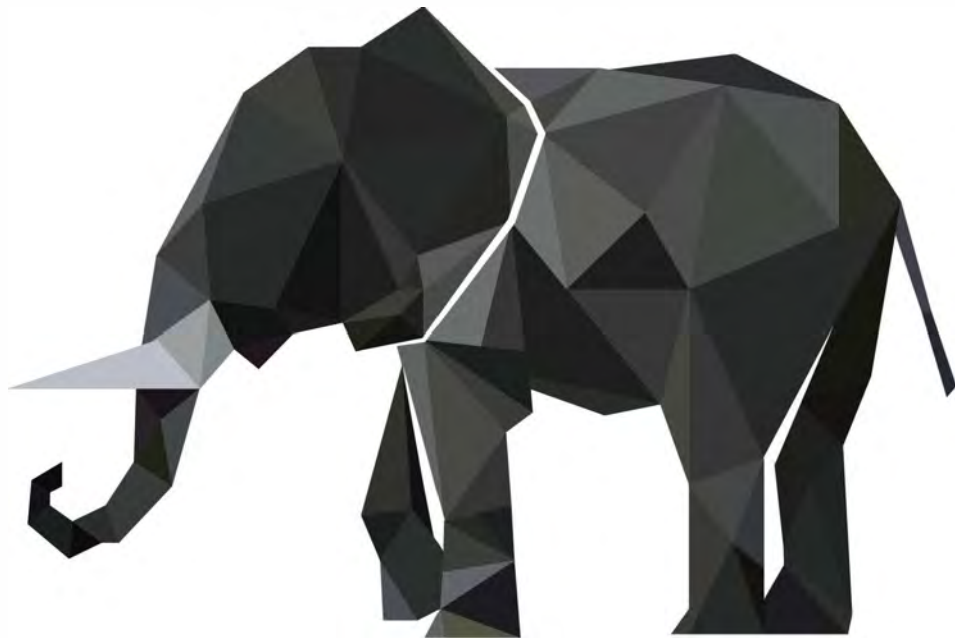


# MAKING FRANKING WORK FOR YOU

A Guide to Franked Mail and  
Mass Communications



[ 118th Congress ]  
Committee on House Administration Republicans





# A Message from Committee Chair Bryan Steil

Dear Republican Colleague:

Communicating with constituents and gaining feedback on the important issues before Congress is vital to fulfilling your representational duties. With so many means of communication now available, from social media to traditional mailers, offices may feel uncertain about the various House Rules and regulations that govern them.

As former Republican Chair of the Communication Standards Commission (formerly known as Franking) I want to provide you with the tools to help expedite and improve your constituent communications and outreach which continues to modernize in the digital age. That's why the Committee on House Administration has assembled this guide which consolidates regulations enforced by House Administration and the regulations enforced by the Communication Standards Commission. The enclosed guidance is designed to help offices understand the applicable regulations, prepare advisory opinion requests, build distribution lists, and best utilize all available resources to reach your constituents.

In addition to providing guidance on constituent communications, we have assembled some of the best examples we've seen from Republican offices to provide guidance and inspiration for those creating similar materials.

I hope you find the information in this guide useful, and encourage you to contact the Republican staff of the Committee on House Administration at (202) 225-8281 or the Republican Communication Standards Commission staff at (202) 226-0647 with any questions you may have. Additionally, our Commission staff are available to answer any in person questions in 1309 Longworth House Office Building.

We look forward to assisting you in what we hope will be a productive 118th Congress.

Sincerely,

A handwritten signature in blue ink that reads "B. Steil". The signature is stylized and cursive.

Bryan Steil  
Chairman  
Committee on House Administration

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# Official Communications

## What Constitutes an Official Communication?

An official communication is any communication sent from the Congressional office where only official resources are used to disseminate the message.

All communications sent from a Congressional office are subject to content regulations prescribed by the Committee on House Administration and the Communication Standards Commission. Although the applicable regulations and approval requirements vary, all communications must conform to the following four main principles:

- Must be official and related to the Member’s representational duties
- May not be campaign related
- May not include grassroots solicitations or a call to action
- May not advertise a private or commercial product, commodity, or service

For the comprehensive lists of content regulations, please review the Communications Standards Manual regulations located on the Committee’s website at [www.republicans-cha.house.gov](http://www.republicans-cha.house.gov).

## Unsolicited Communications

### Rules for Mass Communications

Mass mailings and mass communications are considered unsolicited because they are disseminated to constituents who have not proactively requested to receive the communication in advance.

If the communication, whether electronic or hard mail copy, is disseminated to 500 or more recipients, it requires an advisory opinion from the Commission. Likewise, if a digital advertisement costs \$500 or more, it requires an advisory opinion from the Commission.

The process for obtaining an advisory opinion is described in this guide.

**Important Note:** There is a statutory prohibition on sending unsolicited mass communications **60 days** before any election where the sending Member’s name appears on a ballot for public office. This is also known as the “blackout period.”



### Mass Mailings

Mass mailings are substantially identical, unsolicited hard mail copy communications sent through USPS to 500 or more constituents in the same year. Mass mailings must be sent using the Congressional Frank.

## Examples:

- Letter – Standard letter on official letterhead
- Postcards – Blank postcards with a masthead/photos/etc pre-printed ordered in bulk with text printed on later
- Commonly seen sizes:
  - 4.25 x 5.5
  - 5.5 x 8.5
  - 8.5 x 11
- Glossy mailer – Full mailer, usually prepared by vendor, ranging in size from postcard, to full page tri-fold

## Mass Communications

Mass communications are substantially identical, unsolicited communications sent to **500 or more constituents** in the same year. Mass communications include mail, as well as any electronic communications or telecommunications that cannot be sent through USPS using the Congressional Frank. Mass communications are also digital advertisements that are substantially identical in content which cost **\$500 or more** in the same year.

## Examples of Mass Communications

### Emails

- Subscriber list – those who have proactively indicated they want to receive email updates from your office
- Entire list of email addresses
  - o Collected organically by office staff, interns, emails in to the office, etc
  - o Purchased from vendor

### Advertisements

- Digital
  - o Social media – Facebook, Twitter, Google, Instagram, Snapchat, Pandora, etc
  - o Online newspapers – Banner ads, etc
- Newspaper
- Radio
- TV



### Robo Calls

- Telephone Town Halls
- Standard Robo Call

### Text Messages

### Flyers

- Posted for public view and/or distributed by hand

## Tools for Mass Communications

### Procurement of a Mail or Email List

A Member may procure a mail or email list of residents in his or her district through any vendor doing business in the marketplace, provided there is no preferential treatment offered by the vendor with regard to pricing or services. Lists may target any demographic except political party affiliation.

Lists may not contain any campaign or campaign-related political party information.

Note, Members may not purchase or acquire mailing lists from their campaign offices or campaign-related political party entities. Official mailing lists may not be shared with a Member's campaign committee, any other campaign entity, or otherwise be used for campaign purposes.

### **Acceptance of a Mail or Email List**

A Member may accept the contribution of a list to be used in support of the distribution/dissemination of official communications from:

1. Any agency or department of federal, state or local government; or,
2. From any organization that makes their list(s) available on a pro bono basis to the community-at-large or to a large class of entities that includes the Member (all government offices, all community organizations, etc.).

To confirm whether the Member may accept the contribution of a list, please check with the Committee on Ethics at (202) 225-7103.

### **Compilation of a Mail or Email List**

A Member may compile mail and email lists using some of the following methods:

- Requesting information with telephone contacts of constituents;
- Capturing information from incoming correspondence;
- Requesting information from constituents visiting the office or meeting with the Member and/or staff (sign-in sheets, guest books, business cards, etc.); or,
- Requesting address information by distributing and/or providing "request for information" forms in direct response mail, mass communications, or on the Member's official website.

### **List Services**

First Call is available to assist Member offices with data processing of mailing lists, voter files, and databases in preparation of a mass communication (newsletter, robo-calls, or e-communications) at no cost to the Member office. First Call provides a wide range of services to "clean up" a mail list and can result in significant savings with district-wide mailings. Contact First Call at 5-8000 to speak with someone about how your office can benefit.

### **499s: Exemption from Mass Communications**

If there are less than 500 of an unsolicited communication distributed, the advisory opinion requirement does not apply. These are commonly referred to as "499s." It is important to remember that the 500 threshold can be reached cumulatively over one session of Congress. That is, if you send 499 of one message, it is not lawful to distribute another message of substantially identical content for the remainder of the legislative year without obtaining an advisory opinion from the Commission. Contact the Commission with questions (202) 226-0647.

