

November 3, 2009



Dear 4-H member,

Each year delegates who attend the 4-H Leadership Development Conference invite their own State Senator and/or Representative. This year is no different!

We recommend that you work with your county council to draft a letter from all the members in your county attending LDC and send a **hand written or typed letter by December 20, 2009, to your state legislator's Colorado State Capital address**. Please make sure that when you write the letter, you address your legislator correctly and you write in complete and comprehensive sentences. Also include the date, time, and location of the banquet. **Check your spelling!**

Please see the sample to help get you started. Please note that the information in the letter is correct, but you do not necessarily have to write your invitation word for word.

Your letter needs to include:

- Your name and where you are from
- How they can contact you to RSVP
- 4-H Leadership Development Conference Recognition Banquet
- Date and Time: Sunday, January 23, 2010 at 6:30 p.m.
- Location: Renaissance Denver Hotel, Main Ballroom; 3801 Quebec Street, Denver, Colorado 80207
- RSVP Date: Friday, January 15 (*This can be either to you, or your 4-H County Extension Agent. If you receive the RSVP, you must tell your agent so that we can add them to the banquet list. If you have it sent to your agent, include that address and phone number. Please, no surprises!!*)

Find your state legislator by visiting The Colorado General Assembly Homepage at [www.leg.state.co.us](http://www.leg.state.co.us). Click on the "Legislative Directory (Pink Book)" link then click the "Search" link at the top middle of the page. In the "Search For" box you can type your county or your town. The address for all Colorado legislators are the same just make sure you include the name of your legislator followed by the district they represent. Follow the example letter for tips on addressing the letter.

The ability to contact legislators is not only a right but also a responsibility of being a citizen of the United States. The 4-H Leadership Development Conference is not just about the conference... it is about the experience. Invite your legislatures! You never know what good things can happen by making contacts.

Good Luck!

*LDC Conference Planning Team*