# Petition scaffold

*(Outline of the issue)*

We, the undersigned, respectfully request that (person or institution the petition is addressed to. For example, the school principal or the Australian Parliament)

*(action you would like them to take)*

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| **Signatures** |
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# Petition checklist

## My petition:

* includes good reasons for my request
* includes a request to the Parliament, written clearly in polite language
* includes my full name and contact details (because I am the principal petitioner)
* does NOT include URLs or attachments
* if it’s on paper, has all original signatures, none of them are photocopied or pasted in.

## If it’s to the Senate, my petition:

* is clearly addressed to the Senate
	+ for example, *To the Honourable President and members of the Senate in Parliament assembled*
* includes the request at the top of each page
* has a senator who has agreed to present it on my behalf.

## If it’s to the House of Representatives, my petition:

* is addressed to the House of Representatives
	+ for example, *To the Honourable the Speaker and Members of the House of Representatives assembled in Parliament*
* is less than 250 words long (this includes the reasons and the request)
* includes the words: ‘by signing this petition, you confirm that you are a citizen or resident of Australia’.