Note: All of the Communications Standards Manual and Members' Handbook regulations apply to the content in "499s" even though they do not require an *Advisory Opinion*.

# Solicited Communications

A solicited communication is any communication where the intended recipient has contacted the office requesting an official response. These types of communications most commonly include direct response constituent correspondence and communications sent to a “subscribed list” of constituents.

## Direct Response

Direct response communications are one-time responses to a constituent’s specific question or request. They may also include follow-up to town hall meetings and meetings with staff or the Member.

## Rules for Direct Response Communications

While direct response communications must comply with the prescribed content regulations, they are not subject to the same approval requirements and blackout restrictions as unsolicited mass mailings and communications.

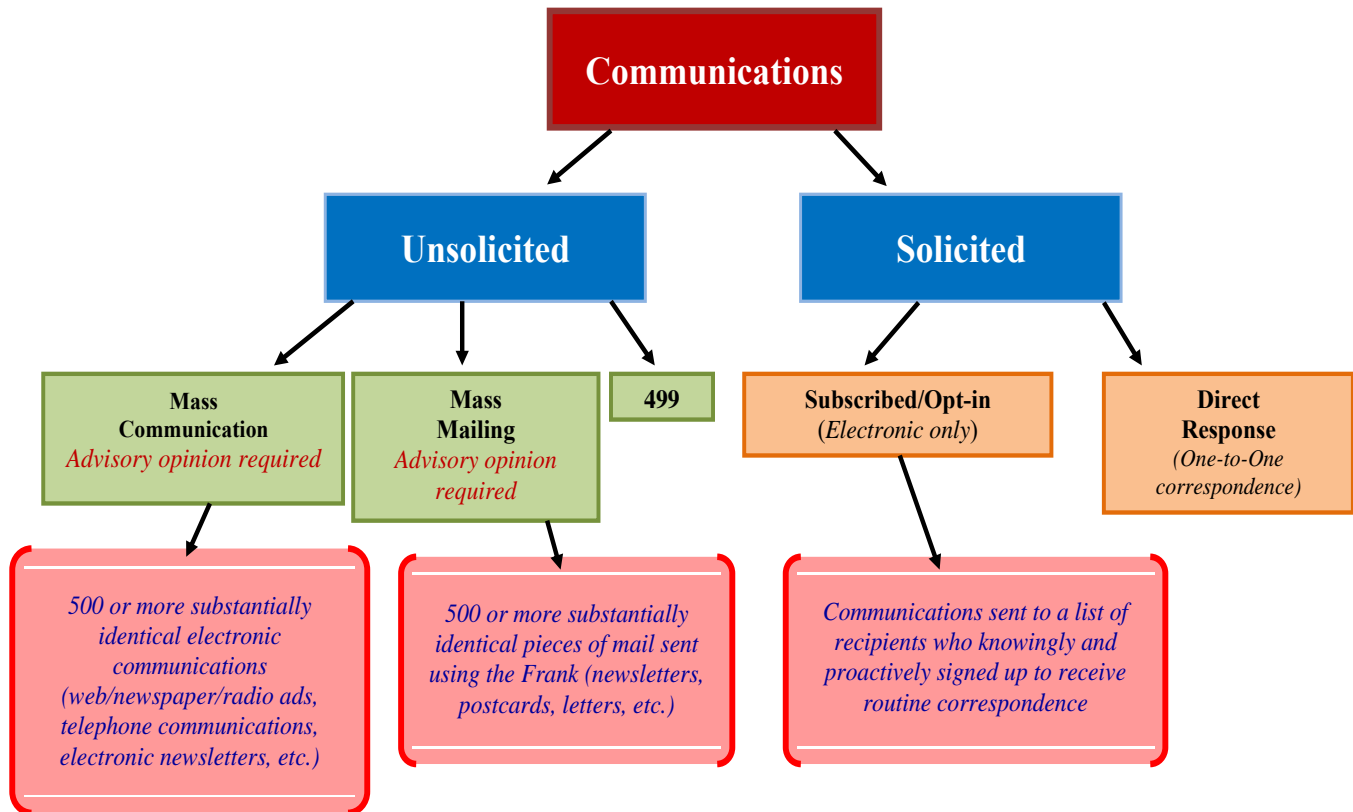
## Subscribed Communications (Opt-in)

Subscribed communications are identical email communications to 500 or more constituents that have voluntarily opted to receive a communication from a Member office.

Subscribed communications might include:

- Electronic newsletters
- Town hall email notices

The chart below depicts unsolicited vs. solicited communications:





## Rules for Subscribed Communications

One of the best ways to reach constituents is by maintaining a robust “subscribed” email list. Because subscribers voluntarily sign up for emails from the Member in an “affirmative and proactive process,” subscribed emails are not subject to the same approval process and blackout restrictions as unsolicited mass communications.

Subscriptions can be used for digital communications like emails, text messages, and telephone town halls. All other types of communications require an Advisory Opinion.

**Important Note:** Subscriber lists can still be contacted during the “blackout period” before elections so it’s important to build up your subscriber list before the blackout in order to maximize the number of people you can reach during those periods.

### Affirmative and Proactive Sign-up

When building a subscriber list, it is important to sign-up subscribers appropriately. Communications with the option to subscribe must provide a potential subscriber an opportunity to affirmatively and proactively request (consent to receive) a subscription to the Member’s communications.

Here is an example of a permissible sign-up mechanism:

*Member: “[Click here](#) to receive Email communications from my office.”*

*Respondent: (Respondent then proceeds to subscriber page where they must enter email address)*

Having responded proactively and in the affirmative, the respondent may now be considered a “subscriber” to the Member’s email communications and his/her email address may be incorporated into the Member’s “subscribed” email list.

The Member must also provide an opportunity to “unsubscribe” from the communications. For example:

*Member: “Please [click here](#) to unsubscribe.”*

### Prohibited negative and/or passive sign-up messages and/or procedures

Members may not use passive or “opt-out” methods whereby recipients are automatically subscribed unless they actively unsubscribe or opt-out.

Here is an example of a prohibited “opt-out” mechanism:

*Member: “If you do not [click here](#), you will begin receiving my newsletter.”*

Also prohibited are messages with a pre-filled affirmative response that requires the individual to proactively indicate that he/she does not want to subscribe:



*“Yes, please send me your email updates and newsletter.”*

In this example, the individual would be required to uncheck the box in order to indicate that he or she does not want to receive the Member’s e-communications, which is not permissible under the applicable rules and regulations. However, in this example if the box was not pre-checked, this method would be permissible.

## Growing Your Subscribed Communications List

The following checklist provides effective methods for growing your “subscribed” list using your “unsolicited” list:

- Use surveys and survey questions. As long as a proper disclaimer is used, any respondents to surveys can be added as a subscriber.
- Ensure that all of your communications include an opportunity to affirmatively subscribe to future email communications.
- Target subscribers by issue or topic. [Example: “Would you like to receive future communications about how Rep. *Member Name* is working to decrease your taxes?”]. In this example, the box must be “unchecked” at the time the communication is sent so that the returned communication is considered “consent to subscribe.”
- Always have the Commission provide an advisory opinion for unsolicited communications.
- After your communication has been sent and your constituents begin to respond with their consent to subscribe, their contact information should be retained and incorporated into your office’s “subscribed” email list. Each individual’s “subscribe” (or “unsubscribe”) notice should be documented and retained in the Member’s permanent office files.
- Use social media advertisements to promote your newsletter and how to subscribe.

The chart below depicts rules and regulations for solicited vs. unsolicited communications:

### SOLICITED VERSUS UNSOLICITED COMMUNICATIONS

	SOLICITED OR SUBSCRIBED COMMUNICATIONS	UNSOLICITED COMMUNICATIONS
CONTENT MUST BE CONSISTENT WITH COMMISSION REGULATIONS	YES	YES
REQUIRES AN "ADVISORY OPINION" FROM THE COMMUNICATIONS STANDARDS COMMISSION	NO	YES
MUST BE REVIEWED BY COMMISSION STAFF	RECOMMENDED	YES
MADE PUBLIC RECORD	NO	YES
PROHIBITED DURING 60-DAY BLACKOUT PERIOD BEFORE AN ELECTION	NO	YES
LIMITED TO THE MEMBER'S DISTRICT	NO	YES

## Submitting Product as an Advisory Request

In the event that your office is preparing to disseminate a mass mailer or mass communication to constituents, the following procedures should be followed:

### Submitting Your Request

A. Prepare in as close as possible to final format an electronic draft of the material to be submitted for review.

Electronic draft file should include, as applicable:

1. Complete and formatted text in actual size and color(s);
2. All photographs (must be depicting official business)
3. All illustrations, charts, and/or other graphics;
4. The banner head (if a newsletter, news release, etc.);
5. Mailing panel, including the MOC's frank and the applicable USPS rate marking;
6. If a mass mailing, radio or television ad, it should include a disclaimer; and
7. Completed and formatted copy of all enclosures, attachments, etc.
8. If your mass communication links to a website outside the House.gov domain, that website's landing page must also be submitted for review and is subject to the same content regulations. For example, a mass communication with a hyperlink to a campaign site or a campaign-related article would not be permissible.

