Letters to the Editor

Letters to the Editor can be an effective way to inform people in the community about the Community Presentation.

Contact the newspapers you will be sending letters to and find out what rules, if any, they have for letters, and the approximate time-line from letter submission to publication. Plan to submit your letter(s) so they will appear before the Presentation, but not too far ahead.

If you will have more than one letter, submit them on different days so they will not all appear on the same day.

Participants should write their own letters, but the following items should be included:

- That the participant is in an “Engaging Youth for Positive Change” program, and where the program meets.
- The purpose of the Community Presentation.
- Place and Address.
- Date and Time.
- The public is invited.
- One or two facts about your group’s policy issue. (If more than one participant is writing a letter, coordinate and use different facts in each letter.)
- Participant’s name and address. (Newspapers do not publish letters without this.)

THE FOLLOWING IS AN ACTUAL LETTER PUBLISHED IN A NEWSPAPER

Dear Editor,

I am in a program named “Engaging Youth for Positive Change” that meets after school at Franklin Middle School. It is a branch of an organization called the C-U Smoke Free Alliance. Members of this group are concerned by the amount of second-hand smoke being dispersed throughout the community. We will hold a community presentation to encourage a ban on smoking in restaurants and bars in the Champaign-Urbana community.

It will be held at 7 p.m. May 11 in the Champaign City Council chambers. The public is invited.

To help people understand the great need to ban smoking in public places, I would like to cite some statistics. Approximately 19 people die from the effects of second-hand smoke every year in Champaign-Urbana alone. A baby exposed to second-hand smoke might have respiratory problems later on in his or her life.

Come join us in the battle against secondhand smoke.

Signed,

Team member

City

Deliver the Message: Promote the Event

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