

Reach Your Leaders

Find the right government leader and use an official way to connect.

4.15.E “explain how to contact elected and appointed leaders in state and local governments; and”

NAME _____

DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline each official way to contact a leader, and circle each clue that tells whether a leader is elected or appointed. These marks will help you choose the right person and a safe contact method.

A Voice for Your Community

- ① When a problem affects your neighborhood, first decide which government office handles it. A broken sidewalk, a park, or trash pickup is usually a local concern. A rule for the whole state, such as school funding, may be a state concern. Local elected leaders can include city council members. State representatives are elected leaders who speak for people in their districts.
- ② Some leaders are appointed, not elected. For example, a city may appoint a public works director to manage streets and water systems. An appointed state agency leader may manage a state service. To reach either kind of leader, use an official city, county, or state government website. Look for the leader's office page, phone number, email address, mailing address, or public meeting schedule.
- ③ Use the contact details on the official website, and ask a parent or guardian for help if needed. In your message, give your name, explain the problem and its location, and make a clear, polite request. You can also share a short comment during the public-comment time at a meeting. Elected leaders represent voters, while appointed leaders manage departments, so both may help in different ways.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 A broken sidewalk is a local concern. Which elected local leaders could you contact about it?

2 Is a city public works director elected or appointed? Name one thing this leader may manage.

3 Name two official contact details you might find on a government website.

4 What three things should you include in a message to a government leader?

3 YOUR TURN _____ Your own words

Choose a local problem. Write a three-sentence message to an elected local leader or an appointed local department leader, stating the problem, its location, and a polite request. In one sentence, tell which official contact method you would use.

PART 1 • READ AND MARK

Underline each official way to contact a leader, and circle each clue that tells whether a leader is elected or appointed. These marks will help you choose the right person and a safe contact method. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	A broken sidewalk is a local concern. Which elected local leaders could you contact about it?	City council members.
2	Is a city public works director elected or appointed? Name one thing this leader may manage.	Appointed. The director may manage streets or water systems.
3	Name two official contact details you might find on a government website.	Any two: office page, phone number, email address, mailing address, or public meeting schedule.
4	What three things should you include in a message to a government leader?	Your name, an explanation of the problem and its location, and a clear, polite request.

PART 3 • YOUR TURN (SAMPLE ANSWER)

Dear Public Works Director, the crossing light at Pine Street and Lake Road stays dark after school. Please ask your department to check it because students cross there. I would use the official city website to find the department email address.

Accept any accurate official contact method named in the passage. For the open response, accept a logical local leader, a specific problem and location, a polite request, and an official contact method.