

Writing a Submission – Checklist

You will need:

- At least 2 pieces of paper.
- 1 blank, plain envelope.
- A pen to write with (not a pencil).

STEP 1. Cover Letter

On **one sheet of paper**, write a Cover Letter including the following:

- The date.
- What the submission is about – Submission on End of Life Choice Bill.
- Who it is to – To the Justice Select Committee.
- Who the submission is from – your name.
- Your contact details – email address, physical address, daytime telephone.
- Whether you would like to speak to the Committee in person or over the phone (optional).

STEP 2. Submission

On **a different sheet of paper**, write your Submission. Make sure to include:

- Who it is to – the Justice Select Committee.
- Your position on the Bill – ‘I oppose the End of Life Choice Bill’.
- Your reason(s) for your position in your own words. (2-3 sentences is sufficient)
- Your name and signature at the end (but no other personal details).

STEP 3. Envelope

Write on your envelope the following address:

*Committee Secretariat
Justice Committee
Parliament Buildings
Wellington*

FINISHED?

When you're finished writing:

1. Check your submission and cover letter to make sure you have included everything under steps 1 and 2.
2. Put your submission and cover letter inside the envelope – **DO NOT SEAL THE ENVELOPE**.
3. Hand your unsealed envelope containing your submission to the person coordinating submission writing. They will make a second copy, as required, and then organise for it to be sent off.