Tobacco-Free School Policy Thank You LTE Template

Thank you (**SCHOOL/DISTRICT NAME**) for updating tobacco-free policy

Dear Editor,

START YOUR LETTER BY THANKING (**SCHOOL/DISTRICT NAME**) FOR UPDATING THEIR POLICY TO INCLUDE E-CIGARETTES. MENTION THAT IT’S IMPORTANT FOR SCHOOL TOBACCO-FREE POLICIES TO BE AS INCLUSIVE AS POSSIBLE SINCE TOBACCO PRODUCTS NOW COME IN SO MANY DIFFERENT SHAPES AND SIZES, MANY OF WHICH ARE FLAVORED TO APPEAL TO YOUNG PEOPLE. SHARE THAT **(SCHOOL NAME/DISTRICT)** IS CREATING A HEALTHIER ENVIRONMENT FOR STUDENTS, FACULTY, AND VISITORS.

TALK ABOUT WHY YOU’RE GLAD THE SCHOOL/DISTRICT MADE THE CHANGE. IF YOU’RE A PARENT, TEACHER, OR ALUMNI, GIVE YOUR PERSPECTIVE ON WHY YOU SUPPORT THE NEW POLICY. THINGS YOU MIGHT MENTION INCLUDE SEEING PRODUCTS THAT DON’T FIT THE TYPICAL TOBACCO LABEL OR HEARING ABOUT STUDENTS USING SNEAKY PRODUCTS IN THE CLASSROOM BECAUSE TEACHERS CAN’T IDENTIFY THEM **(GIVE EXAMPLES, LIKE VAPES THAT LOOK LIKE FLASH DRIVES, WATCHES, MAKEUP COMPACTS, ETC.).**

DISCUSS HOW CREATING AN ENVIRONMENT FREE FROM COMMERCIAL TOBACCO MAY ALSO PREVENT YOUTH FROM USING E-CIGARETTES AND OTHER PRODUCTS. ILLUSTRATE WHY THAT’S IMPORTANT BY GIVING EXAMPLES OF SOME OF THE HEALTH HARMS E-CIGARETTES POSE TO YOUTH **(YOU CAN FIND EXAMPLES AT** [**https://www.dhs.wisconsin.gov/tobaccoischanging/know-products.htm**](https://www.dhs.wisconsin.gov/tobaccoischanging/know-products.htm) **UNDER THE “E-CIGARETTES TAB).**

CLOSE BY INVITING OTHERS IN THE COMMUNITY TO THANK THE SCHOOL/DISTRICT. ALSO, LET READERS KNOW HOW THEY CAN LEARN MORE ABOUT TOBACCO PREVENTION EFFORTS IN THE COMMUNITY BY INCLUDING YOUR ORGANIZATION’S **URL/SOCIAL MEDIA/ETC**.