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REPUBLICAN
FRANKING
REFERENCE
G U I D E



COMMITTEE ON
HOUSE ADMINISTRATION
Republican Office, 110th Congress

Vernon J. Ehlers, Ranking Republican Member

A MESSAGE FROM RANKING REPUBLICAN MEMBER VERN EHLERS



Today, more than ever before, it is important for House Republicans to use every available method to get our message out to our constituents. With the myriad of communications available through technology, as well as traditional, paper-based methods, offices may feel uncertain as to the best way to reach the public, while adhering to House Rules and Regulations.

The enclosed materials, which have been compiled by the Republican Office of the Committee on House Administration, are designed to help offices craft their communications, submit their materials to the Franking Commission for review and approval, and improve their distribution lists to increase their reach.

In addition to providing guidance on creating communications that are within Franking guidelines, we've also taken some of the best examples we've seen of communications from Republican offices and assembled them here to provide guidance and inspiration for those who are creating similar materials.

I hope you find the information in this guide useful, and I encourage you to contact the staff of the Committee on House Administration with any additional questions you may have. While we've included many of the basics on Franking in this reference guide, the Republican staff of the Franking Commission are always available to provide customized guidance and counsel.

Our Franking and Member Services staff members are available in person in Room 1216A of the Longworth House Office Building, or by phone at (202) 226-0647, or by fax at (202) 226-0047. You can also find a wealth of information on our web site at <http://gop.cha.house.gov>. Thank you for your commitment to adhering to Franking rules and regulations, and we look forward to assisting you with all of your administrative needs.

Sincerely,

A handwritten signature in black ink that reads "Vernon J. Ehlers".

Ranking Republican Member
Committee on House Administration

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ABOUT THE FRANK

WHAT IS THE FRANK?

The Congressional Frank dates back to the English House of Commons in the 17th century.

On November 8, 1775, The American Continental Congress authorized Franking privileges to its members as a means of informing their constituents. The first U.S. Congress enacted a Franking law in 1789. The Franking privilege has remained a necessary and valuable tool of our representative government for more than 200 years.



The “Frank” is the term applied to the use of the signature of a Member of Congress on mail in lieu of postage.

All staff in your office should review the publication *Regulations on the Use of the Congressional Frank*, published by the Commission on Congressional Mailing Standards (Franking Commission) before sending any mail for the Office.

The Frank is to be used only for official business. Under no circumstances should the Frank or other official resources be used for an employee’s personal mail. This rule applies to “inside mail” as well.

Questions regarding use of the Frank, and requests for advisory opinions on the Frankability of mail, should be submitted to the Republican Staff of the Franking Commission at 6-0647.

ABOUT THE FRANKING COMMISSION

Pursuant to Public Law 93-191, the bipartisan Commission on Congressional Mailing Standards or the “Franking Commission” has a three fold mandate: (1) to issue regulations governing the proper use of the Franking privilege; (2) to provide guidance in connection with mailings; (3) to act as a quasi-judicial body for the disposition of formal complaints against Members of Congress who have allegedly violated Franking laws or regulations.

As a result of the Legislative Branch Appropriations Act for FY 1991, Members are required to submit all mass mailings (unsolicited mailings of 500 or more pieces of the same matter) for an advisory opinion prior to mailing. The Committee then adopted a regulation requiring approval for all mass communications before their dissemination.

The issuance of an advisory opinion is a process involving telephone and personal consultations with the Member’s staff prior to issuing a written advisory. When proposed mailings are submitted to the Commission in draft form, often changes are needed in order to comply with Franking standards. Staff routinely points out any problems and suggests the revisions that are necessary for the issuance of a favorable opinion. All material submitted to the Commission is reviewed by both the majority and minority staff before an advisory is issued.

FRANKING COMMISSION MEMBERSHIP FOR THE 110TH CONGRESS

In the 110th Congress, the following Members have been named to the Franking Commission:

DEMOCRAT

Rep. Mike Capuano, (MA-8), Chairman
Rep. Artur Davis, (AL-7)
Rep. Brad Sherman, (CA-27)

REPUBLICAN

Rep. Vern Ehlers, (MI-3)
Rep. Kevin McCarthy, (CA-22)
Rep. Tom Price, (GA-6)

PREPARING & SUBMITTING A FRANKING REQUEST

In the event that your office is preparing to disseminate a “Frankable” item to a list of constituents, the following procedures should be followed:

PREPARING YOUR REQUEST

Prepare in as close to possible final format a draft of the material to be submitted for review. Draft should include, as applicable:

- ❖ Complete and formatted text in actual size and color(s)
- ❖ All photographs with captions, if applicable. (Official head shot of Member does not require a caption; for all other photos in which the Member appears, the official business being conducted by the Member as depicted in the photo must be explained in the accompanying text or corresponding caption/cut line);
- ❖ All illustrations, charts, and/or other graphics;
- ❖ If the item is a newsletter, news release, etc., include the banner head;
- ❖ Mailing panel, including the Member’s Frank and the applicable USPS rate marking;
- ❖ If a mass mailing, the mass mail statement (this mailing was prepared, published, and mailed at taxpayer expense); and,
- ❖ Complete and formatted copy of all enclosures, attachments, etc.



SUBMITTING YOUR REQUEST

Once you have the necessary information assembled, submit the draft accompanied by the following forms to the Franking Commission. You may click on the folder icons or the document names below to download the forms:

- ❖ Request for an [Advisory Opinion Form](#) 📄;
- ❖ [Franking Certification Form](#) 📄 [Note: This form must be signed by the Member’s staff Point of Contact (POC)]; and,
- ❖ If a single drop mailing (500 or more unsolicited pieces of substantially identical content to be mailed on the same day), a [Single Drop Mail Obligation Form](#) 📄 (Note: This form must be signed by the Member)

FRANKING COMMISSION REVIEW

All Republican offices should submit their request to the Republican Franking Commission Staff by fax at (202) 226-0047, or in person in Room 1216A in the Longworth House Office Building.

- ❖ Upon receipt of the request, the Republican staff of the Commission creates a record for the request; reviews the material for compliance with applicable statute, rule and regulation; enter its determination regarding compliance into the record; and forwards the material to the Democratic staff for review and consideration.
- ❖ Democratic staff reviews the material for compliance with applicable statute, rule, and regulation, enters its determination regarding compliance into the record, and returns the material to the Republican staff.
- ❖ Republican staff contacts the requesting office’s POC as identified on the Request for Advisory Opinion Form to advise whether or not the material has been deemed “Frankable.”

THE TEN MOST COMMON FRANKING MISTAKES... AND HOW TO AVOID THEM

❖ **Problem #1:** Using the wrong forms.

What you need to know: The following forms and materials are required for all Franking jobs. You may click on the folder icons or the document names below to download the forms:

Mass Mailing

- Advisory Opinion Request Form 📄
- Member's Franking Certification Form 📄
- Single Drop Mass Mail Obligation Form 📄
- PDF file of the mailer the office wishes to send

Mass Communication

- Advisory Opinion Request Form 📄
- Member's Franking Certification Form 📄
- PDF file of the communication



❖ **Problem #2:** Forgetting the necessary staff signature on member certification, or the Member's signature on an obligation form.

What you need to know: Be sure to check the forms carefully for signatures before submitting them to the Commission for review.

❖ **Problem #3:** Confusion over Postal Rate qualifications or not knowing how the job will be mailed out.

What you need to know: Request information from the vendor on the recommended postal rate for your mailing (first class, third class or postal patron).

❖ **Problem #4:** Not putting estimated amount of the mailing in the appropriate boxes on the obligation form.

