**Email or Letter of Support Campaign Documentation Worksheet**

This Worksheet will help you keep track of the actions you’ve taken during Phase 4.

**For a letter writing campaign you want to:**

* Track how many people sent a message on your behalf via mail or email.
* Request that they copy you on the email or confirm with you if you they are sending via traditional mail.

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| **Actions Taken** | |
| How many separate messages did you ask people to send on your behalf? | *Example: I wrote two letter templates to go to two different state representatives* |
| How many people did you ask to send the message on your behalf? | *Example: I asked the 350 students at my school by posting on my school website and my school Instagram* |

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| **Audience Members Reached** | | |
|  | # Community Members Reached | # Students reached |
| Total number of people who sent a letter on your behalf |  |  |