

## Sample Thank-You Note

After your 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 policymaker's office and to remind them of your meeting 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 policymaker's staff.

Be sure to include your contact information at the end of the letter.

Email your letter to the staff member who participated in the meeting. If you cannot locate the contact 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/letterhead/email address*** so that you can specifically mention funding you receive from 21st Century Community Learning Centers (21st CCLC) or other federal funding sources, like the Child Care Development Fund (CCDF). If you use program stationery/letterhead/email address, you should not ask the official to increase funding for a specific government program, like 21st CCLC or CCDF, but you can always ask the policymaker to support afterschool programs in general and to visit your program.

[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/state] on May 6. I enjoyed talking with you about afterschool and summer programs and the important benefits they provide to students and families here in [your city/state] 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.

I also hope you will protect and expand funding for 21<sup>st</sup> Century Community Learning Centers to allow additional children to access quality afterschool, before-school, and summer learning programs. Today, 21<sup>st</sup> Century Community Learning Centers serve 1.4 million children in communities nationwide. Yet the demand is far from being met; for every child in a program, four more 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. In addition, 4 in 5 parents say afterschool helps them keep their jobs.

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]