



## 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 2012 session of the 84th Iowa General Assembly convened Jan. 9, and budget considerations are already under way. 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]*

- **Iowa 4-H** reaches one in five youth statewide— Some 94,000 youth are involved in 4-H programs. Almost 10,000 volunteers guide 4-H members in developing leadership, communication, and citizenship skills through mentored, hands-on learning opportunities as well as through countless specialized project fields. 4-H develops the life skills, confidence and self esteem necessary for youth to grow into successful, caring adults. Through ISU Extension, Iowa 4-H has built upon a century of experience in meeting the needs of youth, their families, and communities. Here in (XXX) County last year, 4-H programs helped nearly (XXX) kids working hard to make their best better.
- Since 1979 **Master Gardener** has trained more than 9,000 Iowans in virtually every county of the state. The mission of the Master Gardener program is to provide current, research-based, home horticulture information and education to the citizens of Iowa utilizing the staff and services of Iowa State University Extension. In addition, Master Gardeners statewide have donated more than a quarter million hours of volunteer service work to their communities since 2003.

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

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### **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 all state senators, their addresses, occupation, committee assignments and legislation sponsored can be found at: <https://www.legis.iowa.gov/Legislators/senate.aspx>.

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### **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 all state representatives, their addresses, occupation, committee assignments and legislation sponsored can be found at: <https://www.legis.iowa.gov/Legislators/house.aspx>.