B. Submit the request electronically via the Self-Service Request portal at <https://MassComms.House.Gov>

The portal includes tutorial videos, found at the top of the homepage under **Mass Communications User Videos**. These videos show you how to

1. Upload requests
2. Revise existing requests
3. Certify distribution
4. Download advisory opinions
5. Upload notices of an unsolicited mass email
6. Record the use of a template
7. View your office's communication request history

Because the Communications Standards Commission is an even bipartisan Commission consisting of 3 Republican Members and 3 Democrat Members, all requests for Advisory Opinions from both parties are reviewed by staff from each party and then issued an Advisory Opinion jointly by both parties.

Upon receipt of a request to the portal, the Republican staff of the Commission review the communication for compliance with applicable statutes, rules, and regulations. After the Republican staff have reviewed the request, the Democratic staff review the communication by the same process.

Upon review of the Democratic Commission staff, the requesting office's point of contact (POC) will receive an automatic email from the portal that identifies if the communication has been deemed compliant with applicable regulations.

## Compliant Material

If the material submitted for Commission review is deemed compliant with Communications Standards regulations, the office will receive an automatic email:

- The office POC will receive an email that he or she has received a “preliminary authorization,” which provides authorization to print and/or distribute the communication. NOTE: The requesting office should NOT print or distribute the material under review prior to having received notice of preliminary authorization.
- The email also details the final Advisory Opinion procedure known as Certify Distribution.



## Non-Compliant Material

If, after review, the material is deemed non-compliant with regulations:

- The office will receive an email that says the request was found non-complaint, and to call the Republican Commission staff for revisions. Commission staff will review the revisions with the office that are required to bring the communication into full compliance with the applicable statutes, rules, and/or regulations.
- The office should submit a revised draft to the portal that incorporate the revisions required to bring the communication into compliance.
- Republican staff will review the revised material for compliance with applicable statute, rule, and regulation, enter its determination regarding compliance into the request record, and forward the revised material to the Democratic staff for review and consideration.
- After each side of the Commission staff has reviewed the revisions, either a notice of preliminary authorization will be issued to the POC, or if necessary, more revisions will be communicated to the POC to bring the material in to full compliance with Communications Standards regulations.

## Final Advisory Opinion

Receiving an Advisory Opinion for a mass communication is required by statute. Offices should keep their Advisory Opinions in their records for two additional important reasons:

- Proof of compliance with the statutory requirement to receive an Advisory Opinion in case there is a need for defense against a complaint or accusation of wrongdoing.
- The CAO Office of Financial Counseling will not release the funds to pay any invoices for mail or communications expenses unless those invoices are accompanied by an Advisory Opinion.

In order to access the advisory opinion, the office must complete the *Certify Distribution* step:

After the approved communication is distributed, the Member office will *Certify Distribution* of the communication to the Commission, confirming that the distributed communication is identical to the approved draft request:

To *Certify Distribution*, log on to <https://MassComms.House.Gov>

After the office completes Certify Distribution, the advisory opinion can be downloaded.

To *Download an Advisory Opinion to Via Email*, log on to <https://MassComms.House.Gov>

Hard copies of Advisory Opinions are not provided by the Commission. Member offices should use the above steps to access their Advisory Opinions

**IMPORTANT NOTE:** The responsibility lies with the Member office to accurately and honestly certify that the piece distributed is identical to the piece approved by the Commission. If for any reason they are not identical, please contact the Commission for further guidance.

The Final Advisory Opinion will also be retained in the following locations:

1. Retained in the permanent files of the Commission
2. Forwarded to the Legislative Resource Center to be made available for public disclosure purposes on the Clerk of the House Public Disclosure Website: <https://MassCommsDisclosure.House.Gov>



## Template Approvals

A Template is an electronic communication that will be used to inform constituents of a recurring official event. A recurring official event is an event hosted by the Member multiple times over the course of a Congress. For example, an email listing mobile office hours or the robocall used for telephone town halls – any communication that the Member office plans to send out regularly where the only change to the content of the communication is the time, date and/or location of the event.

Whereas ordinarily a new Advisory Opinion is required for every communication sent by an office, templates allow for the recurring use of the communication without seeking a new Advisory Opinion each time. This saves both time and effort for the Member office because they don't need to keep submitting the same request all year long.

The process for getting a Template approved is the same as for any Advisory Opinion. Using the online portal, submit the request and check the box indicating that the request is for a Template.

Once the Template has received an Advisory Opinion, then that communication may be used for the duration of the Congress with the time/date/location updated each time. That same original Advisory Opinion covers all the uses of that Template. Just be sure to log each use in the online portal by completing the step *Use of Template*.

## Notice of Unsolicited Mass Email

While all mass communications require an advisory opinion by the Commission before distributing, offices are permitted to send mass unsolicited emails without an advisory opinion. This narrow exception was created to allow Members to communicate within the 24-hour news cycle and message on fast-breaking events.

Advisory opinions will always be provided upon request. But should your office decide to send an unsolicited mass email without an advisory opinion, the email must be compliant with the Communications Standards regulations and applicable House Rules, contain an "unsubscribe" option, and be disclosed to the Self Service Request portal within (2) business days of distributing.

To upload a *Notice of Unsolicited Mass Email*, log on to <https://MassComms.House.Gov>

## Most Commonly Made Franking Mistakes

### *What to Know Before You Submit to Avoid Non-Compliant Requests*

#### **1. Comments critical of policy or legislation directed at a person or party**

*Critical comments may not be directed at a person or party and may not be inflammatory in nature.*

##### **NOT ALLOWED:** Criticisms tied to *Name and Party References*

- Obama, Trump, Pelosi, McCarthy, McConnell, etc.
  - Democrat, Republican, House/Senate Democrats, House/Senate Republicans, etc.
- Critical statements may not negatively address a person, party or tie a person or party to a critical statement of policy.
  - Comments may not address the motivation or intent of a person or party.

##### **OK:** Criticisms tied to Positions and Titles and Pronouns

- President, Speaker, he and she when in direct reference to a person or party
- Democratic-led Senate, Republican-led House, House Republican Leadership, Senate Democratic Leadership, etc.

##### **BUT:**

- Critical statements must be directed to the policy rather than the position or title
- Comments may not address the motivation or intent of any of the titles or positions.

##### **ALLOWED:** Criticisms tied to Ideology/philosophy

- Liberal, conservative, leftist, etc.

Comments may be critical toward ideology or philosophy so long as they are compliant with all other Communications Standards regulations.

#### **2. Reporting on personal, family, campaign, or otherwise non-official business**

*All official communications, including mass mailings and mass communications, may only report on official business. Any content related to personal activity or anything other than official business is prohibited.*

**For example:** When talking about district events “visiting” or “touring” or “meeting” alone is not enough to make a meeting official – it needs to contain an official purpose for the meeting or visit, i.e. “met with to learn how Congress can help” or “visited to help inform policy making”

#### **3. Accessing the final Advisory Opinion in the online portal before a request is eligible for the Advisory Opinion**

*The certification in the online portal should only be made for a request after the piece has been distributed, not immediately after receiving the Preliminary Authorization. This is because the office needs to certify that the piece that was distributed to constituents is the same as the piece approved by the Commission, which definitionally cannot happen until after the piece has actually gone out.*

#### **4. Submitting advisory requests with expectation to distribute the communication within a couple of hours or the same day**

*Every request submitted to the Communications Standards Commission is manually reviewed by both the Republican and Democratic staff. Although the Commission staff tries to accommodate emergency requests for expedited review, a request can take up to 3 business days to process. Please be aware that there are other Members' requests that are waiting in line and allow a 2 to 3 day window for your request to be processed.*

#### **5. Including photos that depict unofficial business or visual misrepresentation**

*The Communications Standards Manual contains specific regulations for the use of photos in official communications. Members may include any photos of themselves in the performance of official business--there are no size or frequency restrictions. However, Members may not use official communications to provide visual misrepresentations of other individuals, including but not limited to "deep fake" technology. Members may also not include family photos that are unrelated to the conduct of official business.*

#### **6. Failing to source statistical information**

*Specific statistics, charts, or graphs must include source credit.*

#### **7. Encouraging grassroots activity or including content that directly solicits support or opposition for legislation**

