

## Frankable Items

Examples of frankable material include but are not limited to:

### Legislative duties:

- **Correspondence**, include newsletters
- **Press Releases** for distribution to the communications media
- **Questionnaires** seeking public opinion on any law, pending or proposed legislation, or public policy issue.
  - o A questionnaire must provide the responder the opportunity to respond “yes” or “no,” to grade his/her response, or to select a response from multiple choices which must include an option of “other” with a comment opportunity or “none of the above.”
  - o A questionnaire may not include a question inviting the responder, directly or indirectly, to indicate his/her political party affiliation
  - o A Member may not permit the use of his/her frank for the return of responses to his/her questionnaire.
  - o A tabulation of the results of such a questionnaire received by the Member may subsequently be included in a newsletter or other official mailing.
- Notice of the impact of Federal **Laws and Decisions** on state and local governments and individual citizens
- Publications of the Congress and Federal **Government Agencies or Departments**, including Federal laws, regulations, and any other publications printed by order of the Congress or by the Government Printing Office.
- Publications of nominal value published by the **U.S. Capitol Historical Society**, including the annual calendar; purchased with federal funds.
- Publications published by a state or local government agency or department listing **Public Services**.

### Constituent Services

- Information regarding the Federal Constituent Services available through the Member office.
- Messages of **Congratulations** to persons who have achieved some public distinction [39 U.S.C. 32109a)(3)(F)], including but not limited to:

- Becoming an Eagle Scout in the Boy Scouts of America or being awarded the Gold Star in the Girl Scouts of America;
  - Becoming a U.S. Citizen;
  - Being nominated to, appointed to, or graduating from a U.S. military service academy;
  - Election or appointment to public office;
  - Graduation from high school;
  - Bona fide acts of heroism;
  - Outstanding community service; and
  - Receiving a publicly notable award of honor
- **Voter Registration and Election Information** or assistance (when, where, why, applicable procedures, etc.) prepared and distributed in a nonpartisan manner [39 U.S.C. 3210(a)(3)(H)].
    - Such information may not include any political material, including any endorsement of or solicitation for support of the Member or any other person or political party, or a vote or financial assistance for any candidate for public office.
    - If the matter consists primarily of voter registration or election information, it may not include a picture of the Member.
- Qualifying **Letters of Introduction** but not of endorsement or recommendation on behalf of an organization or individual.
- Qualifying **Letters of Recommendation** on behalf of:
    - A current or former employee;
    - Any individual that has worked with the Member in an official capacity relating to the official duties or officially-connected duties performed by the individual;
    - Nominees to the U.S. military service academies; and,
    - Individuals being considered for appointment to public office.
- **Surplus Books** from the Library of Congress