INSTRUCTIONS FOR SIGNON LETTERS

A signon letter or a petition can be used to promote a given concern or stance. The sign on letter begins with a well written letter or essay that makes a stance on a given issue. [Note, this is not an initiative where you are trying to submit something for a vote from the public.]

1. First Read the instructions for developing a signon letter on the next page.
2. Student should show signon letter to instructor before obtaining signatures.
3. Student should provide a copy of the letter to instructor after obtaining signatures.
4. Write a report of by answering the 10 questions below and post this in Assignment #5.

Reports must be written using formal college English.

Questions to be addressed in the Report. (Please number appropriately):
1. The number of signatures obtained?
2. Where and how did you perform the signature gathering campaign and how long did it take?
3. Why did you decide to perform a signon letter?
4. What were you expecting to experience when you began working the signon letter activity?
5. How did your expectations meet what you experienced with your signature activity?
6. Were there any challenges in getting people to sign the letter? If so, what did you say to convince people to sign the letter? Did it work? If not, what might have helped if you were to do this again in the future?
7. To whom did you send or are planning on sending your signon letter? And why to this person(s)? If you sent the letter did you get a response? (If so provide a copy of the response to the instructor)
8. Did you work with other students? If so, please list their names.
9. Are there any general comments that you would like to make about your experiences?
10. On a scale from 0 to 10 where 0 is the low and 10 is the high please provide a rating for how your activities relate to the following statement and provide a reason for giving you rating.
   a. Difficulty in getting people to sign letter
   b. The commitment to democratic society
   c. Making a difference in fostering civil society
   d. Relationship to lessons in class (provide an example if possible)
   e. Relationship to lessons in the book (provide an example if possible)
SIGNON LETTER INSTRUCTIONS

A good sign on letter should not only be specific, it should make a request. That is, it to be sent to elected officials requesting that they take some action (or promote some public policy RESPONSE) to address the concern.

You need to consider who you plan to send your letter to. First, consider your issue. If the issue is local such as you are upset with something specifically happening in your community (e.g: garbage collection services), then sending the letter to the US President is not appropriate. However, if you have an issue that is national or international in scope, then sending it to the US President might make sense.

When considering where to send the letter, it is important to consider who represents you at various levels of government. A signon letter that contains names of constituents for a given elected official should carry more weight than if you are sending a signon letter to an elected official and the signatures are not from the officials district.

The letter should be written using formal English. Students should make sure that there are no grammar or syntax errors. Students should make sure that their letter consists of facts, not just opinions. It should provide valid data and other sources that support the concern or stance.

The signature portion of the letter should include the following items:
- Printed Name of Each Individual Signing
- Signature of Each Person Signing
- Mailing address of Each Person Signing
- Postal Code of Each Person Signing
- Email Address of Each Person Signing
- Phone Number of Each Person Signing

**Note:** The contact person is valuable for a couple of reasons.
1. It tells the elected official that these individuals are real and they feel strongly about this issue (indicative of their willingness to share their contact information).
2. It is a method where you can re-contact these individuals who care about your concern, and possibly mobilize them for further political action. Thus, if you are seeking a remedy to an issue and the official(s) you send the petition to are not responsive, then you can contact these individuals about the elected official and/or to consider future action including how they may decide to vote.

*In conjunction with a paper petition possibly consider starting an electronic petition. The following website has free electronic petitions: http://www.ipetitions.com/start-petition*/