*Members may not include content that is intended to encourage grassroots activity or solicit support for/against any Member's position. Likewise, Members may not generate, circulate, solicit, or encourage constituents to sign a petition. A Member may not instruct a constituent to "go call your Senator/state legislator/etc. about this bill" or "tell the FCC why policy X,Y, or Z is a great/terrible idea." Members may direct constituents to contact their own office: "Call my office to tell me how you think I should vote on X."*

#### **8. Making reference to campaign or campaign-related information**

*Official communications cannot make reference to any campaign for public office, election, or political party. Likewise, official mail may not include any reference projecting the Member beyond the current term.*

#### **9. Failure to include disclaimers on mass mailings, radio ads, and television ads**

*All mass mail pieces, and radio and television advertisements must include any of the (3) "paid for by" disclaimers in the Communication Standards Manual.*

#### **10. Submitting the final draft version of your communication**

*The communication submitted for approval should be what the constituent will see and receive. That means you must include all photos, language, hyperlinks, etc for the Commission to review. The portal can accept any file type except for zip files.*

#### **11. Not notifying the Commission after using a previously approved template**

*Even though offices can and should get templates pre-approved, they are still required to notify the Commission after reusing a previously approved template.*

**Important Note:** Following these rules is extremely important because the Member is personally liable for any violations of Communications Standards and CHA regulations. If there are any violations, the Member will have to personally (themselves, not from the MRA) reimburse the Treasury for the cost of the communication, even if the violation is an innocent mistake.

# Stationery

## Using Official Stationery

When sending constituent communications using official stationery, be mindful of the following:

**Official stationery MUST contain the following information:**

- Member's name;
- Member's district and state; and,
- United States Congress, the U.S. House of Representatives, or comparable language indicating that the document is official.

**In addition, official stationery MAY contain the following:**

- Committee assignments;
- Congressional Member Organizations; and,
- The Great Seal, Congressional Seal, or a state seal.

**Official stationery MAY NOT contain the following:**

- Seals other than the Great Seal, Congressional Seal, or a state seal;
- Member's political party identification;
- Slogans;
- Private entity information or endorsements; or
- Campaign contact information

## Social Media

### Rules Governing Social Media

In addition to official House.gov websites, Committee on House Administration regulations permit Members to establish and maintain an official presence on third-party (social media) sites.

Just like official House.gov sites, content posted to official social media sites must conform with House Rules, including the Communications Standards Manual.

The Communications Standards Manual states that content:

1. Must be official and germane to the conduct of the Member's representational duties;
2. May not include personal (outside of incidental references), political party (except for political party affiliations), or campaign information;
3. May not include grassroots lobbying or solicit support for a Member's position;
4. May not generate, circulate, solicit, or encourage signing petitions; and,
5. May not include any advertisement for any private individual, firm, or corporation, or commercial product, commodity, or service.



## Campaign vs. Official Social Media Sites

Federal law and House Rules and regulations prohibit the use of official resources for campaign purposes. This is not limited to only your Member's campaign, but any campaign – whether presidential, senatorial, state or local.

- Keep campaign and official accounts separate.
- No campaign-related information is allowed on official Member accounts.
- Pages or profiles cannot be transferred between the campaign and official sites.
- Members may not transfer subscribers or “supporters” from a campaign site/page to an official site.
- Official content cannot directly link to or refer to sites created or operated by a campaign or a campaign-related entity, including political parties and campaign committees.
- Campaign sites may, however, provide a hyperlink to official sites ONLY if that hyperlink is accompanied by a disclaimer that has been approved in advance by the Committee on Ethics.

## Most Commonly Made Social Media Mistakes

- **Posting purely personal content with no reference to official business**

*Members may use their official social media platforms to make incidental personal references, but the primary purpose of the posted content must be related to their official duties.*

- **Posting photos that have been used on campaign sites**

*Members are prohibited from using any campaign photo in a Member's official social media page.*

- **Using corporate logos in a videos, tweets, or posts**

*Members must exercise caution when displaying any corporate logos on social media pages to avoid the appearance of a government endorsement.*

- **Posting a video that contains campaign-related content**

*What you need to know: Official content cannot reference a campaign – period.*

- **Posting an online petition to a social media page**

*Members may not include any content that is intended to lobby, or solicit support for the Member's position. Likewise, Members may not generate, circulate, solicit, or encourage constituents to sign a petition.*

- **Linking or transferring followers, fans, users, etc. between campaign and official accounts**

*Members are prohibited from directly linking to a website created or operated by a campaign. However, a Member's campaign site may provide a hyperlink to the Member's official site if and ONLY if that hyperlink is accompanied by a disclaimer that has been approved in advance by the Committee on Ethics.*

- **Failing to update sites after leaving Congress**

*Members may convert their official pages to personal accounts provided the names of such accounts clearly do not convey the impression that the former Member is still a Member of the House. Additionally, all official House seals and markings must be removed upon transfer.*

## Social Media Best Practices

### Comment Policy

The Communications Standards Commission, Committee on House Administration, and the House's Office of General Counsel strongly recommend offices maintain a written social media comment policy. For any questions and to obtain more information on relevant federal laws, please contact the Office of General Counsel at 202-225-9700. Office of General Counsel can provide offices with a sample social media comment policy to use.

### Transferring Sites from Personal to Official

Members are permitted to transform personal social media sites into official sites. However, once official, all content is subject to official content regulations. Campaign sites may not be transferred to official.

## Online Advertising

Members may use official funds to to run digital advertisements. All advertisements must be official and relate to the Member's representational duties.

All advertisements are subject to Communications Standards blackout dates EXCEPT in cases of the Congressional Art Competition, Officially-sanctioned Competitions, Military Academy nominations, employment listings, and information in the event of a disaster.

### When digital advertisements require an Advisory Opinion

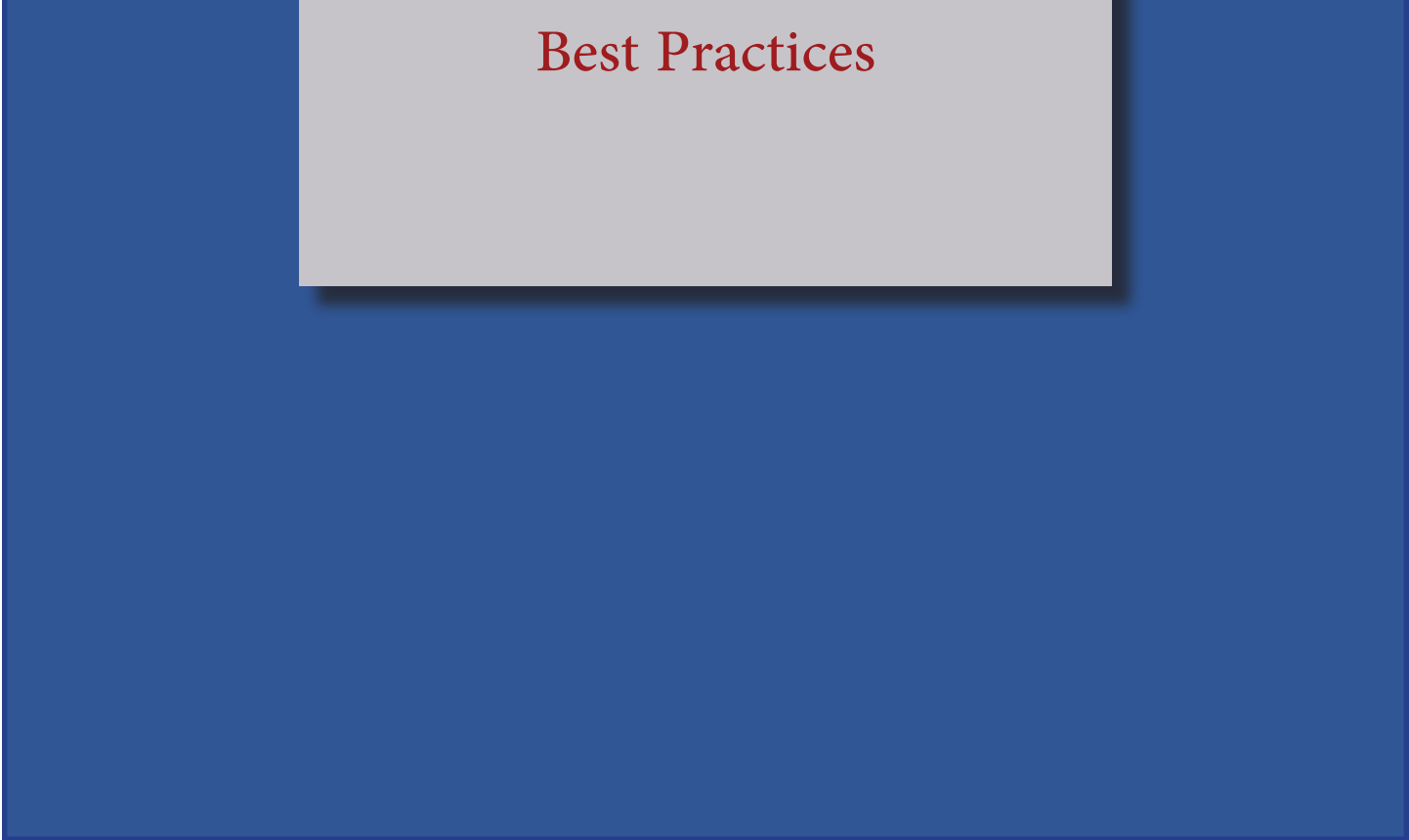
Over the course of a session of Congress, if you spend \$500 or more on a digital advertisement which contains substantially identical content, it is considered a mass communication and must be submitted to the Communications Standards Commission for approval prior to dissemination. Advertisements, along with the embedded links and landing pages associated with them, are subject to review.

