

TIPS FOR WRITING TO POLITICIANS

GUIDELINES FOR YOUR DRAFTED LETTER

1. Use this simple structure.
 - a. Introduce yourself. A simple phrase such as “I have spent the last 20 years teaching at Gillis School” creates a mental image which brings you and your point alive.
Or / And
 - b. Establish yourself as a constituent when writing to your MLA or MP. “I have lived in your constituency for X number of years.
2. Be respectful. They are more likely to listen to your point if it is not accompanied by abuse.
3. Be concise. Best to write about only one issue at a time. HOWEVER, since all of these issues affect the sustainability and quality of public education, you can write about more than one issue, but keep each issue to one paragraph.
4. Clearly state your point/concern early in the letter. “I am concerned about the government’s plan to start school in August Teaching is a profession that is intense and requires a 24 / 7 commitment during the school year. Teachers need the summer “down time” to recover and plan for the upcoming year.” OR
“The proposal to re-purpose Professional Development days for the 2020 – 21 school year is a poorly thought out plan. Teachers rely on these days to collaborate with their peers to discuss professional issues; for administrative tasks; or to learn new instruction techniques.”
5. Try to keep the letter to one page.
6. Request that a particular action be taken. When writing to a politician, always have a solution to the problem. In this case, “I urge you to rescind your proposal to start school in August.”
7. Aim for the public interest. Explain why you think your request will benefit the public as a whole, not simply you and your friends. “The majority of Manitoban families are used to a two month break and forcing them to interrupt their plans will not be popular.”
8. Get the facts right. You do not have to have all of the facts (much less recite them all), but the ones you put in your letter must be correct. Do not let the fact that you are not an expert prevent you from voicing your opinion.
9. Express yourself naturally. Remember that this is your expressing what is on your mind. You do not have to sound like Lincoln or Churchill.
10. Ask for a reply. The best closing sentence is “I look forward to receiving your response”. As a rule, letters sent via the mail will receive a response within 30 days.
11. Consider if you should send a copy of the letter to anyone else. If writing to your MLA, consider sending a copy to the Minister of Education, or the Premier.

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HOW TO ADDRESS A POLITICIAN

FEDERAL REPRESENTATIVES

POSITION	Prime Minister
ENVELOPE	The Right Honourable Justin Trudeau, MP
	Prime Minister
SALUTATION	Dear Prime Minister

POSITION	Minister
ENVELOPE	The Honourable John Smith, MP
	Minister for Infrastructure and Trade
SALUTATION	Dear Minister

POSITION	Member of Parliament (MP)
ENVELOPE	Mr. /Mrs. (or the [Right] Honourable John/Jane Smith, MP
SALUTATION	Dear Mr. /Mrs. Smith

PROVINCIAL REPRESENTATIVES

POSITION	Premier	Room 204 Legislative Building
ENVELOPE	The Honourable Brian Pallister	450 Broadway
	Premier of Manitoba	Winnipeg, MB R3C 0V8
SALUTATION	Dear Premier	Email: Premier@leg.gov.mb.ca

POSITION	Minister	Room 168 Legislative Building
ENVELOPE	The Honourable Cliff Cullen, MLA	450 Broadway
	Minister of Education	Winnipeg, MB R3C 0V8
SALUTATION	Dear Minister	Email: minedu@leg.gov.mb.ca

POSITION	Member of the Legislative Assembly
ENVELOPE	Mr. Mrs. John/Jane Smith, MLA
SALUTATION	Dear Mr. / Mrs. Smith

MLA's within Sunrise School Division Boundaries

Schools in Riding	Riding	MLA	Mailing Address
Anola, Richland, Gross, Heartland, Grafton, Hazelridge, Whitemouth	La Verendrye	Dennis Smook	Email: dennis.smook@leg.gov.mb.ca Box 889, 205 Principale Street La Broquerie, MB R0A 0W0
EESS, BEYS, Gillis, Agassiz Adult Ed, Centennial, LDBSS, Powerview, Empower, Springwell, Green Church, New Directions, SEC	Lac du Bonnet	Wayne Ewasko	Email: minaesi@leg.gov.mb.ca Box 1299, 636 Park Avenue Beausejour, MB R0E 0C0
Dugald, SCI, SMS, OBE, Springfield Adult Ed.	St. Paul	Ron Schuler	Email: minmi@leg.gov.mb.ca Box 150, Unit 3 - 777 Cedar Place Oakbank, MB R0E 1J0
Hofer	Selkirk	Alan Lagimodiere	Email: alan.lagimodiere@leg.gov.mb.ca 326 Main Street Selkirk, MB R1A 1T1

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