

## Sample Thank-You Note

After your virtual or in-person meetings, be sure to send a note to Congressional offices thanking members of Congress and any staff members you spoke to. A letter or email is a good way to maintain a relationship with a policy maker's office and to remind them of your call and what you discussed. If you encouraged the lawmaker to join the Afterschool Caucus, you can use this letter as a reminder to do so. If you met with a staff member, change the letter to say that you appreciated talking with the policy maker's staff.

Be sure to include your contact information at the end of the letter. Below is a sample letter that you can adapt to reflect your meeting. Email your letter using the contact information provided to state teams. If you cannot locate this information, you can contact Erik at [epeterson@afterschoolalliance.org](mailto:epeterson@afterschoolalliance.org).

NOTE for programs that receive federal grant money: We suggest writing the letter on your personal stationery so that you can specifically mention funding you receive from 21st Century Community Learning Centers (21<sup>st</sup> CCLC) or other federal funding sources, like the Child Care Development Fund (CCDF). If you use program stationery, you should not ask the official to increase funding for a specific government program, like 21<sup>st</sup> CCLC or CCDF. But you can always ask the policy maker to support afterschool programs in general.

[Your address]

[Date]

The Honorable [Member of Congress name]  
[Capitol Hill office address]  
Washington, D.C. 20510

Dear [Representative/Senator name],

Thank you for taking the time to speak with me and other afterschool supporters from [your city] on May XX. I enjoyed talking with you about afterschool programs and the important benefits they provide to students and families here in [your city] thanks to federal funding from the 21st Century Community Learning Centers initiative. Afterschool programs keep our kids safe, help students thrive, and give working families peace of mind.

Thank you for listening to the current and ever-changing conditions for our programs related to the COVID-19 pandemic and recovery.

I hope you will consider joining the Afterschool Caucus as a way to support afterschool in Congress. I also hope you will protect and expand funding for Community Learning Centers by \$500 million for FY2023, allowing another 500,000 children to access quality

afterschool, before-school and summer learning programs. Today, Community Learning Centers serve 1.6 million children in communities nationwide. Yet the demand is far from being met; for every child in a program, three are waiting to get in.

When students participate in afterschool, they attend school more often, do better in school, and are more likely to graduate. Afterschool programs provide a lifeline for our state's hardworking families, keeping young people safe during the hours when juvenile crime and victimization peak. Four in 5 parents say afterschool helps them keep their jobs.

Afterschool programs are a cost-effective, locally-driven way to boost student success, help working families, and reduce risky behaviors. By increasing students' future earning potential, improving academic achievement, and reducing juvenile crime and delinquency, afterschool saves up to \$3 for every \$1 invested.

I hope you agree that all children and working families in our state deserve the support and stability that quality afterschool programs provide. I would be delighted to give you a tour of our program and an opportunity to talk to the children and parents we serve. Thank you again for your time and public service.

Sincerely,

[Your name]

[Phone number]

[Email address]