

SAMPLE LETTER FOR PRACTICE ONLY. DO NOT SEND THIS LETTER!

SAMPLE LETTER TO LEGISLATOR

Your home address
Your home phone
Your home email address

The Honorable Jimmy Joe-Bob
Assemblyman, 17th District
555 North Fifth St.
Anywhere, NJ 00000-0000

Dear Assemblyman Joe-Bob:

I am writing to you today as a resident of the 17th district but more importantly as a certified school nurse employed by a school district in the 17th district. You are a sponsor of Assembly Bill 000 (A-000) which would permit unlicensed individuals to administer medications in New Jersey's public schools. As a certified school nurse for more than 15 years, I am uniquely qualified to offer comments on this bill and I hope you will consider them very carefully.

Comment [U1]: THIS IS IMPORTANT!

Comment [U2]: Don't forget to tell them what you do.

Comment [U3]: Summarize the main points of the Bill.

On face value, the intent of the bill is admirable but it may create serious health and safety issues for students and significantly complicate the role of non-medical school personnel such as teachers and administrators. As the only certified school nurse in my building of more than 600 students and 50 staff, I see many children with newly diagnosed health conditions such as diabetes, asthma, and life-threatening allergies. Every day I

Comment [U4]: Tell them why and give examples

I strongly suggest that you amend A-000 as follows:

Comment [U5]: Provide specific wording

Change line 12 to read.....

Eliminate line 14.....

Add...to line 16.

I would be glad to meet with you or a member of your staff to discuss my concerns. I also suggest you contact the New Jersey State School Nurses Association (www.njssna.org) for further input into the proposed legislation. I am a proud member of NJSSNA and the National Association of School Nurses (www.nasn.org).

Comment [U6]: Always offer to meet and follow-up

Thank you for the opportunity to voice my concerns. I look forward to hearing from you and will call your office in two weeks to follow up.

Comment [U7]: Make sure you follow up with a call or email.

Respectfully,

Nancy Nurse, MSN, CSN-NJ