



## Top Tips for Contacting MSPs

- Find your local MSP on the [Scottish Parliament website](#) by entering the postcode of your organisation. If you click through to their profile, this will also give you all their contact details.
- It can take MSPs' offices a while to respond to correspondence as they receive so much, so try contact them at least 6 weeks prior to your event if possible. However, if you have not heard from them after four weeks, you might want to call them to check they have seen the invitation.
- It's up to you whether to send the invitation by letter or email. Just make sure you include your postcode and contact for RSVP, either at the top of the letter or as part of the subject line of the email. This helps them identify you as a constituent.
- Events on Mondays or Fridays are usually best for MSPs because Parliament does not sit on these days, and they spend the day in their constituencies.
- Local MSPs like to attend events that are also photo opportunities, which they can use with the local press or on their own blogs. Think about what suitable activities they could do with your organisation, or which volunteers they might be interested to meet. You may also want to produce a press release about the visit and contact the MSP's office to offer to draft a quote for them.





## MSP Invite Template

*Your address, including postcode*

Dear *[insert MP's name]*,

I am writing to invite you to our event taking place in *[insert name of constituency]* to celebrate Volunteers' Week.

Our event is...

*In one or two sentences tell them:*

- *what your event is about*
- *what will be happening*
- *when and where it will be taking place.*

Our organisation...

*Here provide one or two sentences about your organisation including:*

- *what it does*
- *how it involves volunteers in the local area.*

I very much hope you are available to attend and celebrate with us. We would be grateful if you would RSVP to *[insert contact details of your event organiser]* who is organising the event.

### **About Volunteers' Week**

Volunteers' Week is a UK wide campaign that takes place from 1-7 June every year. This campaign was established in 1984 and is currently led a representative organisation in each of the four nations. Volunteer Scotland lead the campaign in Scotland, WCVA in Wales, Volunteer Now in Ireland and NCVO in England.

You can find out more at <http://www.volunteersweek.scot/>

With best wishes,

*Insert your contact details*



**#VolunteersWeekScot**