

Guide to Creating a One-pager on Your Organization

Providing a one-page fact sheet about your organization is a great way to familiarize your Member of Congress with who you are, who you serve, and what impact your services have on your community. This fact sheet should tell your legislators at a glance all the most important things they need to know about the difference you make in people's lives – both as an employer and a provider of health care services.

Need ideas about what to say? Here are some examples of what information to include.

Make it fun: You can include your mission statement, interesting information about your organization, and even a picture!

Consider providing information about:

- [Size of Organization]
 - What kind of organization are you? (e.g. a community mental health center, addiction treatment organization, hospital, etc.)
 - Number of staff employed
 - # of beds (if applicable)
 - # of locations
 - Counties/cities served
 - Annual budget
- [Clients Served]
 - Number
 - Diagnostic mix Medicare/Medicaid numbers served (or % served)
 - Number of veterans/military members served
- [Services Provided]
 - Therapy/Substance treatment/family/child, etc.
 - Residential, Employment, supportive housing, detox, etc.
 - How your clients benefit from your services
 - Explain how your services help clients lead full and productive lives in recovery.
 - Consider telling a story of one client who did especially well.
- [Contact information for Organization]
- [Organization Website]

Remember to keep it brief and easy to read! (Think: pictures, a map of your service area, bulleted lists, creative subheadings, etc.) Don't forget to include your name and contact information so they know how to follow up with you.