

**House Appropriations Committee
Subcommittee on Agriculture, Rural Development,
Food and Drug Administration, and Related Agencies**

Instructions for Outside Witness Testimony

Submission Fiscal Year 2025 Appropriations

The Subcommittee on Agriculture will be accepting written testimony from interested outside witnesses on the Fiscal Year 2025 Appropriations. Testimony will be accepted on programmatic issues only. *Testimony regarding earmarks, as defined by clause 9(e) of Rule XXI of the Rules of the House, will not be considered.*

Guidelines

Format:

- Do not exceed five pages, single-sided;
- Testimony should be a PDF attachment to your email;
- Testimony must be double-spaced on 8.5 x 11 inch letter size paper with one-inch margins in Times New Roman, 12 Point Font;
- At the top of the first page, clearly indicate your name, title, and institutional affiliation (if any);
- Clearly state, in the first paragraph the agency, program, and amount of funding, if applicable, involved in the request;
- Do not include color or detailed photos as the hearing volume may be photographically reproduced. However, use of charts and tables and the use of appropriate bold type and bullets are acceptable, as long as they are within the five-page maximum length.
- Absent these criteria, the testimony will not be considered.

To protect your privacy, **do not** include the following in the written, submitted testimony (You may include this information, if desired, in the body of the email separate from the testimony.):

- Personal Address
- Phone Numbers
- Signatures

Delivery Instructions:

The Subcommittee is currently accepting only written testimony, which should be emailed to ag.approp@mail.house.gov **no later than 5:00 PM on May 10, 2024**. Do not send testimony via fax or mail. Only electronic submissions will be accepted. Please also include the following:

- Subject line: FY2025 Written Testimony For the Record
- Witness name, position, and agency/organization
- Subject matter of testimony
- Point of contact name and email address

Witness Disclosure Form:

- Find the Truth in Testimony form [here](#).
- The subcommittee requires Truth in Testimony disclosure forms to accompany all written testimony submissions;
- Save the form to your computer, open in Adobe Acrobat Reader or a similar PDF reader, complete all applicable fields, save form, and submit with written testimony;
- Leave the ‘Hearing Date’ field blank;
- Under ‘Hearing Title’ please write “FY25 Public Witness Written Testimony”.

Thank you for your interest in the activities of the Subcommittee on Agriculture. If you have any questions, please contact the subcommittee at 202-225-2638.