A digital advertisement with substantially identical content that costs \$499 or less during a session of Congress is not considered mass communication, and does not require approval by the Commission before dissemination.

**Important Note:** All social media advertisements must comply with House Rules, including the Communications Standards regulations-- regardless if the advertisements require approval from the Commission. Following these rules is extremely important because the Member is personally liable for any violations. If there are any violations, the Member will have to personally (themselves, not from the MRA) reimburse the Treasury for the cost of the communication, even if the violation is an innocent mistake.



Examples  
&  
Best Practices






# Digital Advertising with Surveys and Polls:

**Rep Tim Walberg**  Sponsored · 

I oppose H.R. 1 because it steals power from the people and violates Americans' First Amendment rights. Where do you stand? Take my survey.




**Rep Tim Walberg**  
I am truly grateful for the opportunity t... [SIGN UP](#)

**Jaime Herrera Beutler**  Published by Craig Wheeler  · 2d · 

Few have felt the impact of COVID more than students who have been out of the classroom for nearly a year.

I would like to hear your thoughts on this issue. Please click the link below to answer a few questions about the impact of remote learning on your family.



JHB.HOUSE.GOV  
Reopening Schools Survey | Congresswoman Jaime Herrera Beutler

5,739 People Reached      1,608 Engagements      [Boost Post](#)

**Rep. Randy Feenstra**  Sponsored

Illegal border crossings have lopped 1,000,000 for the fiscal year, according to CBP data. Click here to take our border crisis survey!



**FACEBOOKFORMS.COM**  
[Take My Survey!](#)      [Sign Up](#)

 Like       Comment       Share

**Congressman John Katko**  Sponsored · Paid for by Congressman John Katko · 

As Congress considers comprehensive infrastructure reform legislation, I want to hear from you. Take my official infrastructure survey to let me know what you think should be prioritized for Central New York.



**KATKOFORMS.HOUSE.GOV**  
Infrastructure Survey | U.S. House of Representatives      [Contact Us](#)

# Digital Advertising Like and Subscribe:

**Rep Tim Walberg**  
Sponsored · Paid for by Office of Rep. Tim Walberg

High gas prices are hurting hardworking families. We need to support American energy, not undermine it. Like my page to learn more.



**GAS PRICES ARE OUT OF CONTROL!**

**LIKE MY PAGE FOR UPDATES**

**Representative Lisa McClain** ✓  
Sponsored ·

Want to stay up to date with everything happening in Washington D.C. and Michigan's 10th Congressional District? Sign up for my e-newsletter ↓



**SUBSCRIBE**

**TO MY WEEKLY E-NEWSLETTER**

MCCLAIN.HOUSE.GOV

**Rep. Lisa McClain**

Indicates required field Opening TextP...

**SIGN UP**

Like Comment Share

**Rep. Dan Newhouse** ✓  
Sponsored · Paid for by Office of Congressman Dan Newhouse

Like my page to stay updated on how I'm working in Congress to protect our law enforcement officers.



**DAN NEWHOUSE**

**SIGN UP HERE FOR OFFICIAL UPDATES**

**Rep. Dan Newhouse**

To comply with House policy regarding official web ...

Like Comment Share

# Digital Search and Display Advertisements:

## Google:

Rep. William Timmons | What's happening in Congress? | Get Email Updates

[Ad] [timmons.house.gov](http://timmons.house.gov)

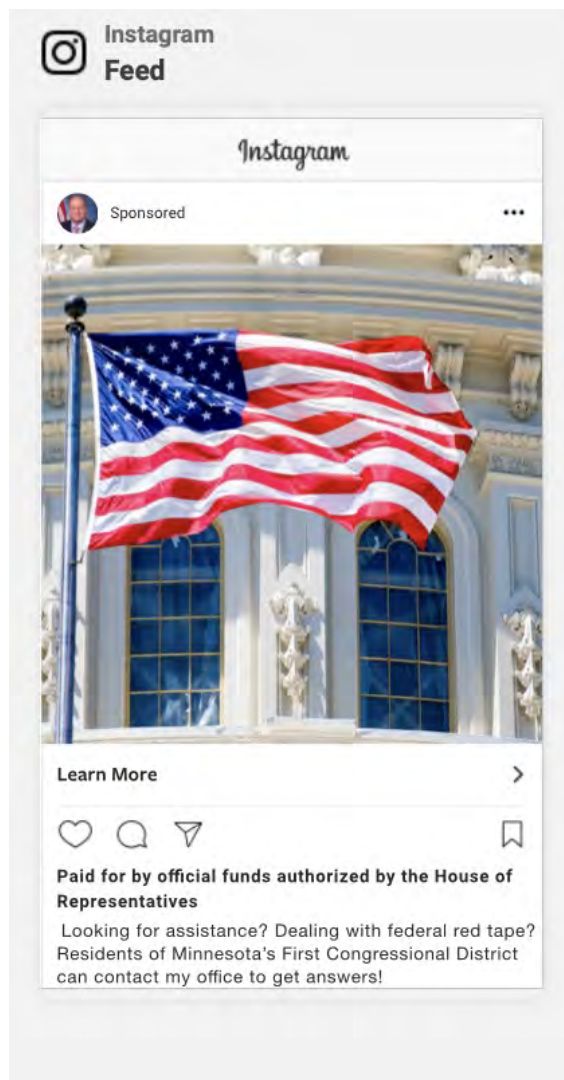
There is a lot of misinformation out there. Make sure you are receiving reliable updates. Join my email list today.

[Stay Connected](#)

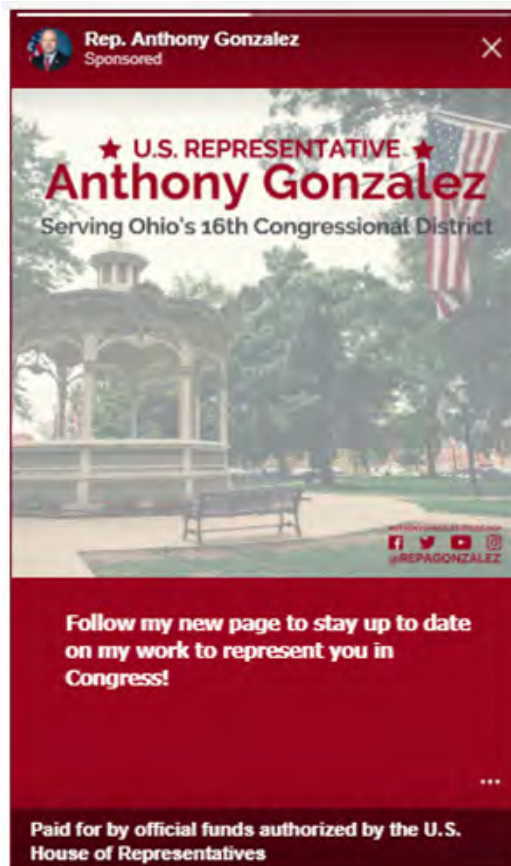
[Constituent Services](#)



