

Letter Writer's Tool Kit

Indiana Bread for the World "At Home" Offering of Letters

To learn more about this year's campaign, download the [Better Nutrition. Better Tomorrow](#) document from the Bread for the World website (bread.org/ol)

THREE WAYS TO REACH YOUR LEGISLATORS

In previous years, we have hand-delivered thousands of letters to legislators to demonstrate the size of our movement. Due to COVID-19, each writer will need to send your own communications. Meanwhile, Offering of Letters Coordinators will tally the number of contacts we make so we can still show the strength of our cause.

LETTERS – Hand-written letters have the greatest impact. But a typed document is the next most impactful format. The sample letter provided in this kit is focused on BOTH topics of this year's Offering of Letters campaign - International Nutrition and Domestic Summer EBT. Please write one letter to EACH Senator and one letter to your Representative. (3 letters in total) in-district offices of Senators and Representatives are listed in this packet. Select the nearest office to address your letter. Add postage!

EMAIL – Email is another way to reach out to your two Senators and your one Representative. Bread for the World has a website where you can send the same letter to all three lawmakers in one click. You will need your nine-digit Zip code. You can [click here to look it up](#).

International Nutrition and Domestic Summer EBT are mentioned in separate emails. We have made it easy for you to write on each topic.

First, follow this [International Nutrition](#) link, fill in the information as prompted. When you hit send the International Nutrition email is delivered to all three of your legislators at once.

Second, come back to these instructions and follow this [Domestic Summer EBT](#) link. Fill in the email information as prompted. Again, one click will send your Domestic Summer EBT email to all three legislators at once.

IMPORTANT NOTE: When you personalize the content of the emails by at least 10%, your unique email will be delivered individually, rather than getting lost in a bulk mail inbox. Your email will have MUCH greater impact this way. See "quick tips" page for ideas on personalizing.

PHONE CALLS - Calls can help urge your legislators to end hunger, too. Use the letter provided here for ideas for a brief message. Then call **(800-326-4941)**. Ask for your legislator. Or use one of the in-district numbers in this packet to reach the

in-district office nearest you. You can leave voice mail if no one answers. ***Be sure to leave your street address and name so your legislator counts your call!***

Legislative staff members keep track of the number of calls they receive from constituents on any particular topic. This helps them decide which issues are important enough to support. When you reach a staff person on the call, be polite and share your concerns. It is helpful to let the OL Coordinator know what you learn, if you are willing to share that information. This way, Bread for the World knows which legislators may still need more calls.

TIPS FOR AN EFFECTIVE LETTER OR EMAIL

A sample letter is on the next page, but make it personal to you!

- Share your experience. What made you write? If you have one, share a story about your personal connection to people suffering right now.
- Be clear – “I urge you to cosponsor S. 1918”
- Be sure to include your address; consider hand-writing your letter (or at least hand-address the envelope) for more impact
- Include one or more of the points below to emphasize other points and to make your letter unique to you.

Talking points to help you personalize your communication:

- Private individuals and organizations cannot mobilize the resources the U.S. government can to support those at risk of hunger during this crisis. In fact, federal nutrition programs provide roughly 10 times as much food assistance as private churches and charities.
- I wish to thank Congress for its bipartisan passage of the Families First Coronavirus Response Act, and your continued efforts to respond to this pandemic.
- The importance of good nutrition in maintaining community health cannot be overstated.
- Funding and flexibility to administer federal nutrition programs like the Supplemental Nutrition Assistance Program (SNAP), school meals, and emergency food assistance at the state level is essential.
- COVID-19 shows us we are connected. Neglecting those who struggle with hunger threatens everyone.

Sample Letter

Select Senator or Representative in the title below. Fill in the name of your legislator. Add your name and street address (not PO Box). Personalize the letter (see "Quick Tips"). **Hand-written letters get the most attention.**

[Date]

Sen/Rep. _____

Address _____

City, State, Zip _____

Dear Senator/Representative _____,

As we all work together to respond to the Covid-19 global pandemic, it is more important than ever that we make strong investments in nutrition programs for the most vulnerable in the U.S. and abroad. Malnutrition makes children, the elderly and others more susceptible to disease and infection. We have seen how immune system vulnerability impacts not just those groups, but the entire world.

Federal Nutrition programs help U.S. families lead productive lives. Congress should expand the summer EBT program so more children can access nutritious food during the summer when school meals are not available, especially in rural Indiana communities. Specifically, I urge you to cosponsor S1918 "the Hunger Free Summer for Kids Act" which would expand this program nationwide.

