

DISTRICT CONTACTS - SPREADSHEETS

By Shannon Sharpton and Grace McMillan

Build the following spreadsheets in separate files in a file folder called Contacts > [House or Senate] District [insert #]
Contacts:

- County Commissioners – names, mailing addresses, phone and fax numbers, e-mail addresses.
- County Officials – County Clerks, County Assessors and County Treasurers for all the counties in your district. Sort by county for easy reference.
- Chambers of Commerce – names and contact information (incl. web sites) for every city in your district.
- Libraries – include directors' names and contact information, including phone, fax and e-mail.
- Post offices of every city/town in your district, including phone numbers.
- School Superintendents
- District zip codes by city/town
- District's Congressional Contacts
- Mayors of every city/town in your district
- District schools – names, addresses, contact information, including e-mail addresses and principal names.
- Sheriffs from every county in your district, organized by county.

From these spreadsheets you can easily mail merge in a few moments the entire listing of your desired contact list.

For instance, my boss came in the office the other day and said, "I want you to contact the officials in every town in my district about a rural grant opportunity." It was easy to fulfill that request in a few moments because of my spreadsheet contact lists. I called our district's City Clerks, told them about the grant opportunity available to their city/town and e-mailed them the attached information, using an e-mail merge in Outlook.