## Instagram:



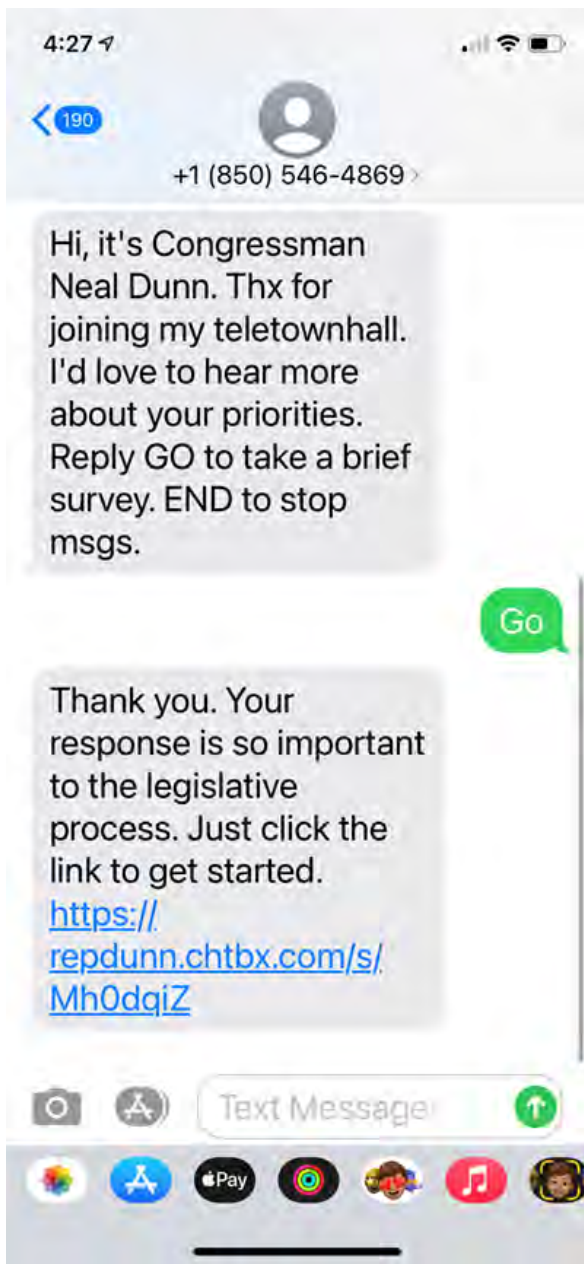
## Snapchat:



## Text Messages:

BREAKING: Sarasota County residents like you are getting the COVID-19 Vaccine. Click this link to learn more. - Congressman Greg Steube (FL-17). Stop=End

<https://steube.house.gov/>



Hi, this is Rep. Claudia Tenney. My office is hosting mobile office hours in Madison County on April 27 from 11am-1pm. If you need assistance with a federal agency, our caseworkers will be available to assist to you. To schedule an appointment, please call 315-732-0713.

Reply STOP to opt-out.

Hello, this is your Congressman, Juan Vargas! I'm hosting my first podcast on March 31st at 11:30 AM. RSVP at [vargas.house.gov/live](http://vargas.house.gov/live) to tune in. STOP2Stop

## Radio Advertisements:



Hi, this is Congressman Rodney Davis.

If you need help with the IRS, the VA, Medicare, or Social Security, I can help cut through the red tape and make sure you're being treated fairly.

To receive assistance, please call my office at

217-824-5117 or go online at [RodneyDavis.house.gov](http://RodneyDavis.house.gov).

It's an honor to work for you.

*This ad was paid for by official funds authorized by the House of Representatives.*

This is Congressman Andrew Garbarino with an important notice. Passport agencies are experiencing extreme delays due to COVID-19. Passport renewal can take up to 18 weeks so please check the expiration date on your passports before you book travel and budget enough time to renew your passport before your trip.

If you have an emergency travel need, please call my office at (516) 541-4225 or visit [travel.state.gov](http://travel.state.gov) for more information. Thank you.

*Paid for by official funds authorized by the House of Representatives*

This is Congressman Bryan Steil, inviting you to my upcoming town hall meetings. On Monday, August 2nd I'll be in Janesville, East Troy, and Kenosha. On Tuesday, August 3<sup>rd</sup>, I'll be in Muskego, Greendale, and Racine. Join me, Bryan Steil, to discuss issues such as border security, critical race theory, and excessive spending in Washington.

For more information, please visit my website at [steil.house.gov](http://steil.house.gov) or call my office at 608-752-4050.

*Paid for by official funds authorized by the House of Representatives.*



## Tele-Town Hall and Robo-Call Scripts:



The following script is an example of an introductory message and answering machine message submitted by a GOP Office. While the text below is a guide, **all tele-town hall scripts must be submitted to the Commission for approval prior to holding the event.**

### Introductory Message:

Hello, this is Congressman *[Member Name here]*. I

am currently conducting a live, toll-free town hall meeting over the phone to give my constituents an opportunity to ask me questions about issues in Congress and the federal government. I would be grateful if you would please press “1” on your phone to connect to my live, toll-free town hall meeting. Thank you! Now welcome to my meeting in progress.

### Answering Machine Message:

Hello, this is Congressman *[Member Name here]*. Tonight, I was calling constituents in the *[District Number]* Congressional District to invite them to participate in a live town hall meeting conducted over the phone, and to give you an opportunity to ask me questions about what is going on in Congress. Sorry that I missed you. Since I am home in *[State name]* on weekends and breaks, if there is something you wish to share with me, you will have other opportunities in the near future. Should you have any questions, please contact my *[District Office name]* toll-free at *[toll-free office phone number]*. Thank you and have a good evening.



# Newspaper Advertisements:

**NEED HELP**  
with a Federal  
Government Agency?



**Congressman Bill Posey and His Staff are Here to Serve You!**


If you have a problem with a federal government agency or department, such as the Department of Veteran Affairs, Social Security, Medicare, IRS, or the Passport Agency, etc., please feel free to contact my office.

<b>Vero Beach Satellite Office</b>	<b>District Office</b>
Limited Hours of Operation	2725 Judge Fran Jamieson Way
Indian River Administration Complex	Building C
1801 27th Street, Building A	Melbourne, FL 32940
Vero Beach, FL 32960	Phone (321) 632-1776
Phone: 772-226-1701	Fax (321) 639-8595

To contact Rep. Posey by email, please visit: <http://posey.house.gov>

Paid for by official funds authorized by the House of Representatives.

**Need assistance with a Federal Agency?**



If so, call the Office of  
**Congressman Pete Stauber**  
today!

<b>Cambridge Office</b>	<b>Washington, DC Office</b>
763-310-6208	202-225-6211

Where We Can Help: Small Business Administration - Internal Revenue Service - Social Security - Veterans' Issues - Passports and International Travel - Medicare - Service Academy Applications

UNITED STATES CONGRESSMAN

**GLENN "GT" THOMPSON**

RANKING MEMBER, UNITED STATES HOUSE  
AGRICULTURE COMMITTEE



PROUDLY SERVING PENNSYLVANIA'S 15TH DISTRICT

Oil City Office  
217 Elm St., Suite B  
Oil City, PA 16301  
(814) 670-0432

My office provides a number of services to assist constituents with issues before the Federal Government. Please contact me today!

Connect with me on social media



Scan Here

Paid for by Congressman Glenn "GT" Thompson


**THOMPSON.HOUSE.GOV**

**QR Codes are a great tool to engage your constituents!**



# Newsletter with Subscription opportunity

The following mailer was sent by Rep. Michelle Steel. The form on the newsletter provides constituents with a survey to indicate their specific interests and to subscribe to her official communications. Every communication sent is an opportunity to grow your subscriber list and collect constituent data for more targeted and coordinated outreach.



## OFFICIAL FEDERAL SURVEY:

**1. Which issues are most important to you?**  
*Check all that apply.*

Securing the border     Supporting small businesses  
 Reopening our schools     COVID-19 recovery  
 Lowering taxes     Supporting small businesses  
 Holding the CCP accountable     Other: \_\_\_\_\_

**2. How can my office assist you?**


\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_


**PLEASE PROVIDE YOUR CONTACT INFO.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**MICHELLE STEEL**  
Congresswoman for California's 48th District


## WORKING HARD FOR ORANGE COUNTY FAMILIES



Dear Friend,

It is an honor to serve as your representative in Congress. I am working hard in support of our community but would like your input to help me understand what's most important to you. The survey included in this mailer will help me to serve you better!


My staff is available to help you with anything related to federal agencies. If you need help, please don't hesitate to reach out any time.

