

# 2020 Legislative Issue Proposal Instructions

These instructions are to help assist you in completing the Legislative Issue Proposal Form and to provide necessary information about the submittal process. See also the Legislative Issue Review Checklist to assist you in writing your submission. The completed form must be emailed to [ptaadvocacydir@wastatepta.org](mailto:ptaadvocacydir@wastatepta.org).

## Deliverables and deadlines:

- Title and short description due Friday, May 1, 2020.
- Completed proposal form due Monday, June 1, 2020.
- Prepare a 1-page position paper based on the information in this application, if your issue is advanced to the board of directors. (Examples can be found at [https://www.wastatepta.org/focus-areas/advocacy/.](https://www.wastatepta.org/focus-areas/advocacy/))
- Issue education PowerPoint presentation and proposed handouts (if applicable) - approximately one month prior to legislative assembly.

## Issue Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed Legislative Issue Proposal Form by the deadlines above and include all links/references so the information is verifiable.
- Be available by email and phone to work with the advocacy committee member assigned to review your issue to provide clarification where needed.
- Be available during the advocacy committee meeting to answer questions on the issue.
- In the case where more than one issue submitted are of similar scope, agree to work with others to combine issues.
- Attend legislative assembly (or send a representative) October 2020 to present your issue to attendees to encourage adoption, prepare a 5-minute education PowerPoint to share with delegates, have additional talking points to share with other supporters during caucusing, and prepare a 2-minute opening persuasive statement for the debate, and have additional talking points to share with other supporting delegates.
- All issue submitters must sign the Issue Team Code of Conduct.

## During the 2021 Legislative Session:

- You will be invited to participate in weekly advocacy committee phone calls that address bills and action on WSPTA issues and long-term positions.
- As needed, help prepare testimony, testify in Olympia and recruit other potential leaders to move your issue through the legislative process.

**IMPORTANT!** You will need to make sure that you are a 2020-21 PTA member, are registered for legislative assembly, and are designated as a voting delegate by your PTA president, who must submit your name to the WSPTA office. Details on the procedure and deadline for naming voting delegates will be sent to your PTA president.

The advocacy committee will review the issues using the Legislative Issue Review Checklist and make recommendations to the board of directors at its summer 2020 meeting. Following the board meeting, you will be notified if your issue will be forwarded to the members at legislative assembly.

## Legislative Issue Proposal Form

Each submitter shall complete the Legislative Issue Proposal Form and submit by the deadline. If the directions are not followed and/or deadlines are not met, it may prevent your issue from being considered and/or moving forward.

The form consists of two sections:

### Section 1 – Submitter Information

1. Identify whether submission is being offered by an individual PTA member, local PTA/PTSA (in good standing), council (in good standing), or WSPTA committee.
2. Provide primary submitter contact information including name, PTA/PTSA name and number, mobile number, and email.
3. Provide additional submitter contact (if applicable) including name, PTA/PTSA name and number, mobile number, and email.

### Section 2 – New Legislative Issue

1. **Issue title** - In 50 characters or less, including spaces, please provide a title of your new issue. The title should concisely and accurately describe the legislative issue.
2. **Issue description** - In 350 characters or less, including spaces, please provide a description for the new issue. The description must follow the provided format *“The Washington State PTA shall support legislation or policies that:”*.

Examples of what others have done:

- Improve the quality and nutritional content of school breakfast and lunch programs. (85 characters)
  - Institutes a state-wide Breakfast After the Bell Program and initiate politiesat the District Level that encourage Early Adoption of Breakfast After the Bell Programs. (170 characters)
  - Support school district capital improvements, fund school facilities and pass simple majority for bonds by adjusting the state’s capital funding formula in the School Construction Assistance Program. Also require the improvement of and use of school facility impact fees in local jurisdictions. (296 characters)
3. **Facts and evidence** - Provide the facts and evidence that lead you to propose this new issue. Include references and links to substantiate facts. Limit your response to no more than 5 pages.
  4. **Persuasive statement** - Provide a persuasive statement for this new issue, up to a maximum of 250 words.
  5. **Work in progress** - Are any legislators and/or groups or coalitions currently working on this topic? Provide if known.
  6. **Is this topic a current or past position of PTA?** - List the WSPTA, other state PTA congress, or National PTA positions, principles, issues or resolutions that align with your proposed new legislative issue. Cite the position or resolution title and year, if known.