

SIMPLE INSTRUCTIONS FOR LEADERS

Before the Submission-writing Session

1. Print one form template for every person ("To the Justice Select Committee" sheet).
2. Gather a small team of helpers who can assist your congregation.
3. Announce in the Notices that there will be an opportunity to make a brief submission at the end of the service. If anyone is able to speak briefly about the Bill, that would be excellent.
4. Please provide a good supply of ballpoint pens.
5. Each person needs to write their name and other contact details on the front.
6. If a person wishes to speak to the Committee to explain their viewpoint further (ie making an 'oral submission'), they should make sure they tick the appropriate box.
7. At the back of the form, people should write their message (see Helpful Guide for ideas).
8. The Helpful Guide is in two parts and is easy to follow. People in the group/congregation should try to choose different combinations from the person next to them.

Office or Supervisor Role

9. Photocopy the back of the form (the side with the handwritten message).
10. Staple the photocopy and the form together.
11. Put all the forms into an A4 envelope. Put \$3 postage on the envelope.
12. Write the address on the envelope:

**Committee Secretariat
Justice
Parliament buildings
Wellington 6160**

13. Please mail the envelopes before or on **Tuesday 13 February** (to allow a week for post).
14. If you live in Wellington, you can take the envelopes to Parliament in Molesworth Street and give them to the reception desk. You don't need to stamps on if you drop them off, but you do need to write the address on the envelope. Parliament should will take envelopes until the closing day ie **Tuesday 20 February**, but you are advised to deliver them earlier than this if possible.