What you need to know: Check all forms carefully to ensure that the correct dollar amounts appear in the correct location. Offices must also determine if they appropriate funds in their Member's Representational Allowance (MRA) to cover the cost of the mailing.

❖ **Problem #5:** Too many "personal" references (i.e. the Congressman's name, "I," "Me," "Representative," or "Congressman").

What you need to know: Personal references must average eight (8) per page. In lieu of the terms above, Members may make unlimited use of the terms "he," "she," or "my."

❖ **Problem #6:** Weak and "unofficial" captions.

What you need to know: The caption must describe the official action taking place in the photo.

❖ **Problem #7:** The picture of the Member is too large.

What you need to know: The Member's picture can only be 6% of total page size if he or she is pictured alone. The mailer may also include up to two additional photos of the Member appearing with other people, but those two pictures together cannot exceed 20% of the page.

❖ **Problem #8:** Not adding the appropriate mass mail disclaimer.

What you need to know: Include the following disclaimer on page one of the mailer, or on the mail panel: "This mailing was prepared, published and mailed at taxpayer expense."

❖ **Problem #9:** Including references to elections or political material, or party labels

What you need to know: Official mail cannot use the words elected, campaign, etc. Each mailing may only include a total of two references each to "Democrats" and "Republicans." They must also include only two references to President Bush. In lieu of those terms, offices may employ unlimited use of the words "administration," "white house," "majority," or "minority."

❖ **Problem #10:** Links embedded in an e-newsletter going to pages that are non-compliant

What you need to know: All embedded links must only direct recipients to pages that are compliant with all Franking regulations.

NOTICE OF FRANKABILITY & ADVISORY OPINIONS

FRANKABLE MATERIAL

If the material submitted for Franking review is deemed “Frankable,” the Commission staff takes the following actions:

- ❖ Provides notice to the Point of Contact (POC) that he or she has received a “preliminary authorization,” which provides authorization to print and/or distribute the communication (Note: Notice of the Preliminary Authorization to the POC is by phone call or e-mail; the date on which the Preliminary Authorization is issued is noted in the Commission’s record of the request; **the requesting office should not print or distribute the material under review prior to having received notice of the preliminary authorization**);
- ❖ Reviews the procedure with the POC to obtain a written Advisory Opinion.



NON-FRANKABLE MATERIAL

If deemed non-Frankable:

- ❖ The Commission staff will review with the POC the revisions required to bring the material into full compliance with the applicable statutes, rules, and/or regulations. Commission staff will note the date and substance of the review in the record of the request.
- ❖ Requesting office submits a revised draft to the Republican staff of the Commission incorporating revisions required to bring material into compliance.
- ❖ Republican staff reviews the revised material for compliance with applicable statute, rule, and regulation, enters its determination regarding compliance into the request record, and forwards the revised material to the Democratic staff for review and consideration.
- ❖ Democratic staff reviews the revised material for compliance with applicable statute, rule, and regulation, enters its determination regarding compliance into the record, and returns the revised material to the Republican staff.
- ❖ Republican staff contacts the POC to advise whether or not the material has been deemed “Frankable.”
 - If the revised material is deemed “Frankable,” the Commission staff:
 - ◆ Provides notice to the POC of the “preliminary authorization,” i.e., authorization to print and/or distribute (Note: Notice of the Preliminary Authorization to the POC is by phone call or e-mail; the date on which the Preliminary Authorization is issued is noted in the Commission’s record of the request; the requesting office should not print or distribute the material under review prior to having received notice of the preliminary authorization.); and,
 - ◆ Reviews the procedure to be followed to procure the written Advisory Opinion.
 - ◆ If the revised material is “non-Frankable,” the material should be resubmit once again as having been deemed “non-Frankable,” and repeated until the material is deemed “Frankable.”

ADVISORY OPINIONS

To receive an Advisory Opinion, the following process must be followed:

- ❖ When a final copy of the material becomes available, the requesting office submits four original copies to the Franking Commission. If the material was distributed as a single drop mass mailing, a copy of the corresponding USPS 3600-PM and/or 3602-R or Pitney Bowes Statement Form must be submitted with the four original copies.
- ❖ Upon receipt, Commission staff will generate and prepare for signature four copies of the written Advisory Opinion deeming the material “Frankable.”
- ❖ Upon signature by representatives of the Republican and Democratic staff, a copy of the Advisory Opinion will be sent to the requesting office, retained in the file maintained by the Republican and Democratic offices, and forwarded to the Legislative Resource Center to be made available for public disclosure.

USING OFFICIAL STATIONERY

When sending constituent communications using Official Stationery, be mindful of the following:

OFFICIAL STATIONERY MUST CONTAIN THE FOLLOWING INFORMATION:

- ❖ Member's name;
- ❖ Member's district and state; and,
- ❖ Congress of United States, House of Representatives, or comparable language.

IN ADDITION, OFFICIAL STATIONERY MAY CONTAIN THE FOLLOWING INFORMATION:

- ❖ Committee assignments;
- ❖ Congressional Member Organizations; and,
- ❖ The Great Seal, Congressional Seal, or State seal.

OFFICIAL STATIONERY MUST NOT CONTAIN THE FOLLOWING INFORMATION:

- ❖ Seals other than the Great Seal, Congressional Seal, or State seal;
- ❖ Member's political party identification;
- ❖ Slogans;
- ❖ Private entity information or endorsement;
- ❖ Campaign contact information; or,
- ❖ Personal greetings.



OFFICIAL STATIONERY MAY BE USED ONLY FOR A LETTER OR OTHER DOCUMENT THE CONTENT OF WHICH COMPLIES WITH FRANKING REGULATIONS.

CONTACT THE OFFICE OF PUBLICATION SERVICES AT 5-1908 FOR OFFICIAL STATIONERY.

USING CAMPAIGN STATIONERY

When sending constituent communications using Campaign Stationery, be mindful of the following:

CAMPAIGN STATIONERY MAY CONTAIN THE FOLLOWING INFORMATION:

- ❖ Personal titles such as “Member of Congress,” “Representative,” “Congressman,” or “Congresswoman;”
- ❖ One title as a Committee Chair or Ranking Member;
- ❖ If applicable, the Member’s designation in the House Leadership (i.e. Republican Leader, etc.);
- ❖ The District served by the Member and the Member’s Committee assignments; and,
- ❖ A likeness of the Capitol Dome (the dome is in the public domain, and is therefore not protected in the same manner as Official Seals).

CAMPAIGN STATIONERY MUST NOT CONTAIN THE FOLLOWING INFORMATION:

- ❖ The institutional names “Congress of the United States,” “House of Representatives,” or the term “Official Business;”
- ❖ Any likeness of any official seal, including the Seal of the United States, the Seal of the House or Congress;
- ❖ A facsimile of official stationery; or,
- ❖ An official office phone number.

THE FEDERAL ELECTION
 COMMISSION (FEC) REQUIRES
 THAT LETTERS SENT ON
 BEHALF OF A FEDERAL
 CAMPAIGN INCLUDE A
 CAMPAIGN DISCLAIMER.

ANY QUESTIONS ON THOSE
 RULES SHOULD BE DIRECTED
 TO THE FEC.



SUBSCRIBED COMMUNICATIONS

E-mailed communications sent by Member offices fall into two main categories -- subscribed or non-subscribed communications. First, we take a look at “subscribed mass e-communications”:

WHAT IS A “SUBSCRIBED MASS E-COMMUNICATION?”

