



# SELECT COMMITTEE ON ETHICS

## Official Letterhead and Postage

Quick Reference

### Explanation of Terms

**Campaign Stationery:** Letterhead and envelopes purchased with campaign funds. Campaign envelopes and stamps may be used to forward misdirected campaign correspondence to the campaign office.

**Frank:** The facsimile signature of a Senator in the corner of an envelope that takes the place of a stamp and authorizes sending official material through the domestic mail without prepayment of postage.

**Official Letterhead:** Letterhead purchased and printed with Senate funds. Senate letterhead, using the words "United States Senate" or "Official Business," may only be used for official business.

**Unofficial "Capitol Dome" or "Senator" Letterhead:** Letterhead not purchased with official Senate funds, for officially-related use.

### Proper Use of Official Senate Letterhead

Official Senate letterhead, using the words "United States Senate" or "Official Business," may be used for the following:

- All mail that is properly sent under the frank. *Please be mindful that just because official letterhead is appropriate, the use of the frank may not necessarily be appropriate (see reverse).*
- Congratulatory letters on personal or public distinctions, birthdays, and graduations that are sent in the Senator's official capacity.
- Condolences that are sent in the Senator's official capacity.
- Mail to other legislators and public officials regarding official or officially-related business of the Senator's office.
- Inside mail "Dear Colleague" letters.
- Letters of recommendation for staff and constituents.
- Letters to Senator's state offices regarding official and officially-related activities of the office.
- Responses to invitations to events that are official or officially-related.
- General non-partisan voting registration information.

### Improper Use of Official Senate Letterhead

Non-Senate organizations or individuals **may not** use the words "United States Senate" or "Official Business" on letterhead or envelopes. Official Senate letterhead may not be used for the following (letterhead and stamps not paid for with Senate funds may be used in the alternative):

- Solicitation of a financial contribution or other form of assistance for any campaign or election.
- Solicitation of a contribution on behalf of charity.
- Any campaign or campaign-related correspondence.
- Personal correspondence.

*Please note that this is not a comprehensive summary of the Senate rules and federal law. You must contact the Ethics Committee at (202) 224-2981 for advice concerning your specific situation.*

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### Improper Use of Official Senate Letterhead (continued. . .)

- Political or partisan correspondence, including political endorsements.
- Thank you letters to contributors or campaign workers.
- Correspondence regarding political fundraisers.
- Responses to personal invitations, such as weddings, birthdays, and other celebrations.
- Commercial endorsement letters.

### Examples

Letter Contents	Letterhead Type	Postage
Response to constituent on an official matter	Senate letterhead	Frank
Congratulatory on public distinction of a civic nature such as citizenship and election to office	Senate letterhead	Frank
Congratulatory on a personal distinction such as anniversary, birth, or graduation	Senate letterhead, if officially-related	Official stamp, if officially-related
Condolences	Senate letterhead, if officially-related	Official stamp, if officially-related
Thank you notes for official meetings or contacts	Senate letterhead	Frank
Employment recommendation for a current or former Senate office employee or intern	Senate letterhead	Frank
Reference to a federal agency on behalf of a constituent	Senate letterhead	Frank
Fundraising solicitation on behalf of a § 501(c)(3) charity organization	Charity organization letterhead or unofficial letterhead	Charity organization stamp or unofficial stamp
Grant assistance for federal money on behalf of a constituent	Senate letterhead	Frank
Grant assistance for a non-federal money (foundation)	Contact the Ethics Committee for Guidance	Contact the Ethics Committee for Guidance
Misdirected campaign correspondence sent to the official Senate office	Campaign letterhead	Campaign stamp

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