

Reach Your Leaders

Find the right office and make respectful contact.

5.17.B “explain how to contact elected and appointed leaders in local, state, and national governments; and”

NAME _____

DATE _____

1 READ AND MARK

Read it twice

YOUR JOB Underline every way to contact a leader, and circle each source or instruction that helps you reach the correct office safely.

Finding the Right Contact

- ① When a community issue matters to you, first decide which government level handles it. A city council member may help with a broken playground or local traffic. A state representative may hear concerns about state laws. A member of Congress may hear concerns about national laws. Use an official government website to find the correct office and its contact information.
- ② Some leaders are elected by voters, while others are appointed to do a government job. For example, a city manager may be appointed by a city council. A governor appoints some state officials, and the president appoints some national officials, often with approval from another group. Official agency pages list an appointed leader's office phone number, email, mailing address, or contact form.
- ③ Before you contact a leader, read the office instructions. A short email or letter should state your name, where you live if the office serves your area, and the issue you want addressed. Give a clear reason and a respectful request. You can also call during office hours and leave a brief message. Never share private information, such as a password or Social Security number.

2 ANSWER WITH EVIDENCE _____ Use the passage

1 You want to share an idea about a national law. Which leader named in the passage could you contact?

2 How do elected leaders get their jobs, and how do appointed leaders get their jobs?

3 Name three details you should include in a short email or letter to a leader.

4 List two ways to contact a leader besides mailing a letter.

3 YOUR TURN _____ Your own words

Choose an issue that could be handled at the local, state, or national level. Write exactly three sentences for a contact plan or message to the appropriate elected or appointed leader, naming your contact method and including your name or area, the issue, a reason, and a respectful request.

PART 1 • READ AND MARK

Underline every way to contact a leader, and circle each source or instruction that helps you reach the correct office safely. Accept any marking that follows this job and points at the right text.

PART 2 • ANSWERS

#	QUESTION	ANSWER
1	You want to share an idea about a national law. Which leader named in the passage could you contact?	A member of Congress.
2	How do elected leaders get their jobs, and how do appointed leaders get their jobs?	Elected leaders are chosen by voters. Appointed leaders are chosen by another government leader or group for a government job.
3	Name three details you should include in a short email or letter to a leader.	Answers may include a name, where the writer lives if the office serves that area, the issue, a clear reason, and a respectful request.
4	List two ways to contact a leader besides mailing a letter.	Answers may include email, a phone call, or an official contact form.

PART 3 • YOUR TURN (SAMPLE ANSWER)

I will use my state representative's official contact form to share my view on a proposed state law about recycling. My name is Ana Lopez, and I live in River County, where less trash would help keep public spaces clean. Please support the law because it could reduce waste in our community.

Accept reasonable government levels and leaders when they fit the student's chosen issue. The response should name a contact method, provide identifying area information without private details, explain an issue and reason, and make a respectful request.