A “subscribed mass e-communication” is a mass e-mail sent to individuals who have subscribed to the Member’s e-communications program (updates, issue briefs, issue statements, newsletters, town meeting notifications, etc.). The individual must sign-up for these communications through an affirmative and proactive process to be considered a “subscriber.”

Because the subscriber indicated their consent to receive communications during the sign-up process for the Member’s program, the communication is considered to be “solicited.” Different regulations apply to unsolicited communications where Members are contacting constituents without their expressed prior consent. In the next section, more information will be provided on “non-subscribed” communications.



EXAMPLE OF AN AFFIRMATIVE AND PROACTIVE SIGN-UP MESSAGE:

The Member must provide a potential subscriber an opportunity to affirmatively and proactively request (consent to receive) a subscription to the Member’s e-mail communications program.

MEMBER: “WOULD YOU LIKE TO RECEIVE E-MAIL COMMUNICATIONS FROM MY OFFICE?”

RESPONDENT: “YES” (RESPONDENT THEN PROCEEDS TO SUBSCRIBER PAGE)

Having responded proactively and in the affirmative, the respondent may now be considered a “subscriber” to the Member’s e-mail communications program and his/her e-mail address may be incorporated into the Member’s “subscribed” e-mail list. The Member must also provide an opportunity to “unsubscribe” from the communications. For example:

MEMBER: “PLEASE PROVIDE YOUR E-MAIL ADDRESS BELOW OR CLICK HERE TO UNSUBSCRIBE.”

EMAIL:

EXAMPLES OF A PROHIBITED NEGATIVE AND/OR PASSIVE SIGN-UP MESSAGE AND/OR PROCEDURE:

In the following example, the individual would have to “opt out” to remove themselves from the communication list, which is prohibited:

MEMBER: “IF YOU DO NOT CLICK HERE, YOU WILL BEGIN RECEIVING MY NEWSLETTER.”

Also prohibited are messages with a preprinted affirmative response, which would require the individual to proactively indicate that he/she does not want to subscribe:

“YES, PLEASE SEND ME YOUR E-MAIL UPDATES AND NEWSLETTER.”

In this example, the individual would be required to uncheck the box in order to indicate that he or she does not want to receive the Member’s e-communications, which is not permissible under the applicable rules and regulations. However, in this example if the box was not checked this method would be permissible.

SUBSCRIBED COMMUNICATIONS (CONT'D)

“RULES” FOR SUBSCRIBED MASS E-COMMUNICATIONS

- ❖ The Member **must notify each individual** who subscribes to his/her e-mail communications program that by subscribing to the program the individual is authorizing the Member to send regular e-mail communication from the Member’s office to the individual’s e-mail account. This notice may be included in the invitation to subscribe, a notice confirming receipt of the subscription, or the “unsubscribe” notice.
- ❖ Every e-communication to an individual on a “subscribed” e-mail list **must include notice** of how the individual may “unsubscribe.”
- ❖ Each individual’s request to subscribe and/or unsubscribe to the Member’s e-mail communication program notice **should be documented** and the documentation should be retained in the Member’s permanent files, either in hard copy or in an electronic format.
- ❖ The content of e-communications to be sent to individuals on a “subscribed” e-mail list **must be in compliance** with the content regulations applicable to communications eligible to be distributed under the Frank.
- ❖ E-communications sent to individuals on a “subscribed” e-mail communications list do not require an Advisory Opinion from the Franking Commission. However, the Committee on House Administration **strongly encourages each office to seek guidance** from the Franking Commission for any items that are not clearly in compliance with Franking regulations.
- ❖ Because subscribed mass e-communications are not required to be submitted for an Advisory Opinion, they are not filed with the Legislative Resource Center.
- ❖ E-communications sent to individuals on a “subscribed” e-mail list are not subject to the election restrictions and, therefore, may be distributed within the 90-day period preceding an election in which a Member’s name will appear on the ballot for any public office.

NON-SUBSCRIBED COMMUNICATIONS

In addition to “subscribed” communications, offices may also choose to send “non-subscribed mass e-communications.”

A “**NON-SUBSCRIBED**” mass e-communication is a mass e-mail communication sent to constituents who have not “subscribed” to a Member’s e-mail list. Instead, the communication is sent to individuals listed on an email list(s) a Member has procured, received from authorized sources, or that has been otherwise compiled by his or her office.

Offices are advised that non-subscribed mass e-communications sent to individuals **REQUIRE** an Advisory Opinion from the Franking Commission. In addition, any materials “hyperlinked” (i.e. any materials available by clicking a “link” from the document) must also be submitted for review, as these items are considered “attachments.” Also, every e-communication **MUST** include notice of how the individual may “unsubscribe.”



The following guidelines on non-subscribed communications are designed to assist offices in communicating with constituents:

PROCUREMENT OF AN E-MAIL LIST

A Member may procure an e-mail list of the residents of his or her district using the following methods:

- ❖ A list of residents may be procured through any vendor doing business in the marketplace, provided there is no preferential treatment offered by the vendor with regard to pricing or services;
- ❖ Members may not purchase or acquire e-mail lists from their campaign offices (or other campaign or political entities) unless the lists are available on the same terms and conditions to the public; and,
- ❖ Official e-mail lists may not be shared with a Member’s campaign committee, nor be used, directly or indirectly, for campaign or political purposes.

ACCEPTANCE OF AN E-MAIL LIST

A Member may accept the contribution of a list to be used in support of the distribution/dissemination of official communications from 1) any agency or department of federal, state or local governments; or, 2) from any organization that makes their list(s) available on a pro bono basis to the community-at-large or to a large class that includes the Member (all government offices, all community organizations, etc.).

To confirm whether or not the Member may accept the contribution of a list, please check with the Committee on Standards of Official Conduct at 5-7103.

COMPILATION OF AN E-MAIL LIST

A Member may compile e-mail lists by, but not limited to, the following methods:

- ❖ Capturing information from incoming correspondence (paper mail, e-mail, fax transmissions, etc.);
- ❖ Capturing information through telephone contacts with constituents;
- ❖ Capturing information from constituents visiting the office or meeting with the Member and/or staff (sign in sheets, guest books, business cards, etc.); or,
- ❖ Requesting address information by distributing and/or providing “request for information” forms in direct response mail, mass communications, or on the Member’s official Web site.

NON-SUBSCRIBED COMMUNICATIONS (CONT'D)

“RULES” FOR NON-SUBSCRIBED MASS E-COMMUNICATIONS

- ❖ Non-subscribed e-mail list(s) may **ONLY** include information about individuals (and organizations) residing or **located within the Member’s district**;
- ❖ Mass e-communications to individuals on a non-subscribed e-mail list **require an Advisory Opinion** from the Franking Commission prior to dissemination;
- ❖ Mass e-communications to individuals on a non-subscribed e-mail are **subject to public disclosure**;
- ❖ Mass e-communications to individuals on a non-subscribed e-mail are subject to the election restrictions and, therefore, **may not be distributed within the 90-day period preceding an election** in which a Member’s name will appear on the ballot for any public office; and,
- ❖ The distribution of mass e-communications to individuals on a non-subscribed e-mail is **limited to the district represented, the communications media, other Members of Congress, and government officials.**

GROWING YOUR SUBSCRIBED COMMUNICATIONS LIST

One of the best ways to reach constituents is by maintaining a robust “subscribed” e-mail list. Because subscribers are considered to have signed up for communications from the Member in an “affirmative and proactive process,” subscribed communications are not subject to the same Franking requirements as “non-subscribed” communications.

