



SAMPLE LETTER to Extension Volunteers

This letter can be customized to speak to either 4-H or Master Gardener volunteers. Select the appropriate wording based on the volunteer group you are addressing.

Dear (4-H) (Master Gardener) volunteer,

Like most tax-supported institutions, Iowa State University Extension and Outreach has had to weather its share of budgetary challenges in recent years. Maintaining funding for popular programs and services is a task that is crucial to Extension's mission of improving the quality of life for Iowans.

ISU Extension and Outreach is the parent organization for (4-H) (Master Gardener) in Iowa. Your help is needed to tell legislators how participants and the public in general benefit from this wonderful program.

You can provide a powerful testimonial. It needn't be long or complicated. Simply give a brief statement of how (4-H) (Master Gardener) has helped you, your family, or your community, and send it to one, or both, of your legislative representatives. Attached is a contact list for state lawmakers serving (XXX) County. If you have close ties with a legislator or can meet with one personally, your message will be even more effective.

The 2017 session of the 87th Iowa General Assembly will convene in early January, and budget considerations will get under way soon. It is important to make your contacts as soon as possible.

As you compose your message, you may want to consider the paragraph below as a starting point and add your own personal experience to it.

[select one paragraph for the appropriate group]

- The **Iowa 4-H Youth Development** Program reaches one in five youth statewide – that's about 100,000 young Iowans. 4-H empowers youth to reach their full potential through youth-adult partnerships and research-based experiences offered through after-school programs, camps, and events, as well as sustainable learning communities, usually referred to as 4-H clubs. 4-H programs are delivered by ISU Extension and Outreach personnel, and more than 10,000 volunteers guide 4-H'ers in developing leadership, communication, and citizenship skills through mentored, hands-on learning opportunities, as well as countless specialized project fields including STEM. Here in (XXX) County last year, 4-H programs helped nearly (XXX) kids working hard to make their best better.
- Since 1979, ISU Extension and Outreach has been training **Master Gardener** volunteers in virtually every county of the state. Extension and Outreach provides current, research-based, home horticulture information and education to Iowans who are passionate about gardening best practices and serving their communities. In return, Master Gardeners share their time and expertise as volunteers in community gardens, city beautification projects, farmers markets, and other efforts. Each year some 2,400 Master Gardeners contribute more than 120,000 volunteer hours in Iowa.

Thanks in advance for your help in preserving this valuable program!

Sincerely,

[name]

(XXX) County (4-H, Master Gardener) Volunteer

(street address)

(city), IA (zip)

Phone: (xxx) xxx-xxxx

[Complete the following information and provide to volunteers]

(XXX) County Legislative Contacts:

The Honorable Terry Branstad

State Capitol
1007 East Grand Ave.
Des Moines, Iowa 50319

Salutation: Dear Governor Branstad:

To send an e-mail to the Governor, go to:
<https://governor.iowa.gov/contact/>

Phone: 515-281-5211

Sen. (insert name), (XXth Senate District)

State Capitol
1007 East Grand Ave.
Des Moines, IA 50319

Salutation: Dear Senator (insert name):

E-mail: (first name).(last name)@legis.iowa.gov
Senate switchboard phone: 515-281-3371

A complete listing of your state senator, their address, occupation, committee assignments and legislation sponsored can be found at: <https://www.legis.iowa.gov/legislators/find>.

Representative (insert name), (XXth House District)

1007 East Grand Ave.
State Capitol
Des Moines, IA 50319

Salutation: Dear Representative (insert name):

E-Mail: (first name).(last name)@legis.state.ia.us
House switchboard phone: 515-281-3221

A complete listing of your state representative, their address, occupation, committee assignments and legislation sponsored can be found at: <https://www.legis.iowa.gov/legislators/find>.