

The FIVE-MINUTE Advocate



Take action - Write a letter

Content of your ONE-PAGE letter

- Identify the issue clearly
- Keep as positive a perspective as possible
- State your position
- Explain why you care about this issue
- State how the issue will affect you, your school, and/or your state
- **TELL THE DECISION MAKER WHAT YOU WOULD LIKE HIM/HER TO DO!**
- Include your name, address, and phone number

Tone of message

- Business-like
- Courteous
- Polite

For time-sensitive issues, you may want to fax your letter. Call appropriate office for number.