The chart below depicts rules and regulations for “subscribed” vs. “non-subscribed” communications:

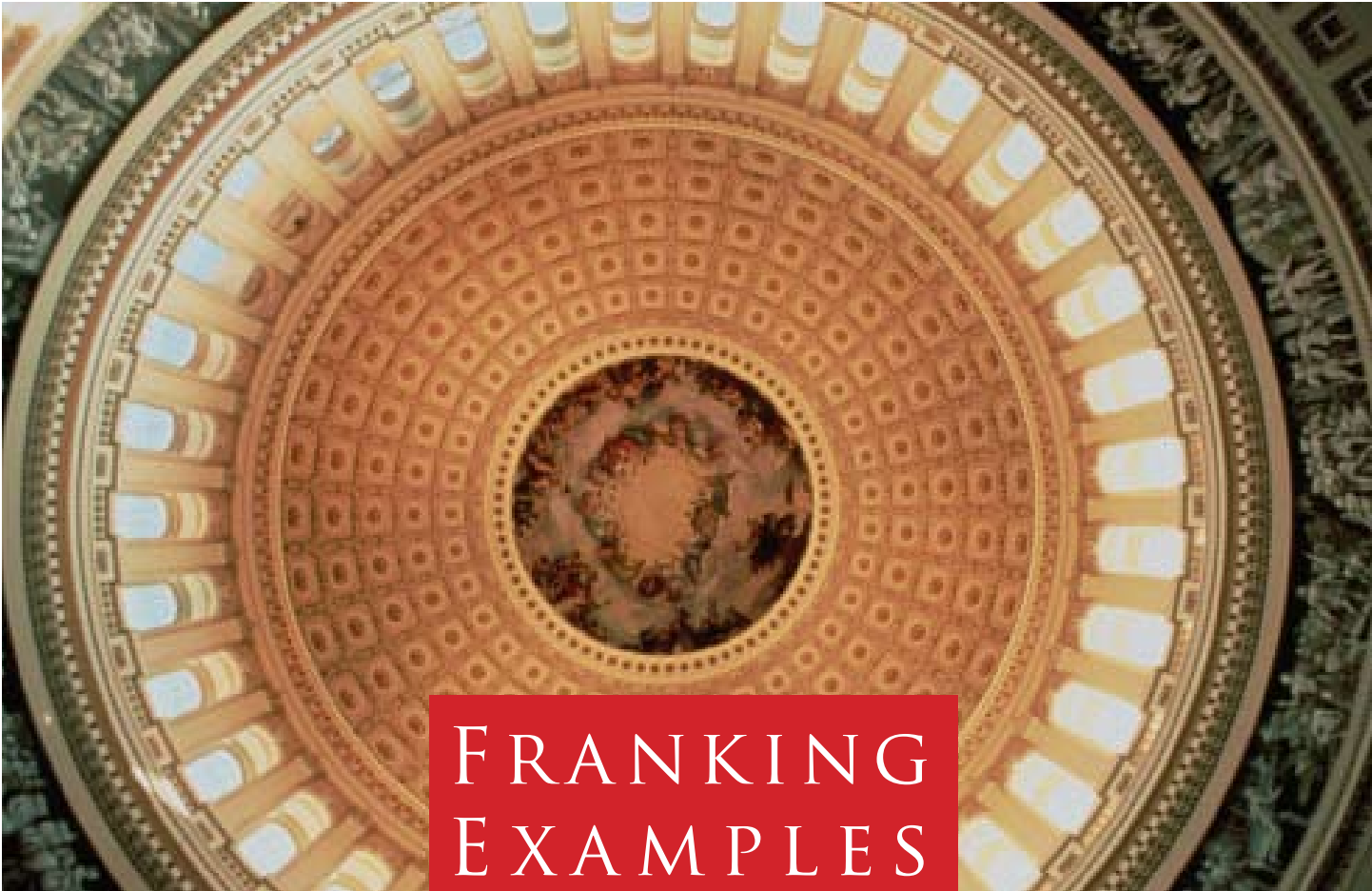
	SUBSCRIBED COMMUNICATIONS	NON-SUBSCRIBED COMMUNICATIONS
FRANKING REVIEW?	RECOMMENDED	REQUIRED
CONTENT MUST BE CONSISTENT WITH FRANKING REGULATIONS?	YES	YES
REQUIRES AN “ADVISORY OPINION” FROM FRANKING COMMISSION?	NO	YES
FILED WITH THE LEGISLATIVE RESOURCE CENTER?	NO	YES
PROHIBITED DURING 90-DAY BLACK OUT PERIOD BEFORE AN ELECTION?	NO	YES
LIMITED TO THE MEMBER’S DISTRICT?	NO	YES

The following checklist provides an effective method of growing your “subscribed” list using your “non-subscribed” list to reach out to constituents:

- ❖ **Create a communication** to be sent to all the individuals on your current non-subscribed e-mail and postal mail lists;
- ❖ **Ensure that the communication includes an opportunity to affirmatively subscribe** to future e-mail communications. This opportunity may be imbedded in the communication itself or the communication may include a link to an opportunity to subscribe on your Web site. Offices have been successful in targeting communications by issue or topic [Example: “Would like to receive future communications about how Rep. *Member Name* is working to decrease your taxes? ”]. In this example, the box must be “unchecked” at the time the communication is sent so that the returned communication is considered “consent to subscribe.”
- ❖ **Send your communication to the Franking Commission** for an advisory opinion, and distribute.
- ❖ After your communication has been sent and your constituents begin to respond with their consent to subscribe, their **contact information should be retained and incorporated into your office’s “subscribed” e-mail list**. Each individual’s “subscribe” (or “unsubscribe”) notice should be documented and the documentation should be retained in the Member’s permanent office files.



BY INCREASING THE NUMBER OF CONSTITUENTS ON YOUR “SUBSCRIBED” E-MAIL LIST YOU CAN CUT DOWN ON THE TIME NEEDED FOR APPROVALS AND SEND COMMUNICATIONS TO A BROADER AUDIENCE, EVEN IN THE 90-DAY PERIOD DIRECTLY PRECEDING AN ELECTION.



FRANKING
EXAMPLES
& BEST
PRACTICES

EXAMPLE #1: TELE-TOWN HALL SCRIPTS

The following script is an example of an introductory message and answering machine message submitted by a GOP Office. While the text below is a guide, **all tele-town hall scripts must be submitted to the Franking Commission for approval prior to holding the event.**

Introductory Message:

Hello, this is Congressman *[Member Name here]*. I am currently conducting a live, toll-free town hall meeting over the phone to give my constituents an opportunity to ask me questions about issues in Congress and the federal government. I would be grateful if you would please press “1” on your phone to connect to my live, toll-free town hall meeting. Thank you! Now welcome to my meeting in progress.

Answering Machine Message:

Hello, this is Congressman *[Member Name here]*. Tonight, I was calling constituents in the *[District Number]* Congressional District to invite them to participate in a live town hall meeting conducted over the phone, and to give you an opportunity to ask me questions about what is going on in Congress. Sorry that I missed you. Since I am home in *[State name]* on weekends and breaks, if there is something you wish to share with me, you will have other opportunities in the near future. Should you have any questions, please contact my *[District Office name]* toll-free at *[toll-free office phone number]*. Thank you and have a good evening.



EXAMPLE #2: CONGRATULATING RECENT GRADUATES

Members may wish to send young men and women in their Districts a personalized note to mark the occasion of their graduation from high school.

It is permissible to send congratulations letters to high school seniors under the Member's Frank. Many Members also enclose a certificate of Congressional Recognition (available for sale at the Office Supply Store), or use funds from their MRA to purchase customized ones.

