



COMPLETING THE CLUB LETTER FOR CONGRESS

Thank you for participating in the ARRL legislative grass roots campaign supporting H.R. 1094 and S. 459, the Amateur Radio Emergency Preparedness Act. Please follow the instructions below very carefully. It is very important that the correct individuals are selected and addressed, and that appropriate references to each person and each bill are correct. If you have any questions or concerns, you may contact ARRL Director John Robert Stratton, N5AUS. His email is n5aus@n5aus.com. His telephone number is 512-445-6262.

INSTRUCTIONS

1. The purpose of the enclosed letter is to create three letters: one to the Club's appropriate U.S. Representative and one to each of the two Senators.
2. The first step is to determine the correct name of the U.S. Representative for the Congressional District in which the Club has its official address, or if it does not have an official address, the address of its primary meeting location. You will also need to determine the correct name of each of the Senators for the state in which your Club is located.
3. Determining the correct names of the Club's Representative and Senators is easy. Go to: <https://www.congress.gov/members/find-your-member> . Enter the Club's address and the website will identify the Representative and both Senators.
4. The enclosed letter, in Microsoft Word format, has alternative entries highlighted in RED. If your letter is to a Representative, chose U.S. House of Representatives, H.R. 1094 and Representative as the salutation.
5. If your letter is to your Senator (you create a separate letter for each Senator) use U.S. Senate, S. 459 and Senator as the salutation.
6. If your club has a letterhead or a logo, please insert it at the top of the letter. Insert the date of your letter.
7. The letters may be signed by one officer or multiple Club officers — that is your choice. Please ensure that the letter has the name, signature, email address, and phone number for each officer that signs the letters.
8. Make sure all of the highlighted entries in RED have been resolved. After you have finished editing, make sure you have removed any remaining RED text.

9. Print out each of the three letters.
10. Ensure that all signatures are signed in ink on the letter.
11. Use a scanner or a smartphone scanner app (such as TurboScan for iPhone) to create a PDF scan of each letter.
12. Email the three PDF's to: Director John Robert Stratton at n5aus@n5aus.com for review and delivery to Congress.
13. Please do not send these three letters directly to Congress — for security reasons it is likely the letters will not reach their intended addressee for months — thus rendering your efforts useless.
14. The contents of this letter were created and approved by the ARRL's legislative team and the ARRL's lobbyists. Except for the "red highlighted" options no part of this letter may be modified. It is designed to address the matters our lobbyists believe must be addressed for the letters to be effective.
15. If you have any questions, please contact ARRL HQ or Director Stratton (N5AUS@n5aus.com).