



## Template – Grasstops Customized Letter (Updated February 6, 2025)

*Your AmeriCorps program has many stakeholders: your board members, service partners, philanthropic supporters, the Chamber of Commerce, your mayor and city council members, service beneficiaries, AmeriCorps alumni, and more. These respected members of your community can be policy influencers, and, if activated, can validate the importance of your work and AmeriCorps.*

*A well-crafted letter from these local stakeholders and champions can be an effective tool to communicate AmeriCorps' unique value to your community and the importance of federal funding.*

***This template letter should be customized, and you can invite your executive leadership or local champions to sign on.***

*A few tips for completing and sending this letter:*

- *As you customize the content for the letter, you should discuss whose letterhead you want to use – for example, would it better to use the letterhead for your program or one of your board members' organizations? We recommend using the one that will get the most attention from your lawmakers.*
- *We recommend you send the letter to your senators and all representatives whose congressional districts your program serves. If you do this, be sure to address the letter to all recipients.*
- *If you want to reference the total number of AmeriCorps members serving in your state, the information can be found in your state's [National Service Report](#).*
- *The letter does not require ink or e-signatures. You can simply add the name, title, and organization of each signatory after the closing.*
- *When the letter is ready to submit – we recommend you email copies to the lawmaker's Chief of Staff and their State/District Director AND send a copy by physical mail to the Washington DC office. You can call the congressional office to ask for those staffers' names and email addresses, or ask Sarah Aldridge, [sarah.aldridge@cityyear.org](mailto:sarah.aldridge@cityyear.org), to provide the information. Please note that regular mail is very delayed getting to congressional offices, so we ask that you make sure to email it as soon as possible.*
- *If you need assistance, please reach out to Sarah Aldridge, Director of Congressional Affairs ([sarah.aldridge@cityyear.org](mailto:sarah.aldridge@cityyear.org)).*

### **CUSTOMIZABLE TEMPLATE**

Dear [MEMBER OF CONGRESS NAME],

We are writing on behalf of [ORGANIZATION NAME(S)], located in [DISTRICT/STATE], to convey the value of AmeriCorps to our community and to ask you to protect and support this vital program.

[INSERT 2-3 SENTENCES ABOUT YOUR ORGANIZATION:

- Provide a brief description of your program or organization, with a link to any public-facing website.
- Explain how AmeriCorps funding or AmeriCorps members help your organization deliver tangible impact in the state or congressional district; i.e. “Because of AmeriCorps, we are able to...”
- Use relevant data and statistics to show the benefits your program provides to the community.]

[ORGANIZATION NAME] is just one of many local organizations harnessing the power of AmeriCorps members to help address some of our region’s most pressing social and economic challenges. Across [STATE], there are [#] AmeriCorps members and AmeriCorps Seniors working hand-in-hand with local partners to respond to natural disasters, tutor students, support veterans and military families, combat hunger and homelessness, fight the opioid epidemic, help seniors live independently, and much more.

AmeriCorps is one of the best investments the federal government can make. AmeriCorps grants and service members provide our community organizations with the people power that we need to solve local challenges and, unlike most federal grant programs, AmeriCorps grants are matched by funds from private, philanthropic, and local sources. Economists have found that this efficient public-private partnership yields more than \$17 in benefits for every \$1 invested by Congress.

AmeriCorps is a proven, cost-effective, and popular program and is making a tangible difference in [CITY/REGION/STATE]. [ADD A SENTENCE(S) EXPLAINING WHY PROTECTING AMERICORPS IS ESSENTIAL TO YOUR COMMUNITY.]

We understand that Congress is facing challenging budget decisions, but we hope you will support the federal investment in AmeriCorps, so our community can continue to count on AmeriCorps for help where it’s needed most.

Sincerely,

[NAME, TITLE, ORGANIZATION]

[NAME, TITLE, ORGANIZATION]

[NAME, TITLE, ORGANIZATION]