It is highly recommended that Members include in the same packet a voter registration card from their state ([click here](#) for an example). A sample letter with text approved by the Franking office appears below:



Dear Graduate:

As your Representative in Congress, I join your family and friends in extending my sincere congratulations upon the occasion of your graduation, and wish you success in your educational and professional pursuits. It is my wish that every man and woman in this country have the opportunity to achieve the American dream. Enclosed is a certificate of Congressional Recognition, which serves as an added remembrance of this important occasion.

If you have not yet had the opportunity to register to vote, I encourage your participation in the political process and enclose a voter registration form for your convenience. This form can be used for new voter registration or to file a change of address. I hope that you will take advantage of this opportunity and exercise your right to vote. The election of our government officials is a serious endeavor and requires individual participation to ensure a more responsive government.

Again, congratulations and best wishes in the future.

Sincerely Yours,
[Member Name Here]

EXAMPLE #3: COMMEMORATIVE MAILER

The communication below was sent by Rep. Mary Fallin's (R-Okla.) office to commemorate July 4th as our nation's Independence Day, and to highlight the importance of securing our freedom. Please note that while mailers may be sent in recognition of commemorative dates such as July 4th, Memorial Day or Veteran's Day, **mailers that recognize holidays (such as Christmas, New Year's Day, etc.) are expressly prohibited.**

We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable Rights, that among these are Life, Liberty and the pursuit of Happiness.

IN CONGRESS, July 4, 1776. The Continental Congress declares the independence of the United States of America.

Congresswoman MARY FALLIN
Ensuring the principles of July 4, 1776 live on today.

July 4, 1776

Life, Liberty and the pursuit of Happiness

OUR FOUNDING FATHERS envisioned a nation that protects the individual freedoms and safety of its citizens. **MARY FALLIN** shares this vision and is working in Congress for a safe, secure, and free America.

Protecting Our Freedoms
CONGRESSWOMAN MARY FALLIN
Proudly Serving the 9th District of Oklahoma

UNITED STATES CONGRESS
 HOUSE OF REPRESENTATIVES
 WASHINGTON, DC 20515
 PUBLIC DOCUMENT
 OFFICIAL RESPONSE

Mary Fallin
 PRINT 5/11

Supporting Our Troops

- ★ Congresswoman Fallin voted to fully fund our nation's brave soldiers who are in harm's way fighting for freedom and democracy.
- ★ Mary also voted against cutting off funding for the War on Terror.

Protecting Our Borders

- ★ Congresswoman Fallin strongly supports an increase in funding for the U.S. Border Patrol and the construction of physical and technical barriers at our nation's borders. She does NOT support amnesty for those that have come here illegally.

Fighting for Our Freedoms

- ★ Mary recognizes the importance of our Second Amendment right to bear arms and will continue to ensure that right for future generations of Americans.

Oklahoma City 120 N. Robinson Suite 100 Oklahoma City, OK 73102 (405) 234-9900	Washington, D.C. 1411 Longworth House Office Building Washington, DC 20515 (202) 225-2123	Shawnee 30 East Ninth Street Suite 117 Shawnee, OK 74162 (405) 273-1733	On the Web http://fallin.house.gov
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This mailing was prepared, printed and mailed in accordance with the provisions of the Postal Service's Mailbox Privacy Act.

EXAMPLE #4: NEWSLETTER WITH SUBSCRIPTION OPPORTUNITY (#1)

The following mailer was sent by Rep. Robin Hayes' (R-N.C.) office. The form on the reverse of the newsletter provides constituents an opportunity to indicate their areas of interest, and provide their consent to subscribe to Rep. Hayes' communications, thereby building the Member's subscribed communications list.

CONGRESSMAN
Robin Hayes
Here to Help You

While there are many important issues to address in Washington, the real work of a congressional office is done in the district, and that's where I have focused a lot of my time and energy. Since opening my office, we have handled almost 10,000 cases for our constituents including veterans, seniors, and students.

This newsletter will give you information on how we can best serve you with constituent services, and I invite you to visit our new and improved on-line District Office.

Please feel free to call on us to assist you with problems involving the federal government, to give us your opinion on an issue, or to pass along a new idea for legislation. I look forward to hearing from you to make your voice known in Congress.

Sincerely,
Robin Hayes

8TH CONGRESSIONAL DISTRICT OFFICES

Washington D.C. Office: 130 Cannon House Office Building Washington, D.C. 20515 202-225-3715 Fax: (202) 225-4036	Concord Office: 137 Union Street South Concord, NC 28025 704-786-1612 Fax: (704) 786-1004	Rockingham Office: 230 East Franklin Street Rockingham, NC 28379 910-997-2070 Fax: (910) 997-7987
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Our new and improved on-line office is here to serve you 24 hours a day - 7 days a week. Please take a moment to visit this one-stop shop for information. www.hayes.house.gov

Keeping you informed
 Please Visit Our On-Line Office - Open 24 Hours, Every Day Of The Week To Assist You
www.hayes.house.gov

My website has a wealth of resources to help you.
 Please take a moment to visit this one-stop-shop for information.

What issues are important to you?
 Your opinion matters to me. Please take a moment to fill out the survey below and send back to my office. Thank you.

1. Tell us what issues are most important to you:

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Family Values	<input type="checkbox"/> Jobs/Economy/Taxes
<input type="checkbox"/> Budget Deficit	<input type="checkbox"/> Health Care	<input type="checkbox"/> Social Security/Medicare
<input type="checkbox"/> Education	<input type="checkbox"/> Homeland Security/Defense	<input type="checkbox"/> Veteran Benefits
<input type="checkbox"/> Other	<input type="checkbox"/> Illegal Immigration	<input type="checkbox"/> War on Terror/Iraq

2. Would you be interested in receiving e-mail updates on current issues in Congress?
 Yes No
 email: _____

Check one: Mr. Ms. Mrs. Mr. & Mrs. Dr. Rev.

Name: _____
 Address: _____
 City: _____ Zip: _____
 Phone: _____

EXAMPLE #5: NEWSLETTER WITH SUBSCRIPTION OPPORTUNITY (#2)

The following mailer was sent by Rep. Candice Miller's (R-Mich.) office. The form inside the newsletter provides constituents an opportunity to write in their areas of interest, and provide their consent to subscribe to Rep. Miller's communications, thereby building the Member's subscribed communications list.

Place Stamp Here

Serving the Constituents

CONGRESSWOMAN

We stand ready to assist our constituents:

- Assistance to individuals and business in working with federal agencies such as the Social Security Administration, IRS and Veterans Affairs
- Letters of support for federal grant applications
- Service Academy nominations for recommended students

Candice Miller

★★★★★

Serving the 10th District in Congress

Candice Miller's position on the key issues

CONGRESSWOMAN MILLER WANTS TO HEAR FROM YOU

Candice Miller first came to Congress in 2002 after serving eight years as Michigan's Secretary of State.

Candice serves on the House Armed Services Committee, House Transportation and Infrastructure Committee and the House Select Committee on Energy Independence and Global Warming.

Candice sought a seat on the House Armed Services Committee because she believes that the first and foremost responsibility of the federal government is to provide for our national defense, it is in the preamble of our Constitution. She is a strong advocate for the National Guard and Reserve and led the fight to ensure that Selfridge Air National Guard Base in the 10th District was protected from closure in the recent round of base closures.

On the Transportation and Infrastructure Committee she works to ensure that our district receives our fair share of federal funding to support needed road and infrastructure improvements. The committee also has jurisdiction over our waterways, including the Great Lakes, and she has fought for legislation that will protect our lakes and upgrade aging infrastructure.

