

INFORMATION FROM LETTERS OR INTERVIEWS – DOCUMENTATION FORM

Name(s) of research team member(s) _____
Date _____
The problem being researched _____

1. Source of information

- a. Name _____
- b. Title and organization _____
- c. Address _____
- d. Phone _____

2. Request information about the problem. After introducing yourself by letter or phone as suggested on page 16, 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?

**INFORMATION FROM LETTERS
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f. What disagreements about this policy or ways of dealing with it exist in our community?

g. Who are the major individuals, groups, or organizations expressing opinions 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 positions on the problem?

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