

# Session Guide: Letter-Writing Workshop

Use this guide to facilitate the offline letter-writing workshop.

## MATERIALS NEEDED:

- Launch Action Sheet
- Computer, tablet or pen and paper

## SESSION LENGTH:

- 45 minutes

## IN-PERSON AGENDA:

- Introduction: 3 minutes
- Writing: 20 minutes
- Peer review: 15 minutes
- Plenary sharing: 5 minutes
- Closing: 2 minutes

## VIRTUAL AGENDA

- Introduction: 3 minutes
- Writing: 25 minutes
- Sharing: 15 minutes
- Closing: 2 minutes

## INTRODUCTION

Welcome, everyone. During this session we're going to write to our senators about increasing international poverty-reducing humanitarian and development assistance in the fiscal year 2022 budget. You'll need the Launch Action Sheet that was circulated ahead of the session as well as a place to draft your letter whether on your computer, tablet or on paper.

Through this exercise we'll have the opportunity to hone our letter-writing skills, practice working with the current legislative ask and familiarize ourselves with the format of the Monthly Action Sheets. Remember, these action sheets will be emailed to all chapter members each month so we can take strategic, timely actions.

I'm going to give you about 20 minutes right now to start drafting your letter to one of your senators, following the guidance on the action sheet. Since you're writing as members of a university chapter, you'll want to select one of the two senators who represent the state where your school is located. Don't worry if you don't complete a full draft by the time the 20 minutes is up, this is just meant to be a starting point. We'll have time to share afterwards.

Are there any questions?

## WRITING:

*Give participants approximately 20 minutes to draft their letters.*

## SHARING:

Let's come back together.

### ***In-Person***

Now I'd ask that you pair up with someone and exchange your drafts. Spend time reading the drafts and then give one another feedback. Be sure to give both constructive feedback and affirmations of anything the other person did well. You'll have about 15 minutes to do this.

*Give participants 15 minutes to exchange their letters with another person.*

Now let's come back together and debrief in plenary. What was that experience like? Is there anything that your partner did well in their letter that you'd like to lift up?

*Take responses until only two minutes remain.*

**Virtual**

Now we have some time to debrief as a group. First, what was that experience like? Was it easy or difficult? Could you imagine walking other students through this process?

*Take some responses.*

Would anyone be willing to read what they wrote or even a portion of what they wrote?

*Take a response.*

Thank you for sharing! Would anyone like to affirm something in the letter we just heard?

*Take one or two responses.*

*Continue sharing until only two minutes remain.*

**CLOSING:**

Great work, everyone! After this session, please be sure to finish your letters and then submit them according to the instructions on your senator's website and let your fellow chapter members know if you get a response.