As a member of the House Select Committee on Energy Independence and Global Warming she is working to find new energy technology, including advanced battery technology and bio-fuels that could be grown or developed right here in Michigan. These advancements will not only reduce our dependence on foreign sources of energy and reduce greenhouse gas emissions, but will give a strong boost to our local economy and assist our domestic auto industry.

Improving our economy

- ✓ Working to keep taxes low so our families can keep more of what they earn to meet family budgets
- ✓ Fighting for trade deals that give our farmers and manufacturers fair access to markets abroad and opposing those that are unfair to American workers.

Protecting our environment – supporting sportsmen

- ✓ Passed legislation to protect our drinking water, fight invasive species in our lakes
- ✓ Passed legislation in the House to stop the importation of Canadian Trash
- ✓ Supports our rights under the Second Amendment

Strong National Defense and Homeland Security

- ✓ Ensuring our troops have the training and equipment they need to defend our nation.
- ✓ Supporting the mission at Selfridge Air National Guard Base
- ✓ Fighting for more secure borders.

If you're interested in getting more information on important issues, sign up for Congresswoman Miller's e-mail newsletter. Please fill out the attached card and be sure to include your e-mail address.

Name _____

Address _____

City, State, Zip _____

E-mail Address _____

What issues do you feel are most important?

EXAMPLE #6: D.C. VISITOR'S GUIDE

This D.C. Visitor's Guide was created by Rep. Adrian Smith's (R-Neb.) office for constituents visiting the Washington, D.C. area. The guide includes a personal letter from the Congressman, helpful information such as a D.C. metro map, and the Congressman's personal "picks" of the best local attractions.

<h3>ADRIAN'S PICKS</h3> <p>Below are sights Congressman Adrian Smith personally recommends for visitors to our nation's capital. More information about these and other destinations can be found in the pages of this booklet.</p> <p>The United States Capitol Building Home of the U.S. House of Representatives and U.S. Senate.</p> <p>The Nebraska Breakfast Started in 1943, the oldest and only ongoing state gathering for constituents on Capitol Hill.</p> <p>Mount Vernon President George Washington's 18th Century home on the banks of the Potomac River.</p> <p>United States Supreme Court The highest court in the land, includes exhibits, video presentations, and public lectures.</p> <p>Library of Congress The largest library in the world. Hosting tours, exhibits and concerts.</p> <p>National Archives Home of the original Declaration of Independence and the Constitution.</p> <p>Washington National Cathedral "The National House of Prayer," featuring awe-inspiring architecture.</p> <p>Botanical Garden Near the U.S. Capitol, this glass building is the oldest botanical garden in America.</p> <p>Old Post Office Museum A historic landmark. Be sure to visit the observation tower for a wonderful view of the city.</p> <p style="writing-mode: vertical-rl; transform: rotate(180deg);">ADRIAN'S PICKS</p>	<h3>CAPITOL HILL</h3> <p>The United States Capitol Building *My pick! <i>East end of the Mall.</i> The world's most famous building representing democracy sits overlooking the Mall. Come see where our Founding Fathers debated the issues that built our country and where our current leaders continue to shape the powerful nation that it has become today. Open to the public 9 a.m. - 4:30 p.m. Monday - Saturday. Tickets required, admission is free. Call (202) 225-6827. Metro: ● Capitol South</p> <p>The Nebraska Breakfast *My pick! Started in 1943, the Nebraska Breakfast is the oldest and only ongoing state gathering for constituents on Capitol Hill. Every Wednesday morning at 8:00 a.m., when the House and Senate are both in session, Nebraskans can visit with their Congressmen and Senators over breakfast. Make reservations and confirm the location of the breakfast at least a day in advance by calling the Washington office at (202) 225-6435. Cost: \$6.84 per person. Metro: ● Capitol South</p> <p>United States Supreme Court *My pick! <i>First Street and East Capitol, NE.</i> Open Monday - Friday, 9 a.m. - 4:30 p.m. Visitor's center includes exhibits, video presentation, a gift shop and snack bar. Public lectures are available every hour on the half hour from 9:00 a.m. until 1:30 p.m. These lectures are available when the Court is not in session. No reservations required, admission is free. Metro: ● Capitol South</p> <p>Library of Congress *My pick! <i>Independence Avenue and First Street, SE.</i> The Jefferson Building was built in 1897 and is the oldest building of the Library of Congress. Free tours at 10:30, 11:30, 1:30, 2:30 and 3:30 Monday - Friday. Metro: ● Capitol South</p>	<h3>CONGRESS OF THE UNITED STATES HOUSE OF REPRESENTATIVES</h3> <p>Contact Representative Adrian Smith</p> <p>Washington Office 503 Cannon House Office Building Washington, DC 20515 (202) 225-6435</p> <p>Scottsbluff Office Grand Island Office 416 Valley View Drive 1811 West Second St. Suite 600 Suite 105 Scottsbluff, NE 69361 Grand Island, NE 68803 (308) 633-6333 (308) 384-3900</p> <p>http://adriansmith.house.gov</p>	<h3>HELPFUL HINTS</h3> <ol style="list-style-type: none"> Call the Washington office well in advance for help in planning your trip to Washington, D.C. Passes to the Capitol Gallery are limited and given out on a first-come, first-serve basis. Some attractions are booked months in advance. Try to be realistic about what you can see and do on a short trip. Purchase a good guidebook and Washington, D.C. street map. Read ahead of time about places you plan on visiting. Due to the events of 9/11 some buildings and attractions in Washington are no longer giving tours or have scaled back tour schedules. It is always a good idea to call ahead to each place you plan on visiting. While walking around D.C., pack a small bag with snacks, water, juice, hand wipes, notebook, pen, camera, extra film, raincoat and umbrellas that easily fold up. During the summer months plan on numerous water breaks, as D.C. can get very hot and humid. Carry plenty of loose change and small monetary bills for Metro fares, snacks, drinks and taxi rides. Cabs are fast and reliable. Make sure to agree to a fare before you start your ride as D.C. cabs work on a zone system and not a fare system. Take advantage of the many free concerts, lectures, and activities in D.C. A wonderful place for updated information is through the Washington Post's website at www.washingtonpost.com. As in any city in America, be aware of your surroundings and safety. Travel only in well-lit areas after dark. Carry your purse close to your body and your wallet in a front pocket. If possible, carry a fanny-pack or backpack instead. The District has limited parking and you will have to pay a great deal of money to park your car in a garage or lot. There is some street parking, but you can only park for up to 2 hours. It is much easier to use D.C.'s cheap, clean and safe public transportation system than to drive, especially when traveling downtown.
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EXAMPLE #7: ISSUES MAILER

The communication below was sent by Rep. Ginny Brown-Waite's (R-Fla.) office to illustrate her stance on immigration issues and to gather information from constituents on their views on the issue. The mailer also includes an option to subscribe to the Member's e-mailed updates.

Congresswoman Ginny Brown-Waite's Report and Survey

Congress must deal with tough issues like immigration reform. We know our economy will grow if we can reform our immigration system to ensure there are enough legal workers to meet our economic needs. Immigration reform must focus on considering new immigrants into the American way of life.

Ginny Brown-Waite

Ginny's Immigration Reform Priorities:

- Build the border fence.
- Provide resources to greatly increase border security.
- Impose much tougher penalties on employers who hire illegal workers.
- No amnesty for illegal aliens.
- Require immigrants to live crime free, learn English, and pay taxes.
- Temper-proof guest worker ID.

