

## **For House Offices**

### **Sample Paragraphs for Member Request Letters and House Forms**

NASULGC has prepared sample paragraphs that are ready for insertion in the letters that members of the House are required to submit to the House Appropriations Subcommittee on Agriculture, Rural Development, Food and Drug Administration, and Related Agencies. These sample paragraphs can be obtained here: [www.nasulgc-bac.com/houseforms.htm](http://www.nasulgc-bac.com/houseforms.htm)

### **“Replica” House Forms**

The Subcommittee also requires Members offices to fill in a form for each project or program for which that Member seeks funding from the subcommittee. To assist those offices who support NASULGC’s F.Y. 2007 priorities, we have also posted “replica forms” on our Web site at the same location: [www.nasulgc-bac.com/houseforms.htm](http://www.nasulgc-bac.com/houseforms.htm)

Each of these replicas contains the necessary data to complete “Section 2: Project Information” of the form, including: (a) Agency; (b) Project Name; (c) New Project?; (d) Exact Name of Project; (e) Project Description; (f) Anticipated Benefits/Impacts; (g) Previous Funding Levels; and (h) Request. All a staff member needs to do is to “cut and paste” the information from our replica forms into the corresponding fields on the subcommittee’s real form.