

INSTRUCTION SHEET FOR DRAFT LETTER TEMPLATES



STEP 1 – Download draft letter(s) located in the “Take Action Now” section in the “Advocacy” page of the website.

STEP 2 – Customize the letter to make it personal. The draft templates are simply meant to give a school some general formatting and talking points to help get them started. There are several sections of the template where a school is prompted to make the letter personal and to highlight your school and/or how the issue is affecting your school. The more personalized the letter is written, the more likely it is read and acted upon by a public office.

STEP 3 – Determine if the issue is a state or federal matter.

- If it is federal, then the letter should go to US Senators Pat Toomey, Bob Casey, and also your local US Congressman. If you are unsure who your local US Congressman is, or you need their mailing address, go to the top of the “Advocacy” page of the website where it says “Find out Who Represents You.” You can locate all of the contact information from the links below that section, including finding your Congressman by entering your zip code.
- If it is a state issue, the letter should go to your State Senators and Representatives. You can also locate all of their contact information in the “Find out Who Represents You” section of the webpage.

STEP 4 – Place the elected officials’ name at the top of the letter, their mailing address, and then sign the letter. If it is going to multiple public officials, please do this step for each official. In most cases, they should all be receiving a separate letter addressed to each one separately.

STEP 5 – Mail the letter and/or hand-deliver the letter to their office (Make copies of the letter before you send it).

STEP 6 – **THIS IS A VERY IMPORTANT STEP.** After you send the letter, please call the public official’s office several days later to make sure it was received. If it hasn’t been received yet, ask for an email address of a staffer to email a copy to. Once you email it, please confirm receipt. Public officials get flooded with mail, and there are times mail gets held up at the Capitol due to security reasons, so this step is very important to make sure letter was received.

STEP 7 – After adequate time has passed (A few days or a few weeks depending on the urgency of the issue), follow up with them to ask if they reviewed the letter and politely ask them to keep you informed on what they plan to do to address the concern. Public officials respond to pressure and it is important you keep the pressure on to make sure they follow through, but please always be courteous and respectful with them and their staff.