

Civic Engagement Toolkit

Sample Outreach Email

Dear *[resident, organization or association leader, BID/business, other]*,

Since January of this year, I have been working with other civic leaders, County and Schools staff and Arlington residents on Arlington's Community Facilities Study, a resource and facilities plan for our future. With Arlington changing so fast, we're looking for long-term solutions to meet community needs.

The issues we are studying are important to me, because they affect the schools our kids attend, the parks and community centers we enjoy, even the police and fire facilities we depend on. I believe *[your organization, association, group]* would be very interested in hearing about where we are headed over the next 5, 10 and 20 years. With issues at this scale – every Arlingtonian has a stake in the outcome.

Is there a timeslot on your September or October meeting agenda when I could present our Study's work? *[Is there a time over the next couple of weeks that we could meet for coffee or lunch?]* In just 15 minutes, I will be able to tell you more about what the Study is, why it is important and how your members can stay informed and be involved. We would love to get your input on these issues before we present our final recommendations to the County and School Boards in September and November of this year.

Thanks and I look forward to hearing from you,

[Your name and how to reach you]