips: When using news articles, **cross-reference multiple sources** to ensure accuracy and avoid relying on a single perspective.

Use your critical thinking skills. Be mindful of social media claims and misinformation. Follow experts (with credentials) and advocacy groups.

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Clarifying Your Perspective

Before you contact your reps, **get clear on what you're saying** and **why it matters to you**.

Sometimes, you might feel fired up about an issue but struggle to put your emotions into words. Other times, you may have so many thoughts that it's hard to distill them into a clear, persuasive message. This is where ChatGPT can help you **organize, refine, and clarify your thoughts** so you can communicate effectively.

AI Prompts for Clarifying Your Thoughts

Copy/Paste these prompts into ChatGPT, as needed.

STEP ONE: The Braindump Method (Let It All Out!)

If you're feeling overwhelmed, frustrated, or unsure where to start, don't worry about being polished—just get your thoughts out.

(this is something I do ALL the time for, uhm, pretty much everything in my business and life)

How to do a Braindump with ChatGPT:

- ☒ Type everything you're thinking and feeling about the issue.
- ☒ Don't censor yourself—this is just for you.
- ☒ Write in a free-flow, stream-of-consciousness style. *(ramble away!)*
- ☒ Don't worry about correct spelling or grammar. Write fast, and don't edit.

I'm feeling really [confused / frustrated / overwhelmed] about [issue], but I don't know how to put it into words. Let me braindump everything I'm thinking, and then I want you to help me organize it into a clear, structured message. Here are my thoughts: [BRAINDUMP YOUR THOUGHTS HERE]

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Understand Your Feelings and Perspective:

Talk through why this issue matters to me. I want to get clear on my feelings and perspective.

Understand Opposing Views:

I can't understand others' viewpoints on this issue. Can you explain what they're thinking and feeling?

Summarize Your Main Argument:

Based on my thoughts, what is the core message I should focus on when contacting my representative?

Framing Your Concern in a Persuasive Way:

How can I frame my concern about this in a way that is clear, persuasive, and gets my representative's attention?

Turn my argument into a short, direct message that highlights the urgency and will make an impact.

How can I make my argument more relatable to my representative's political stance?

Personalize Your Message with Storytelling:

I want to weave personal storytelling into this message. Based on my thoughts, help me brainstorm storytelling ideas related to my own or my community's personal experiences.

Can you help me weave in a personal story to make this more compelling? Here's my experience: [describe your story].

Communicating with Others:

I'm trying to understand how to have productive conversations with others around this issue. Can you help me understand the best way to communicate my thoughts so that others can hear me and understand me? Please help me brainstorm different types of people (family, business associates, friends) and also different levels of awareness and viewpoints (such as merely ignorant or staunchly opposed, etc.)

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Writing Scripts to Contact Your Representatives

Once you've clarified your thoughts on the issue, it's time to **turn your message into action**. Whether you're writing an email, making a phone call, or preparing for an in-person meeting, ChatGPT can help you create polished scripts that are professional, persuasive, and ready to use.

AI Prompts for Contacting Your Reps

Copy/Paste these prompts into ChatGPT, as needed.

REMEMBER: This is just a starting point. Always edit to make it reflect YOU authentically.

Writing an Email or Letter to Your Representative:

Help me write a professional email to my representative about [issue]. I want it to be clear, direct, and persuasive with a respectful yet urgent tone.

Make sure you 1) include my full name and zip code, 2) be specific about the action I'm urging my representative to take action on, 3) request a follow-up response, so they know I'm paying attention and holding them accountable.

Follow-Up Prompts for Tweaking:

- Suggest more specific actions I can encourage them to take.
- Please suggest links I might include to back-up my perspective.
- How can I increase the urgency of the message?
- Which of my specific representatives should I send this to?
- What bills, policies, or current events can I reference here?
- Search the web for data or statistics I can include.
- Please include a brief personal story for impact: [share your quick story]
- How might we make this even more persuasive and impactful?
- When should I follow up?

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Writing a Phone Call Script:

Help me write a phone script for calling my representative about [issue]. I want it to be clear, direct, and persuasive with a polite yet urgent tone. Make it brief yet impactful.

Make sure you 1) include my full name and zip code, 2) be specific about the action I'm urging my representative to take action on, 3) request a follow-up response, so they know I'm paying attention and holding them accountable.

