**7th Grade English Service Learning Letter Writing Project Guidelines**

**(Student Handout)**

*Do you see how you might use your voice to advocate for some issue you care about?*

1. WHAT IS YOUR **CAUSE**? For what/whom do you want to use your **voice**?
* Ideas for potential causes / issues: food production and access, workers rights, education, voting rights, immigration, race relations, veteran rights, rights for the disabled, gender, economics, public safety (police and firefighters), media/information, technology, transportation, environment, or anything else that interests you!
1. **WHO** HAS THE POWER TO AFFECT CHANGE FOR YOUR CAUSE? Research potential contacts (senator, state rep, non profit director…)
	* 1. Find your Representative: <http://www.house.gov/representatives/find>
		2. Find your State Senator: <http://www.senate.ga.gov/senators/en-US/FindyourLegislator.aspx>
		3. Research What is Being Done in Congress about your cause / issue: <https://www.opencongress.org>
		4. Find a Charitable Organization that works with your cause / issue: <http://www.charitynavigator.org/>
		5. Other: [Dept. of Agriculture](http://agr.georgia.gov/), [City Council](http://citycouncil.atlantaga.gov/), [Mayor’s Office](http://www.atlantaga.gov/index.aspx?page=16), [Human Services](http://dhs.georgia.gov/), current candidates for Presidency, media outlets ([CNN iReport](http://ireport.cnn.com/blogs/ireport-blog/2011/11/07/how-to-post-ireports), [AJC](http://www.ajc.com/contact-us/), [WSB](http://www.wsbtv.com/contact-us/), [radio and TV stations](http://www.mondotimes.com/1/world/us/10/567) (including Spanish-language stations like Univisión)
2. NARROW YOUR **PURPOSE**: Write a proposal (thesis)-- A ***one sentence summary*** of **whom** you will contact and **what** you will propose (objective/argument) followed by a bulleted list of ***3 specific reasons*** for why you are choosing to propose this. Your reasons should be well researched so they can be well supported in your letter. Proposal due: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. KNOW YOUR **FORM**: Letter Writing Standards (a REAL letter to be sent via snail mail)
* Supplemental Resource
	+ <http://ctb.ku.edu/en/table-of-contents/advocacy/direct-action/letters-to-elected-officials/main>
* Example Advocacy Letter
	+ <http://www.preservationaction.org/action/effective-letter-writing/>
	+ <http://www.asbmb.org/Advocacy/advocacy.aspx?id=14388>
	+ <http://www.youthcatalytics.org/public_policy/writing-an-advocacy-letter/>

5. **EDIT** YOUR FORM and VOICE: Class editing/teacher approval DAY 3 of 2nd week

6. **CHANGE** **THE** **WORLD**: Letters printed and in an addressed envelope by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.