



SAMPLE GENERAL LETTER FROM AN AFTERSCHOOL PROGRAM

[Your Address – VERY important]

[Date]

The Honorable **[Member of Congress name]**

[Capitol Hill office address]

Washington, D.C. 20510

Via fax: **[fax number]**

Dear **[Member of Congress name]:**

[1st paragraph states the reason for your letter and who you are]

I am writing to inform you what a tremendous difference our Learning for All Afterschool Program makes in our community. I work with this school-based program, which is funded by a federal grant, and know firsthand how it improves children's grades, keeps kids safe, benefits working families and has a positive effect on the entire community.

[2nd paragraph further explains your message and includes a personal account]

Our program helps several hundred working parents in our school district who otherwise would not have access to an afterschool program to enrich their children's lives during the hours after school. In addition, the Learning for All program provides our community's citizens with a proven history of success—a history that features improved student test scores, improved school attendance and more focused students. Successful afterschool programs like ours offer an academic environment that is critical in the 3 to 6 p.m. time period before most working parents can get home.

[3rd paragraph should summarize your message]

Our program provides a school-based environment in which expanded academic learning is the norm. Students in our afterschool program achieve better grades in math, reading and other subjects; have fewer behavioral problems; and have better school attendance records. In addition, our program offers youth a safe place where they can learn during the peak hours when juveniles otherwise can be victims of crime or engage in criminal activity themselves. One of the best things about the program is the way it brings together various community members and gets them actively involved in helping kids learn and grow.

[OR, if you are a 21st CLCC program]

Our 21st Century Community Learning Center (21st CCLC) program provides an environment in which expanded academic learning is the norm. Students in our afterschool program achieve better grades in math, reading and other subjects; have few behavioral problems; and have better school attendance records. Please increase funding for 21st CCLC by \$133 million for FY2017, bringing the total to \$1.3 billion and allowing approximately 140,000 additional children to be served. These funds leverage the resources of for-profits, faith based organizations, community based organizations (CBOs), tribal organizations, non-profits, local government, colleges and universities in addition to school districts, to provide students the support they need to succeed in school and life.

Your support for afterschool programs is greatly appreciated.

[OR, if you are a 21st CCLC program]

Your continued support of the 21st CCLC program is appreciated.

[Always thank a public official]

Thank you for your public service.

Sincerely,

[Your Name]

[Phone Number]

[Email Address]

[Street Address]