

Protocol for an email to Your Rep in the Legislature/Congress

Write your name, your center's name, telephone number, and email address at the top of your letter/email. The letter should be single-spaced, but double space between paragraphs. Justify the letter to left margin.

Google your congressman or congresswoman e.g. "Contact John Salazar"

To actually contact Rep. John Salazar: www.house.gov/salazar/contact
you will see a screen with an "email John Salazar" and be asked for your zip code.

Topic for letter to your Representative is EDUCATION [there is no subject line]

Possible First sentence: Dear Rep. _____,

Then state your precise request for funding/reauthorization/request for attendance at an event/etc., e.g.:

Please include Community-Based Organizations(CBOs) in the Workforce Investment Act (WIA) Reauthorization Act **Title II** Vote on Thursday, April 30.

Include the essential information: date, time, location, purpose of the event/request, contact person and phone, fax, e-mail, cell number.

To make a specific funding request, see below:

<http://appropriations.house.gov/>

Click on "Labor, HHS, Education" on link at left.

Click on "Instructions for Providing Written Testimony" on link at right.

Scroll all the way down to the blue link and click on it [lhapprop@mail.house.gov]

Example:

TOPIC for letter to Chairman of the Appropriations Committee Dave Obey is: BUDGET

Dear Chairman Obey,

Please support Adult Education funding in the FY 11 budget.

Possible format for your letter:

Open by introducing yourself, the name of your school/center, town, and state.

For student letters, have students follow basic business letter format with pertinent information and:

Choose from the topics below that reflect your strongest feelings about how adult education is benefiting you:

Explain what you like or appreciate about attending your school/center.

Explain why whichever high school you attended (if you did) didn't give you the help you needed or wanted.

(Some possibilities: small classes here, one-on-one help from teachers, slower (or faster) pace, helpful staff, works better with your schedule, personal issues at your high school, etc.)

Explain how attending your school/center is benefiting you

How will earning a GED help you get a better job?

How will earning a GED help you to enter college or a training program or the military?

How will improving your English language skills help you to retain or obtain a better job?

How will improving your English language skills help you to enter post-secondary training or college?

Close by thanking Congress/Senator/Rep. ____ for his or her support

Use either Sincerely, or Truly. Leave four spaces, type your name, and then sign above it.