

INFORMATION FROM LETTERS OR INTERVIEWS – DOCUMENTATION FORM

Name(s) of research team member(s)

Date

Problem being researched

1. **Source of information.** *Include the name of the person providing the information. If appropriate, include the person's title and group or organization.)*

Name

Title and organization

Address

Phone

2. **Request information about the problem.** After introducing yourself by letter or phone as suggested on page 19, ask for answers to the following questions.

- a. How serious is this problem in our community?
- b. How widespread is the problem in our state or nation?
- c. Why is this a problem that should be handled by government? Should anyone else also take responsibility for solving the problem? Why?
- d. Which of the following do you think is true?
■ There is no law or policy for dealing with the problem. Yes ___ No ___
■ The law for dealing with the problem is not adequate. Yes ___ No ___
■ The law for dealing with the problem is adequate, but it is not being well enforced. Yes ___ No ___
- e. What levels of government or governmental agencies, if any, are responsible for dealing with the problem? What are they doing about the problem?

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- f. What disagreements, if any, exist in our community about this problem?

- g. Who are the major individuals, groups, or organizations taking sides on the problem?
 - Why are they interested in the problem?

 - What positions are they taking?

 - What are the advantages and disadvantages of their positions?

 - How can we get information on their positions?

 - How are they trying to influence government to adopt their solutions to the problem?

- h. If our class develops a policy to deal with this problem, how might we influence our government to adopt our policy?