FΔCT JFC Written Testimony Tips

**Remember your manners.** There is protocol. Start with a formal greeting and close with your signature.

**Type out your letter** using business letter formatting and a basic, professional looking font (Times New Roman in size 12 is always a winner). Sending via either email or postal mail is okay.

**You’re going to do great!** Take a deep breath and know that by submitting your testimony you have the potential to save people’s lives.

**Tell a story** but not just any story… **your story** and how tobacco and/or FACT has personally impacted your life. Write from your heart.

**Write… then revise**: Don’t just write it and submit it. Have someone read it and provide edits/feedback. The more the better. Then, revise it.

**Know your facts:** If you do include statistics or facts make sure they are accurate and up to date.

Check out the Talking Points document.



**Keep it short:** You will make a good impression on the committee if you focus on one or two key messages but make sure the majority of your written testimony is your story.

**Remember, you are writing to adults.**

They love proper grammar and no spelling errors.

FΔCT Written Testimony Template

|  |  |
| --- | --- |
| **Heading** | MONTH DATE, YEAR  RECIPIANT’S FIRST NAME LAST NAME STREET ADDRESS  CITY, WI ZIP CODE |
| **Greeting** | Dear Co-Chairs [SENATOR LAST NAME] and [REPRESENTATIVE LAST NAME]  and Members of the Committee,  My name is FIRST NAME LAST NAME, I live in CITY/TOWN and I’m an AGE year old YEAR IN SCHOOL at SCHOOL NAME. |
| **Why This Is Important** | I am writing today because… |
| **Personal Connection** | I joined Wisconsin’s youth tobacco prevention program, FACT, because… Include a specific example of what you’ve done as a member of FACT. |
| **Repeat Why Important** | Youth tobacco prevention is important because… |
| **Closing** | Thank you,  [*leave room to sign your signature in ink*]  WRITER’S FIRST NAME LAST NAME STREET ADDRESS  CITY, WI ZIP CODE |