Talking Points Prep: (for in-person meeting or phone call)

Help me prepare talking points for my conversation with [representative's name] about [issue].	What are three possible questions my representative might ask about [topic], and how should I respond?	Summarize my key argument in a 60-second explanation I can use in a real-time conversation.
Help me craft a response if my representative tries to deflect the question.	What should I say if they agree with my concern but don't commit to action?	Write a calm but firm response if my representative pushes back on my argument

Follow-Up Emails and Responses:

Write a follow-up email to my representative. I emailed them two weeks ago about [issue] and haven't received a response.	I received a response to my email to [representative] about [issue]. I'd like your help in crafting a return response. Here's their response: "[Inside Quotation Marks, paste their entire response, straight from the email]" Here are my thoughts: [Share your thoughts about what they said, plus what you want to urge them to do now.]
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Asking Which Representative to Contact:

Who should I contact about [specific issue]? I live in [STATE] and [ZIP CODE]. Please find the contact information.	Help me figure out which committee handles [policy area] and who I should reach out to about it.	Which elected officials are responsible for [specific topic, like education or environmental policy] in my city?
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Creating Your Advocate Action Plan

Advocacy isn't just about one-off actions—it's about consistent, intentional engagement. Creating a personalized Advocate Action Plan will help you **stay organized**, **track your efforts**, and **keep up the momentum without burning out**.

AI Prompts for Creating an Action Plan

Copy/Paste these prompts into ChatGPT, as needed.

Define Your Advocacy Focus:

Start by identifying the **key issues you care most about**. This will help you focus your energy on what matters to you and avoid feeling overwhelmed by *everything* going on.

Questions to ask yourself (and ChatGPT):

- ☒ What issue feels most urgent?
- ☒ Where do you think you can make the biggest impact?
- ☒ What matters most to you personally or professionally?

Help me create a list of advocacy focus areas based on my interests. I care about [list a few concerns, like climate change, women's rights, and small business policy].

Set Specific, Achievable Goals:

Help me set and prioritize achievable advocacy goals for the next 6 months, focusing on these main issues: [list issues]. Break each goal into actionable steps and provide a doable timeline.

Create a Contact & Outreach Schedule:

Help me create a monthly outreach schedule to contact my representatives. I want to focus on [specific issues] and plan my emails, calls, and follow-ups over the next 3 months. Suggest ways I can make this work with my schedule: [add what your day-to-day schedule looks like].

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Build a Support Network:

Help me brainstorm ways to connect with local advocacy groups focused on [issue].

Plan for Self-Care and Sustainability:

Help me create a self-care plan to stay balanced while advocating for [issue]. Include ways to take breaks, recharge, and find joy.

Share with Your Community:

Help me brainstorm ways I can share with my family, friends, and community about [issue]. I'd love to get them involved, too - but without them feeling like I'm undermining them or calling them out.

Review and Adjust Regularly:

Help me create a quarterly review plan to assess my advocacy efforts and update my goals.

Track Your Efforts: (generate a *Tracking Spreadsheet* with ChatGPT)

Help me create a contact spreadsheet for my Advocate Action Plan to help me stay organized and consistent in my advocacy efforts. I want it to be formatted for Google Sheets and include the following columns: Advocacy Focus Area, Specific Goals, Action Steps, Target Dates, Follow-Up Tracking, and Notes.

Please complete all fields with the full details of my action plan; double-check that every field is filled. Format the spreadsheet with these formatting preferences:

- Background color for the headers: [your choice—e.g., light blue or Hex #f4ebfc]
- Font: [your choice—e.g., Arial, Times New Roman]
- Bold and center the column headers.

Generate a file that I can upload to Google Sheets.

You may need to ask ChatGPT to regenerate the file multiple times, if it doesn't fill out the fields or format it how you want it - in the first try. Simply use a follow up prompt to "try again with the correct info" etc.

To Use in Google Sheets:

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- ☒ Right-click the file → "Open with..." → "Google Sheets"

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Take Action Today. 🤝

You've got everything you need to **take meaningful action** and make your voice heard. Whether you're contacting your representatives for the first time or building a long-term advocacy strategy, remember: **small, consistent actions create real change.**



Start where you are.

You don't have to do everything at once. Even one email or phone call makes a difference.



Stay consistent.

Advocacy is a marathon, not a sprint. Build your Advocate Action Plan to pace yourself.



Focus on your impact.

You can only control your own actions. Every action you take builds pressure and momentum.

Next Steps with Authentic AI

✅ Watch our 'AI Experts on the Political Climate' Roundtable

We'll break down the big issues, offer insights on what to watch for, and most importantly, give you actionable steps to navigate the future of AI without fear or overwhelm.

👉 Save your seat here: diywith.ai/roundtable

✅ Sign up for our **Authentic AI Advocacy Newsletter** (quarterly)

If you want to stay informed about ethical AI issues (such as environmental impact, regulations, etc), sign up for our quarterly newsletter for action steps you can take to help.

👉 Sign up here: diywith.ai/advocacy

✅ Check out our **Authentic AI Resources and Courses**

Peruse our one-stop hub for learning how to use ChatGPT and other AI tools with a human-first approach—so you get better results without turning your brand into a robot.

👉 Check it out here: diywith.ai/start-here