Contact Ginny Brown-Waite

Washington office: 414 Cannon HOB Washington, DC 20515 phone: 202-225-1002 fax: 202-226-6559	Brooksville office: 20 North Main St., Box 200 Brooksville, FL 34601 phone: 352-799-4854 fax: 352-799-8776	Dade City office: 15000 Citrus County Drive, Unit 100 Dade City, Florida 33523 phone: 352-567-6707 fax: 352-567-6259
---	---	---

From anywhere in the 5th Congressional District: 866-GINWATE5 (423-4825) • Brown-waite.house.gov

SECURE OUR BORDERS NOW

Ginny's Principles on Immigration Reform

- Secure Our Borders First
- No Amnesty for Illegal Immigrants
- Visas for Skilled Workers

**CONGRESSWOMAN
 Ginny Brown-Waite
 Immigration Report and Survey**

CONGRESSWOMAN ON THE UNITED STATES HOUSE OF REPRESENTATIVES
 5TH DISTRICT OF FLORIDA
 WASHINGTON, DC 20515

THIS IS AN OFFICIAL BUSINESS
 THE INFORMATION CONTAINED HEREIN IS UNCLASSIFIED EXCEPT WHERE SHOWN OTHERWISE
 DATE 08-01-2008 BY 60322/UC

Ginny Brown-Waite
 414 Cannon HOB
 Washington, DC 20515

Deliver to
 Congresswoman
 Ginny Brown-Waite

PLACE
 STAMP
 HERE

Please take a moment to answer a few questions.

I want to know your views on these Immigration related Issues:

Should immigrants who came to America illegally be given amnesty?
 YES NO

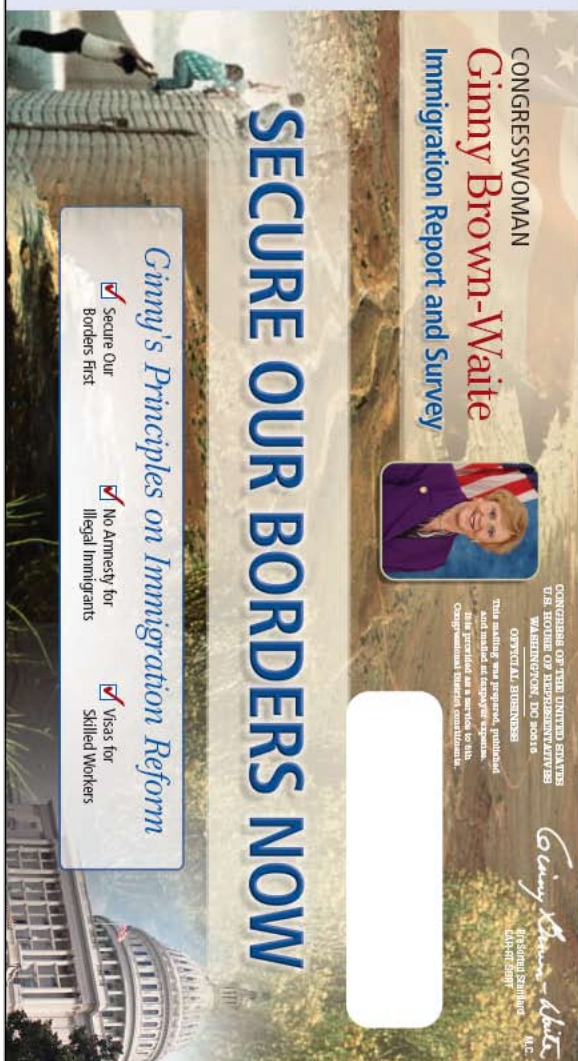
Should Congress secure our borders before debating guest worker programs?
 YES NO

Should immigrants learn English to earn citizenship?
 YES NO

Should law enforcement crack down on employers who knowingly hire illegal immigrants?
 YES NO

Should illegal immigrants receive Social Security benefits?
 YES NO

Would you like to receive e-mail updates on current issues in Congress?
 YES NO Email _____



EXAMPLE #8: TELE-TOWNHALL NEWSPAPER ADVERTISEMENT

The clipping below advertises a tele-town hall meeting for the office of Rep. Tom Price (R-Ga.) via a newspaper advertisement.



EXAMPLE #9: CONSTITUENT SURVEY

The survey below was sent by Rep. Randy Neugebauer's (R-Texas) office to collect responses from constituents on key issues, and includes an option to subscribe to the Member's communications, thereby growing his subscribed communications list.

1) Which best represents your view on the Iraq War?

Declare a timeline and begin to withdraw troops within a year.

Give the new strategy of troop reinforcements a chance to succeed.

Other _____

2) Which statement best represents your view on agriculture policy?

The current Farm Bill has worked well for agriculture and many of its policies should be continued.

The current Farm Bill has not worked and changes need to be made.

Other _____

3) Which of the following best represents your stance on illegal immigration?

We need to secure our borders, strengthen our immigration laws, and hire more federal officials to enforce the laws. It is the wrong time to expand legal forms of immigration.

Improved security and creating a temporary employment program should be of equal importance.

Our current immigration laws are strong enough, we need to take steps to help undocumented workers become legal workers.

We don't need to make any changes.

Other _____

4) Which of the following statements most closely represents your opinion of using nuclear power to provide energy for homes and businesses?

I strongly support nuclear power as a means to provide clean affordable energy.

I am somewhat supportive of nuclear power, but have some concerns if it is safe.

I believe there are currently adequate sources of energy, but more nuclear power may eventually be necessary.

I am not supportive of nuclear power at all.

Other _____

5) The following is a list of common proposals to address energy issues. Please mark all of the items you think are good ideas:

Drilling for oil in Alaska's Arctic National Wildlife Refuge

Providing tax credits and other incentives to consumers who try alternative energy sources.

Increasing government spending on research and development of alternative fuels

Requiring automobile manufacturers to have higher standards for fuel efficiency

Other _____

6) There is an ongoing debate across the country about what, if any, changes should be made to the federal tax code. Which of the following statements best describes how you would deal with the tax code?

Scrap the tax code and replace it with a flat tax.

Scrap the tax code and replace it with a national sales tax.

Keep the current tax code and reform it in incremental steps.

Keep the current tax code as it is.

Other _____

7) Generally speaking, do you believe international trade is beneficial to the United States?

Yes No

Other _____

8) What do you consider the most important issue to you in upcoming Farm Bill negotiations?

(Please rate 1-3)

___ Energy

___ Commodity Programs

___ Crop Insurance Reform

___ Nutrition Programs

___ Conservation Programs

___ Incentives for Young and Beginning Farmers

Other _____

9) West Texas is a leader in wind energy production. Which statement best represent your opinion on wind energy?

Wind power can contribute to America's energy independence and should be encouraged.

Wind power will have little or no effect on our energy independence.

Wind farms hurt property values and their use should be limited.

Other _____

10) Do you support federal funding of embryonic stem cell research?

Yes No

Other _____

11) The best way to grow the economy and create jobs is to:

Cut taxes to spur economic growth through savings and investment.

Increase government spending to expand government programs, build infrastructure, and increase entitlement programs.

Other _____

12) Who do you think should play the most significant role in setting education standards?

The federal government

State governments

Local governments

Other _____

YES, please sign me up to receive "Randy's Roundup"


email: _____

Please remember to tape the survey shut before mailing.




EXAMPLE #10: NEWSLETTER WITH TOWN HALL INFORMATION

The newsletter below was sent by Rep. Phil English's (R-Pa.) office, and contains issue updates, as well as information on in-person town hall meetings the Member will be conducting.




U.S. HOUSE OF REPRESENTATIVES
 WASHINGTON, DC 20515
 PUBLIC DOCUMENT
 OFFICIAL BUSINESS

This mailing was prepared, published and mailed at taxpayer expense.



