

Choosing a STEM Public Official to Write To

Part 1: Ranking Public Officials

Below is a list of STEM public officials. Rank them from 1 to 10 based on how interested you are in writing to them. (1 being the most interested, 10 being the least interested)

Rank: [] NASA: Administrator, Director of the Mars Exploration Program
Rank: [] NOAA: Under Secretary of Commerce for Oceans and Atmosphere, Director of the National Weather Service
Rank: [] USGS: Director, Chief Scientist for Earthquake Hazards
Rank: [] DOE: Secretary of Energy, Director of the Office of Science
Rank: [] NIH: Director, Director of the National Cancer Institute
Rank: [] NSF: Director, Assistant Director for Geosciences
Rank: [] EPA: Administrator, Director of the Office of Air and Radiation
Rank: [] FDA: Commissioner, Director of the Center for Drug Evaluation and Research
Rank: [] NIST: Director, Director of the Information Technology Laboratory
Rank: [] USDA: Secretary of Agriculture, Administrator of the Agricultural Research Service

Part 2: Brainstorming Questions

Choose one public official from the list above that you would like to write to. Brainstorm at least three questions you would like to ask them. Write your questions below:

NASA: Administrator, Director of the Mars Exploration Program
NOAA: Under Secretary of Commerce for Oceans and Atmosphere, Director of the National Weather Service
USGS: Director, Chief Scientist for Earthquake Hazards
DOE: Secretary of Energy, Director of the Office of Science
NIH: Director, Director of the National Cancer Institute
NSF: Director, Assistant Director for Geosciences
EPA: Administrator, Director of the Office of Air and Radiation
FDA: Commissioner, Director of the Center for Drug Evaluation and Research
NIST: Director, Director of the Information Technology Laboratory
USDA: Secretary of Agriculture, Administrator of the Agricultural Research Service

Question 1:

Question 2:

Question 3:

Letter Writing Template

Introduction

Begin your letter by introducing yourself and explaining the reason for writing. For instance, you could mention your enthusiasm for your favorite STEM field.

Dear [Public Official's Name],
My name is [Your Name], and I am a student at [Your School]. I am reaching out to you because...

Body

In this section, present the questions you brainstormed earlier. Provide context or elaborate on why you are curious about these questions.

[Question 1]
[Question 2]
[Question 3]
...

Closing

Express gratitude to the public official for their time and express your anticipation for a response. Feel free to include closing remarks or additional comments.

Thank you for taking the time to read my letter. I eagerly await your response.
Sincerely,
[Your Name]

Contact Information for Key Agencies

NASA

Email: public-inquiries@hq.nasa.gov

Address: NASA Headquarters, Washington, D.C. 20546-0001

NOAA

Email: inquiries@noaa.gov

Address: 1401 Constitution Avenue NW, Room 5128, Washington, D.C. 20230

FDA

Email: ocod@fda.hhs.gov

Address: 10903 New Hampshire Avenue, Silver Spring, MD 20993-0002

EPA

Email: epa.gov/home/forms/contact-epa

Address: 1200 Pennsylvania Avenue, N.W., Washington, DC 20460

NIH

Email: NIHinfo@od.nih.gov

Address: 9000 Rockville Pike, Bethesda, Maryland 20892

CDC

Email: cdcinfo@cdc.gov

Address: 1600 Clifton Road, Atlanta, GA 30329-4027 USA

USGS

Email: ask@usgs.gov

Address: 12201 Sunrise Valley Drive, Reston, VA 20192

NSF

Email: info@nsf.gov

Address: National Science Foundation, 2415 Eisenhower Avenue,
Alexandria, VA 22314

DOE

Email: The.Secretary@hq.doe.gov

Address: U.S. Department of Energy, 1000 Independence Ave., SW,
Washington, DC 20585