

> **Open** any email you receive from the VI with the subject “VI CALL TO ACTION” promptly. We recognize you get a lot of emails everyday, but we ask that you please make these a priority.

> **Read** the body of the email to get an overview of the issue and what you need to do. Please note who the contact person at the VI is in case you have any questions about the task at hand.

> **Look** for any attachments or links included in the email. These may include published articles, a sample letter to legislators, or other background information that will help you create an impactful response.

> **React** without delay. Remember, a CALL TO ACTION contains time-sensitive material that requires your immediate attention. Whatever actions you need to take will be outlined clearly within the email.

Remember, you are the voice of vinyl—always answer the CALL TO ACTION so it can be heard.