Thank you,  
  
**MICHELLE STEEL**  
 CALIFORNIA'S 48TH DISTRICT

**100 DAYS**  
*by the numbers*

<b>36</b> Co-sponsored bills	<b>\$43,500+</b> Returned to Constituents	<b>228</b> Constituent Issues solved
<b>2</b> Bills introduced	<b>MICHELLE STEEL</b> CALIFORNIA'S 48TH DISTRICT	<b>527</b> Constituent cases opened
<b>12</b> Weekly updates sent	<b>14,000+</b> Constituent messages returned	<b>17</b> Committee hearings

SteelHouse.Gov | /RepSteel | @RepSteel



CONGRESS OF THE UNITED STATES  
 U.S. HOUSE OF REPRESENTATIVES  
 WASHINGTON, DC 20515

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## DELIVERING FOR ORANGE COUNTY



- ✓ Fighting for taxpayers
- ✓ Standing up against hate and discrimination
- ✓ Ending the high-speed rail boondoggle
- ✓ Supporting local businesses
- ✓ Reopening our schools

**OFFICE LOCATIONS**

**Washington DC Office**  
1113 Longworth House  
Office Building  
Washington, DC 20515  
Phone: (202) 225-2415


**District Office**  
17011 Beach Boulevard, Suite 570  
Huntington Beach, CA 92647  
Phone: (714) 960-6485

**STAY UP TO DATE**

SteelHouse.Gov  
 /RepSteel  
 @RepSteel

Congresswoman Michelle Steel





## OFFICIAL FEDERAL SURVEY:

**1. Which issues are most important to you?**  
*Check all that apply.*

Securing the border     Supporting small businesses  
 Reopening our schools     COVID-19 recovery  
 Lowering taxes     Supporting small businesses  
 Holding the CCP accountable     Other: \_\_\_\_\_

**2. How can my office assist you?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PLEASE PROVIDE YOUR CONTACT INFO.**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Congresswoman Michelle Steel

# D.C. Visitor's Guide:

This D.C. Visitor's Guide was created by Rep. Adrian Smith for constituents visiting the Washington, D.C. area. The guide includes a personal letter from the Congressman, helpful information such as a D.C. metro map, and the Congressman's personal "picks" of the best local attractions.



**Dear Constituents:**  
 Welcome to Washington, D.C. I hope you are enjoying your visit. I have included a list of my personal picks for things to see and do in the city. I hope you find them helpful. If you have any questions, please contact my office at 202-225-8281. Thank you for your support.

*Adrian Smith*  
 Congressman



### ADRIAN'S PICKS

Below are my Congressman Adrian Smith's personal picks for things to see and do in the city. I hope you find them helpful. I have included a list of my personal picks for things to see and do in the city. I hope you find them helpful. If you have any questions, please contact my office at 202-225-8281. Thank you for your support.

**The United States Capitol Building**  
 Home of the U.S. House of Representatives and U.S. Senate.

**The National Portrait Gallery**  
 Home of the nation's portrait gallery, featuring works by American artists.

**Smith's Personal Pick**  
 President George Washington's Birthplace and the site of the first presidential inauguration.

**National Archives**  
 Home of the original Constitution and Declaration of Independence.

**Washington National Cathedral**  
 The National Cathedral, a Gothic Revival building designed by Hugh Miller.

**Historical Sites**  
 Visit the U.S. Capitol Visitor Center, the oldest building in the city.

**U.S. Postal Museum**  
 A look at the history of the U.S. Postal Service and the role of the mail in American history.

### CAPITOL HILL

**The United States Capitol Building**  
 Home of the U.S. House of Representatives and U.S. Senate. Open for tours daily.

**The National Portrait Gallery**  
 Home of the nation's portrait gallery, featuring works by American artists.

**Smith's Personal Pick**  
 President George Washington's Birthplace and the site of the first presidential inauguration.

**National Archives**  
 Home of the original Constitution and Declaration of Independence.

**Washington National Cathedral**  
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**U.S. Postal Museum**  
 A look at the history of the U.S. Postal Service and the role of the mail in American history.

### CONGRESS OF THE UNITED STATES HOUSE OF REPRESENTATIVES

Contact Representative Adrian Smith

**Washington Office**  
 900 Capitol Hill Office Building  
 Washington, DC 20541  
 (202) 225-8281

**South Hill Office**  
 1115 Valley View Drive  
 Suite 200  
 South Hill, VA 22061  
 (800) 451-1311

**Grand Island Office**  
 1311 West Seward St.  
 Suite 105  
 Grand Island, NE 68801  
 (402) 341-1401

<http://adrian.smith.house.gov>

### HELPFUL HINTS


- Call the Washington office with any questions before you visit.
- Be on the sidewalk, don't walk on the grass or drive on the grass. Please do not feed the birds.
- Don't drink or eat in the Capitol building and grounds. No alcohol or food is allowed in the Capitol building.
- While waiting around D.C., pick up a small bag of snacks to eat on the go. There are many places to eat in the city.
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- While waiting around D.C., pick up a small bag of snacks to eat on the go. There are many places to eat in the city.

## Issues Mailers:

The communication below were sent by Rep. Bryan Steil and Rep. Neal Dunn to illustrate their stance on pro-life, disability, and second amendment issues. The mailers also include an option to subscribe to the Members' E-Newsletters.

### Bryan Steil: Pro-Life Update

- SENT** official letters to President Biden and Speaker Pelosi opposing the reversal of the Mexico City Policy and repeal of the Hyde Amendment to stop taxpayer dollars from being spent to fund abortion services domestically and overseas.
- PLEGGED** to vote against government funding bills that weaken pro-life provisions.
- SUPPORTS** the "No Taxpayer Funding for Abortion and Abortion Insurance Full Disclosure Act", which would codify the Hyde amendment, ensuring that no federal funds could be used for abortions or to subsidize health plans that cover abortion coverage.



### Bryan Steil: Fighting for People with Disabilities

**GazetteXtra**  
Feb 8, 2021

**Disabled workers could lose jobs if federal COVID-19 package isn't altered**

“Earlier this year, I worked to protect the jobs of 5,000 Wisconsin workers with cognitive disabilities who depend on local organizations like KANDU in Janesville, Careers Industries in Racine, and the Kenosha Achievement Center (KAC). When I met with them, their message was clear: save our jobs. Not only do these jobs provide employment, but they give workers a caring, supportive community and social opportunities. That is why when Speaker Pelosi’s original spending bill planned to eliminate these jobs, I worked to stop it – and we’ve won, so far. Our work is far from over. I will keep working to help these men and women have the opportunity to work, contribute, and find fulfillment in their lives.”





## CONGRESSMAN NEAL DUNN

### Fighting to Defend Your Right to Keep and Bear Arms



“As your Congressman, I have consistently voted to protect the Constitution and your Second Amendment rights. To stop gun violence, we need to enforce existing laws, not punish law-abiding citizens. I will always vote to defend your Constitutional rights as ratified by our Founding Fathers.”

*Neal P. Dunn*

- Voted against legislation that would criminalize the private transfer of firearms including between family and friends.<sup>1</sup>
- Voted against legislation that would create a national gun registry.<sup>2</sup>


- Voted to stop legislation that would unnecessarily extend the waiting period for law-abiding citizens to purchase a firearm.<sup>3</sup>
- Stood up to President Biden's executive orders that unfairly punish law-abiding citizens and do little to stop gun violence and crime.

**To receive updates from Congressman Dunn, please sign up for our newsletter at [Dunn.House.Gov](http://Dunn.House.Gov)**

1, H.R. 8, 2, H.R. 8, 3, H.R. 1446

**“NO AMENDMENT, NO AMENDMENT TO THE CONSTITUTION IS ABSOLUTE.”**

– President Joe Biden  
WH Press Conference on 4/8/21



*Neal P. Dunn M.C.*  
PRE-SORTED STANDARD

U.S. House of Representatives  
Washington, DC 20515  
Public Servant Official Business  
It is provided as a service to the 2nd District of Florida Constituents.  
Paid for by official funds authorized by the House of Representatives

## Congratulating Recent Graduates:

Members may wish to send young men and women in their Districts a personalized note to mark the occasion of their graduation from high school.

It is permissible to send congratulations letters to high school seniors under the Member's Frank. Many Members also enclose a certificate of Congressional Recognition (available for sale at the Office Supply Store), or use funds from their MRA to purchase customized ones.

It is highly recommended that Members include in the same packet a voter registration card from their state. A sample letter appears below:



Dear Graduate:

As your Representative in Congress, I join your family and friends in extending my sincere congratulations upon the occasion of your graduation, and wish you success in your educational and professional pursuits. It is my wish that every man and woman in this country have the opportunity to achieve the American dream. Enclosed is a certificate of Congressional Recognition, which serves as an added remembrance of this important occasion.

If you have not yet had the opportunity to register to vote, I encourage your participation in the political process and enclose a voter registration form for your convenience. This form can be used for new voter registration or to file a change of address. I hope that you will take advantage of this opportunity and exercise your right to vote. The election of our government officials is a serious endeavor and requires individual participation to ensure a more responsive government.

