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4/25/75

THE WHITE HOUSE
WASHINGTON

Jack Marsh (Mar 7.)

Here is what is
being done by the
"pros" in the American
Jewish Community.

HARVARD UNIVERSITY

DEPARTMENT OF PHYSICS
HIGH ENERGY PHYSICS LABORATORY

FB
Ph. Jewish American
42 OXFORD STREET
CAMBRIDGE, MASS. 02138

April 2, 1975

The Honorable Henry A. Kissinger
Secretary of State
State Department
Washington DC 20520

Dear Mr. Secretary:

You are probably, by now, receiving a "flood" of mail as a result of the enclosed which was mailed to me and, I assume, all members of Hadassah.

I would hope all Americans, Jews and otherwise, would stop and think first, then do and act in a way which is always in the best interest of America before the interests of any other nation.

I am deeply concerned for the safety of our nation - both economically and physically. I sincerely hope that your decisions regarding the Middle-East situation will always be in the light of what is best for our nation rather than the personal interests of any one group.

Very truly yours,

Yolan F. Carter
Yolan F. Carter

Enc.

1975 MEMBERS OF CONGRESS

Massachusetts Senators:
Edward H. Kennedy (D)
Edward W. Brooke (R)

Massachusetts Representatives
District

- #1 Silvio C. Conte (R)
- #2 Edward P. Boland (D)
- #3 Joseph D. Early (D)
- #4 Robert F. Drinan (D)
- #5 Paul E. Tsongas (D)
- #6 Michael J. Harrington (D)
- #7 Norbert H. Macdonald (D)
- #8 Thomas P. O'Neill, Jr. (D)
- #9 John Joseph Hookley (D)
- #10 Margaret H. Heckler (R)
- #11 John A. Burke (D)
- #12 Harry E. Studds (D)

Maine Senators:

Gillian D. Hathway (D)
Edward S. Muskie (D)

Maine Representatives:

B. P. Ivory (R) Dist. #1
William S. Cohen (R) #2

New Hampshire Senators:

Louis C. Ryan (R)
Thomas McIntyre (D)

New Hampshire House:

H. E. D'Amours (D)
James C. Cleveland (R)

OUR PURPOSE

In this democracy we have a fortunate duty to register our opinion on public issue with our officials before decisions are made. It is responsible citizenship to be a vocal voter and a ballot box voter.

This mini-manual has been compiled for this purpose. Suggestions for improvement gratefully accepted by Beth Rosenbaum, c/o Hadassah Region Office - see address below.

FEEDBACK

To coordinate and evaluate our efforts, we would appreciate receiving the original or copies of all letters you receive in response. If possible we would also appreciate receiving copies of the letters and/or wires you send. Please mail to Esther Moyer, c/o Hadassah Region Office, 325 Harvard St., Brookline, Mass. 02146.

This manual, in whole or part, may not be reproduced in any form without written permission of the author, Beth Rosenbaum, c/o New England Had.



Make your
citizenship COUNT

Congress counts
YOUR opinion

New England Region
HADASSAH
325 Harvard Street
Brookline, Mass. 02146

ON WRITING LETTERS

- 1) Use plain, personal, business or professional stationery.
- 2) Write legibly or type.
- 3) Be brief and to the point.
- 4) Discuss only ONE ISSUE in a letter.
- 5) State clearly where you stand and why. Be positive. Avoid criticism. Clarity is more effective than literary style.
- 6) Be courteous. Be reasonable.
- 7) If possible, focus your stand on the national interests of the U.S., which our officials are duty-bound to protect.
- 8) Avoid carbons or Xerox copies. A simple personal note is worth a hundred printed postcards or form letters.
- 9) Ask for a response -- "May I count on your support for...?"
- 10) Sign your name legibly. Your address on the letter is a must.
- 11) Know how your Senators and Representatives voted particularly on the issue in question AND send a THANK YOU note. Your next letter will be more favorably received.

ADDRESS LETTERS AS FOLLOWS:

The President
The White House
Washington, D.C. 20500

Dear Mr. President:

Senators

The Honorable full name
United States Senate
Washington, D.C. 20510

Dear Senator _____:

Representative

The Honorable full name
House of Representatives
Washington, D.C. 20515

Dear Mr., Mrs., or Ms. _____:

Member of the Cabinet

The Honorable Henry A. Kissinger
Secretary of State
State Department
Washington, D.C. 20520

Dear Mr. Secretary:

U.S. Mission to the United Nations
The Honorable John A. Scali
U.S. Ambassador to the U.N.
799 United Nations Plaza
New York, N. Y. 10017

Dear Mr. Ambassador:

Mass., Maine and New Hampshire
1974 Congressmen listed on back.

OUTREACH

Urge friends and relatives to write -- especially if they live in Congressional Districts where the issue may not inspire much active support from other voters. Reach them quickly when you get an ALERT FOR ACTION from us.

\$2 TELEGRAM

For only \$2 you can send a Public Opinion Message of 15 words or less to your elected officials. Name and address not counted in message. Delivered the following day. Call local Western Union or dial toll-free, 24-hour, 1-800-627-2221.

WIRE-FOR-YOU-SERVICE

Give us permission to charge your phone with a specified amount per year and we will send appropriate telegrams when necessary. For details write Esther Hoyer, c/o Hadassah Region, 325 Harvard St. Brookline, Mass. 02146, 734-5544.

MAILGRAMS

Western Union also has Mailgrams of 100 words or less for \$2.

VOTER INFORMATION

Not sure of your district number or your Representative's name? Call Voter's Information Phone: (617) 357-5830 or your local newspaper or Town or City Hall.

Over, please:

HADASSAH EMERGENCY TELEGRAM AUTHORIZATION

You may send _____ telegrams (\$2 each) for me.
(how many?)

NAME _____

ADDRESS _____

STATE & ZIP _____

PHONE _____

YOUR SIGNATURE _____

New England Region of Hadassah
325 Harvard St.
Brookline, Mass. 02146

SAMPLE OF COPY OF POSTCARD
ENCLOSED, FRONT & BACK.

THE WHITE HOUSE

WASHINGTON

April 25, 1975

ADMINISTRATIVELY CONFIDENTIAL

MEMORANDUM FOR: JACK MARSH
MAX FRIEDERSDORF

FROM: JERRY H. 

The attached was returned in the President's outbox with the following notation to you:

-- Here is what is being done by the "pros"
in the American Jewish Community.

cc: Don Rumsfeld