

June 12, 2007

Mail Merge

That's me, Karina! 😊

Principal [REDACTED]
[REDACTED]
[REDACTED], New York [REDACTED]

Dear Ms. [REDACTED]

It is with great pleasure that I present an exciting opportunity that I hope you decide to bring to your students. Recently, I received a letter from an eager 3rd grader from my district, promoting the adoption of a statewide butterfly. Working with some of my Assembly Colleagues, we would like to invite all 3rd, 4th, and 5th graders to vote on several butterflies. After a final tally, the winning butterfly will be put into legislation to be voted on by the Senate and Assembly to become the New York State Butterfly.

This educational program gives way to a hands on lesson regarding the election process. It would be a delight for me to come to your school and discuss with the students how the election process works, how the legislative process works, and relate it all to the actual voting for a butterfly nominee on or before Election Day, November 6, 2007.

Enclosed in this package is a description and picture of each butterfly nominee, a step by step on how the process works, and a final ballot. I ask that you take a few moments to speak with your teachers about using this as a learning tool in your classrooms to discuss the butterflies, review the electoral process, and take a vote in your classrooms on or before Election Day.

Please fill out the enclosed form, regarding your participation status, and send it back to my office. Again, I would like to extend my offer, to come and speak with your students about the election of a butterfly and the electoral process. If you wish, please contact my district office at 914-941-1111, to schedule a convenient time for a school visit.

I would like to thank you, the teachers, and the students in advance for taking time out of your busy school day to help make history by determining our New York State Butterfly.

Sincerely,

Copy

Assemblywoman Sandy Galef

Vote for a New York State Butterfly Program -- Step by Step Process

- Review the package sent to your office regarding the procedure and descriptions of the butterflies and the contest.
- Discuss the process with your 3rd, 4th, and 5th grade teachers, reaching out for their help and involvement.
- Mail back the enclosed form to let us know your participation status.
- Review the enclosed butterfly information on the nominated butterflies. For more copies, feel free to reproduce this section or go onto the assembly website, under Assemblywoman Galef, <http://assembly.state.ny.us/mem/?ad=090> , where you can view the butterflies and their descriptions.
- Call my district office to set up a school visit, I am eager to address the students about the electoral process and their involvement in determining a statewide butterfly.
- On or before November 6, 2007 discuss the importance of Election Day and emphasize this lesson with hands on experience, by taking a vote in your 3rd, 4th and 5th grade classrooms.
- Send the final ballots, tabulated with all the classes' votes and all information filled out, to my district office, address below, by November 14, 2007.
- Once I have received the final ballots my office will calculate the total votes, between all the districts that are participating, and the winning butterfly will be submitted as legislation to become the New York State Butterfly.
- If you have any questions regarding the procedure of the voting or process, please do not hesitate to contact my district office.

Assemblywoman Sandy Galef
District Office
2 Church Street
Ossining, New York 10562
Phone: 914-914-1111
Fax: 914-941-9132

Vote for a New York State Butterfly Program—Butterfly Contest

Participation Form

School Name: _____

School Address: _____

Principal Name: _____
District: 90th Assembly District/ Assemblywoman Sandy Galef

Please check one.

- Yes, my school will be participating in the butterfly contest!
- No, my school will not be participating in the butterfly contest.

Mail or Fax this form to:
Assemblywoman Galef's District Office
Fax to 914-941-9132
Mail: 2 Church Street
Ossining, New York 10562

Vote for a New York State Butterfly Program—Butterfly Contest

Final Butterfly Ballot

School's Name: _____

School's Address: _____

Principal's Name: _____
District: 90th Assembly District/ Assemblywoman Sandy Galef

Please indicate the total votes for each butterfly, from all grade levels.

- Black Swallowtail: _____
- Karner Blue Butterfly: _____
- Milbert's Tortoiseshell: _____
- Mourning Cloak: _____
- Red Spotted Purple or White Admiral: _____

Number of students that participated: _____

Mail or Fax this form, by November 14, 2007, to:
Assemblywoman Galef's District Office
Fax to 914-941-9132
Mail: 2 Church Street
Ossining, New York 10562