Again, congratulations and best wishes in the future.

Sincerely Yours,  
[Member Name Here]



# Newsletter for New Constituents to District:

The newsletter below was sent by Rep. John Carter to new movers and new constituents in his district. It contains constituent service information that is provided by his office.

# WELCOME

TO TEXAS' 31ST CONGRESSIONAL DISTRICT

OFFICE OF CONGRESSMAN JOHN CARTER



“ I'm thrilled you've chosen to live in our great community. I'd love to **hear from you** about the issues that are most important to your family. ”

*- John*



Use your smart phone to scan the QR code and share your thoughts with Congressman Carter!

U.S. House of Representatives  
WASHINGTON, DC 20515-4331  
PUBLIC DOCUMENT  
OFFICIAL BUSINESS



M.C.

Paid for by official funds authorized by the House of Representatives

## CONSTITUENT SERVICES

My office can assist with issues involving a federal agency, like:

- Passport & Immigration Services
- U.S. Postal Service Issues
- Veterans Benefits & Military Inquiries
- Social Security Benefits
- IRS & Tax Issues



### CONTACT JOHN:

**Williamson County:**  
1717 North IH 35, Suite 303  
Round Rock, TX 78664  
512-246-1600

**Bell County:**  
6544B South General Bruce Dr.  
Temple, TX 76502  
254-953-1592

**Washington, DC:** 202-225-3864



[CARTER.HOUSE.GOV](http://CARTER.HOUSE.GOV)



# Tri-Fold Brochure or Palm Card Handouts for Constituents:

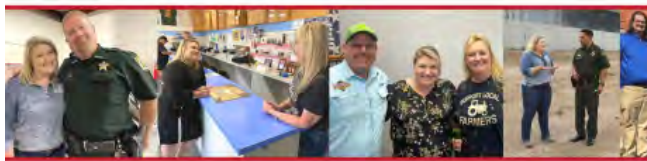
Rep. Kat Cammack's offices hands out palm cards after meetings to help constituents get to know the Congresswoman and the services that her congressional office offers. These documents can also be effectively distributed at district events by staff.



It is my honor to serve as your representative in the United States Congress. I have focused on several priorities during the 117th Congress, including increasing broadband speed, affordable internet for the constituents of our district, serving our seniors, supporting small businesses, and standing with our law enforcement partners working to improve our emergency preparedness with FEMA ahead of hurricane season.

As part of my work serving Florida's Third Congressional District, my team is standing by to help with issues involving the **VA, IRS, Social Security Administration, USPS, SBA, and dozens of other agencies and services.** As always, my team is forward to hearing from you about your views and concerns.

Listed on the back of this card are some of the services we provide to help your family. It is a pleasure to continue to serve you.



## CONTACT OUR OFFICES

### Washington, D.C.

1626 Longworth H.O.B.  
Washington, DC 20515  
Phone: (202) 225-5744

### Gainesville

5550 NW 111th Boulevard  
Suite A  
Gainesville, FL 32653  
Phone: (352) 505-0838

### Orange

35-1 Knight  
Orange Park  
Phone: (904) 261-1111

@RepKatCammack

WWW.CAMMACK.HOUSE.GOV

CONGRESSWOMAN  
**KAT CAMMACK**  
PROUDLY SERVING FLORIDA'S 3RD DISTRICT

PREPARED, PRINTED, AND PUBLISHED AT TAXPAYER EXPENSE



- HELP WITH FEDERAL AGENCIES**  
 If you are having challenges with a federal agency like the IRS, VA, USPS, SBA, and others, my office can help. Please visit the *Help with a Federal Agency* tab on my website for assistance.
- MAKING YOUR VOICE HEARD**  
 I always want to hear from my constituents about the issues that matter most. If you would like to communicate a message to me, you can either use the *Contact* tab on my website or call one of our three offices to leave your message with a representative.
- GOVERNMENT GRANTS AND LOANS**  
 There are many federal grants and loans available to small businesses, nonprofit organizations, students, and more. If you require federal financial assistance and would like to complete an application, please visit the *Grant Applicants* tab on my website for more information.
- FLAG REQUESTS**  
 It is an honor to receive an American flag that has flown over the US Capitol. My office is happy to arrange this for you. These flags include a certificate of authenticity and can be requested through the *Flags* tab on my website or by contacting one of my offices.
- SMALL BUSINESS ASSISTANCE**  
 For help navigating the federal services available to your business, please check out the *Grant Applicants* tab on my website for more on the Small Business Administration and other resources. I'm proud to be a pro-business leader, fighting for a growing economy.
- CONGRESSIONAL INTERNSHIP PROGRAM**  
 I am proud to offer internship opportunities in each of my three offices. Internships are a great way to gain firsthand experience and knowledge of the legislative process. Interested candidates can apply on my website under the *Internships* tab.
- VISITING WASHINGTON, D.C.**  
 Whether on a school trip or family vacation, our office can help arrange tours for you and your group to some of our nation's most recognizable sites like the U.S. Capitol, the White House, the Pentagon, the FBI Building, the U.S. Archives and the U.S. Mint. Please check out the *Tours and Tickets* tab on our website for more information.

@RepKatCammack

WWW.CAMMACK.HOUSE.GOV

CONGRESSWOMAN  
**KAT CAMMACK**  
PROUDLY SERVING FLORIDA'S 3RD DISTRICT

## Mailer On A Specific Legislative Initiative (Pro or Con):

Rep. Michelle Fischbach sent the following postcard on a specific legislative initiative.

# Mailer with a Tear-Off Information Card:

Rep. TJ Cox (D-CA) created a contact card with a bookmark on the back for constituents to keep. Rep. Barry Loudermilk sent the mailer below with a contact information card for constituents to tear-off and save.

**I LOVE READING**

**Schools, libraries, and nonprofits can sign up for free books from the Library of Congress!**  
**Visit [cox.house.gov](http://cox.house.gov) for details**

**CONNECT WITH US:** **Rep. TJ Cox**

**U.S. CONGRESSMAN**  
**TJ COX**  
 CALIFORNIA'S 21<sup>ST</sup> DISTRICT

**CONTACT INFORMATION**

<b>FRESNO COUNTY OFFICE</b> 2117 Selma Street Selma, CA 93662 P: (559) 460-6070 F: (833) 284-9090	<b>KERN COUNTY OFFICE</b> 2700 M Street Suite 250B Bakersfield, CA 93301 P: (661) 864-7736
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**YOUR VOICE IN CONGRESS**

**U.S. REPRESENTATIVE BARRY LOUDERMILK**  
 PROUDLY SERVING GEORGIA'S 11<sup>TH</sup> DISTRICT

**LOUDERMILK.HOUSE.GOV**

*"It is an honor to serve and represent you in Congress. Georgia's 11th Congressional District is home to a broad diversity of talent and expertise in technology, defense, health care, business, education, agriculture, government affairs, non-profits and every leading industry. Working together, we can ensure our children a nation that is free, safe, and full of opportunity."*  
 - Barry Loudermilk

**CONGRESSMAN BARRY LOUDERMILK**  
**YOUR VOICE IN CONGRESS**

**WE CAN HELP WITH FEDERAL AGENCIES LIKE...**

- Veterans Administration**  
*"You have been a miracle worker in dealing with the VA. All my claims are settled and closed. I can't thank you enough for all the hard work you put into helping me."*  
 - Christopher (Condon)
- Social Security Administration**  
*"After waiting several months, your office was able to get things rolling. This was a tremendous financial relief for my family."*  
 - Steve (Cartersville)
- Immigration Services**  
*"Thank you for following up with us. Yes, we had the interview with Atlanta USCIS office. They approved our case. My husband and me would like to thank you once again for your help on our case."*  
 - Yan (Kennesaw)

**Contact us for help with any federal agency, such as those above, Medicare, the IRS, and others**

**OTHER WAYS WE CAN HELP:**

- > Nominations for Military Academies
- > Capital Tours
- > Flag Requests
- > Passports
- > Information on Legislation

**Visit our website to sign up for email updates and learn more about our office**

**CONGRESSMAN BARRY LOUDERMILK**  
 REPRESENTING THE 11<sup>TH</sup> DISTRICT OF GEORGIA

**WE'RE HERE TO SERVE YOU**  
 We can help you with IRS, VA, Social Security, and any federal agency. Call Us:

Georgia 770.429.1776	Washington, DC 202.225.2931
-------------------------	--------------------------------

**LOUDERMILK.HOUSE.GOV**

## Notes:



**A Committee on House  
Administration Republicans  
&  
The Republican  
Communications Standards  
Commission Document**

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