Phil English M.C.
 PH089 STD

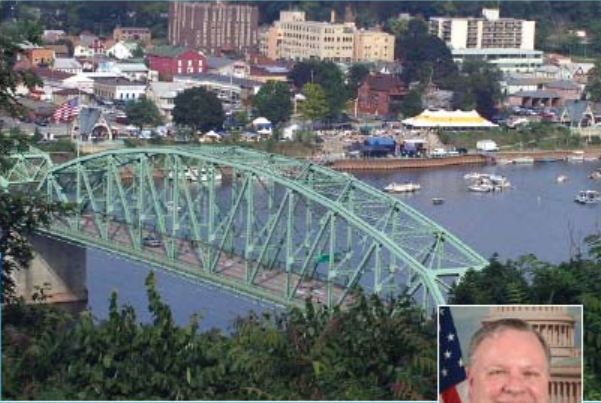



"I want to hear about the concerns of the local citizens. It's important for us to engage in an open and frank discussion on local and national issues so I can take these concerns back with me to Washington."

"Meeting with constituents is a fundamental component of democracy. I look forward to discussing the issues facing us today, whether it's the economy, jobs, health care or education."

Phil English

Serving You in Washington Starts by Working Hard for You at Home.

Congressman Phil English

Congressman Phil English • 3rd District of Pennsylvania

Contacting Phil:

Washington, D.C.
 202-225-5406


Butler County
 724-285-7005

Armstrong and Venango Counties
 1-866-PHIL-NDW
 (1-866-744-5669)

www.house.gov/english

JOIN CONGRESSMAN PHIL ENGLISH AT AN UPCOMING TOWN HALL MEETING

<p>ARMSTRONG COUNTY Saturday, June 23 10:30 AM Belmont Complex 415 Butler Road Kittanning, PA</p>	<p>BUTLER COUNTY Saturday, June 23 2:30 PM Saxenburg Area Library 240 West Main Street Saxenburg, PA</p>
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Congressman Phil English
WORKING FOR ARMSTRONG, BUTLER & VENANGO COUNTIES

Preserving Butler County's Steel Heritage

Preserving Butler County's industrial heritage and enhancing tourism and job creation is the goal of legislation recently reintroduced by Congressman Phil English. The bill, H.R. 1083, would include Butler County in the Rivers of Steel National Heritage Area, which was originally established in 1999.

Butler County has a long, rich history of steel that has allowed our region to flourish and help build the community we live in today. By including Butler County in the Rivers of Steel Heritage Area, we will not only further highlight our region's industrial roots but open a new door for local economic development and job creation.

The goal of the Rivers of Steel National Heritage Area is to encourage community revitalization through cultural tourism, historic preservation, conservation, educational programs and related development.

Historic Lock 9 Open Again in Armstrong County

Allegheny River Lock and Dam 9 (AR 9) was placed into operation in 1938 and serves as an important recreational resource for the region. A multitude of businesses north and south of AR 9 depend on river traffic for a significant amount of their revenue during summer months. Last year AR 9 was forced to shut down due to a mechanical failure in the hydraulic piping. As a result, the Pittsburgh District office could only allow the lock to be used for emergency commercial lockages.

Over the past year, Congressman Phil English has been tracking the issue closely, working with local officials and the U.S. Army Corps of Engineers to ensure the pipeline was fixed and that AR 9 could reopen and for the recreational use of local residents. Last month, the U.S. Army Corps of Engineers completed repairs of AR 9 and the lock reopened in time for the Memorial Day weekend. Business and residents of Armstrong County can once again enjoy the many benefits of AR 9.

www.house.gov/english

WORKING FOR YOUR FINANCIAL FUTURE

English Announces Bill to Expand Retirement Security for American Workers

Congressman Phil English is backing important legislation that will encourage working Americans to save for their future and adequately prepare their nest egg so it can last throughout the span of their retirement years. The Automatic IRA Act of 2007, H.R. 2167, would require employers without retirement plans to establish an automatic payroll deduction to an individual retirement account (IRA).

As a member of the House Ways and Means Committee, which has primary jurisdiction over the issue, English is proud to lend his support. This common sense legislation will help increase retirement security for millions of American workers that would not otherwise have access to a payroll deduction retirement savings plan. Often times, workers that do have access to an employer-sponsored retirement plan fail to adequately save for retirement. By linking automatic enrollment with IRA options, this initiative will encourage individual savings and ensure economic security for working families across the country.

"AARP applauds Congressman English for his work on introducing this piece of legislation," said Estelle Hyde, AARP Pennsylvania Executive Council Member. "We see this bill as an important test of whether the leadership on Capitol Hill and the White House will address the issue of financial security that is affecting so many people in our country."

According to AARP, only about half of 150 million paid workers in the United States have some form of pension coverage provided by their employer. The remaining workers do not have the opportunity to save for retirement through a plan provided by their employer. As a result many workers do not sufficiently prepare for a secure retirement. The Automatic IRA Act of 2007 would make it easier for workers to save for retirement by requiring employers to establish an automatic payroll deduction to an IRA. By establishing an automatic IRA for American workers, we will restore the third leg of the retirement stool and allow workers to accumulate retirement savings and strengthen their future financial security.

JOIN CONGRESSMAN PHIL ENGLISH AT AN UPCOMING TOWN HALL MEETING

<p>ARMSTRONG COUNTY Saturday, June 23 10:30 AM Belmont Complex 415 Butler Road Kittanning, PA</p>	<p>BUTLER COUNTY Saturday, June 23 2:30 PM Saxenburg Area Library 240 West Main Street Saxenburg, PA</p>
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EXAMPLE #11: MEETING NOTICE

The communication below was sent by Rep. Tim Johnson's (R-III.) office to invite constituents to a meeting and tour related to renewal of the Farm Bill. The communication reinforces the importance of "open communication" with constituents, and references the Member's Web site.

U.S. HOUSE OF REPRESENTATIVES
WASHINGTON, DC 20515
PUBLIC DOCUMENT
OFFICIAL BUSINESS

This mailing was prepared,
published and mailed at
taxpayer expense.

Join
Congressman
Tim Johnson
at a
FARM MEETING

U.S. HOUSE OF REPRESENTATIVES
WASHINGTON, DC 20515
PUBLIC DOCUMENT
OFFICIAL BUSINESS

Timothy V. Johnson
M.C.
PRSRT STD

I WANT TO HEAR FROM YOU!

“As I continue to work on the renewal of the Farm Bill. I feel it is important to keep you updated with current information. I will be holding a farm meeting on May 31, 2007 at 10:00 am at Illinois State University Farms located near Lexington.

Open communication is an essential part of my job. I look forward to sharing updated information with you and hearing your thoughts and concerns about the renewal of this legislation that will impact all of us so greatly.

I look forward to seeing you there.

Timothy V. Johnson

P.S. There will be a tour of the ISU farms after the meeting.

Directions: Interstate 55, exit 178, Lexington exit. Top of ramp turn toward Lexington on 2475N Road, at next stop sign turn left on to 2450E. Go 1.2 miles (over interstate 55). Take first right on 2555N Road and the ISU Farms are 1.3 miles on the right.

**Farm Meeting with
Congressman Tim Johnson**

Thursday, May 31, 2007

10:00 a.m.

Illinois State University Farm
25578 ISU Farm Lane
Lexington, IL 61753

www.house.gov/timjohnson



Committee on House
Administration
Republican Office
1313 Longworth Building
t: 202-225-8281
f: 202-225-9957
<http://gop.cha.house.gov>