I also urge you to support legislation that strengthens U.S. leadership on global nutrition and increases funding for global nutrition programs. Too many children globally are malnourished and suffer from stunting, which negatively impacts national security and limits economic growth.

Now more than ever, my faith calls me to stand alongside vulnerable people here and around the world. Our government should provide leadership toward a well-nourished and more resilient world. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Address]

[City, State ZIP+4]

SENATORS

SENATOR YOUNG

EVANSVILLE
101 Martin Luther King Jr. Blvd.,
Ste 110
Evansville, IN 47708
Phone: (202) 224-5623

FORT WAYNE
1300 South Harrison Street,
Ste 3161
Fort Wayne, IN 46802

INDIANAPOLIS
251 North Illinois Street, Ste 120
Indianapolis, IN 46204
Phone (317) 226-6700

NEW ALBANY
3602 Northgate Court, Ste 15
New Albany, IN 47150
Phone (812) 542-4820

SENATOR BRAUN

INDIANAPOLIS
115 N. Pennsylvania Street
Indianapolis, IN 46204
Phone (317) 822-8240

FORT WAYNE
203 East Berry Street, Ste 702B
Fort Wayne, IN 46802
Phone (260) 427-2164

FORT WAYNE
203 East Berry Street, Ste 702B
Fort Wayne, IN 46802
Phone (260) 427-2164

SOUTH BEND
205 W. Colfax Ave
South Bend, IN 46601
Phone (574) 288-6302

REPRESENTATIVES

Not sure which Congressional District you live in?

[Click here and enter your address for your Congressional district](#)

[To find your nine-digit Zip, click here and enter your address](#)

DISTRICT 1 – PETE VISCLOSKY (D)

MERRILLVILLE OFFICE
7895 Broadway, Suite A
Merrillville, IN 46410
Phone (219) 795-1844

DISTRICT 2 – JACKIE WALORSKI

MISHAWAKA DISTRICT OFFICE
202 Lincolnway East Suite #101
Mishawaka, IN 46544
Phone (574) 204-2645

ROCHESTER DISTRICT OFFICE
709 Main Street
Rochester, IN 46975
Phone (574) 223-4373

DISTRICT 3 – JIM BANKS

FORT WAYNE OFFICE
1300 S Harrison St
Fort Wayne, IN 46802
Phone (260) 702-4750

DISTRICT 4 – JIM BAIRD

INDIANA OFFICE
335 S. Washington St
Suite 210
Danville, IN 46122
Phone (317) 563-5567

DISTRICT 5 – SUSAN BROOKS

CARMEL OFFICE
11611 N. Meridian Street, Ste 415
Carmel, IN 46032
Phone (317) 848-0201

ANDERSON OFFICE
120 East 8th Street, Ste. 101
Anderson, IN 46016

DISTRICT 6 – GREG PENCE

COLUMBUS OFFICE
555 1st Street, Ste B
Columbus, IN 47201

MUNCIE OFFICE
2810 W. Ethel Ave, Ste 9
Muncie, IN 47304

GREENFIELD OFFICE
18 E. Main Street, Ste 210
Greenfield, IN 46140

RICHMOND OFFICE
50 N. 5th Street, 2nd Floor
Richmond, IN 47374

DISTRICT 7 – ANDRÉ CARSON

INDIANAPOLIS OFFICE
300 E Fall Creek Pkwy. N. Dr., Ste. 300
Indianapolis, IN 46205
Phone (317) 283-6516

DISTRICT 8 – LARRY BUSCHON

EVANSVILLE OFFICE
20 NW Third Street, Ste. 800
Evansville, IN 47708
Phone (812) 465-6484

TERRE HAUTE OFFICE
901 Wabash Ave., Ste 140
Terre Haute, IN 47807
Phone (812) 232-0523

JASPER OFFICE
610 Main Street
First Floor Small Conference Room
Jasper, IN 47547

VINCENNES OFFICE
1500 N. Chestnut Street
Vincennes, IN 47591

**DISTRICT 9 – TREY
HOLLINGSWORTH**

JEFFERSONVILLE OFFICE
321 Quartermaster Court
Jeffersonville, IN 47130
Phone (812) 288-3999

FRANKLIN OFFICE
100 E Jefferson Street
Franklin, IN 46131
Phone (317) 851-8710