

These instructions are to help assist you in completing the Issue Proposal Form and to provide necessary information about the submittal process. Only new issues may be submitted in even-numbered years.

Steps in the Submission Process:

1. Complete the [online issue proposal form](https://bit.ly/WSPTAIssueForm2022) (<https://bit.ly/WSPTAIssueForm2022>).
2. When WSPTA receives the issue proposal form they will send you a unique SharePoint folder link for you to upload a Word document that includes the required issue title, issue description, persuasive statement, and facts and evidence. **Your Word document must be uploaded no later than June 1, 2022.** PDF and other non-editable file types will not be accepted.

PLEASE NOTE: You are NOT able to save an in-progress issue proposal form once in process. If you close your browser or go back, your issue proposal form will not be recorded. You must complete the proposal form in one sitting. We recommend that you review the required elements of the issue proposal form in advance and save your answers in a Word document.

Deadlines:

- May 1, 2022 – Email draft issue title and description (for new and amended issues) to the WSPTA advocacy director at PTAAadvocacydir@wastatepta.org
- May 27, 2022 – Complete and submit online issue proposal form
- June 1, 2022 – Upload final proposal Word document in the provided SharePoint folder

Review the Following Prior to Submitting:

- [Online Issue Proposal Form](#)
- [Issue Proposal Instructions](#)
- [Issue Review Checklist](#)
- [Current issues](#)
- Savvy Submitter's Guide video series on the [WSPTA YouTube channel](#)!. There is an overview video, an issues video and a completing the submission video located in the [Advocacy Submission Playlist](#).

Issue Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed [Issue Proposal Form](#) (including the online issue proposal form and an uploaded Word document) 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 or additional information as needed.
- In the case where more than one issue submitted is of similar scope, agree to work with others to combine issues.
- Register for and attend the WSPTA Legislative Assembly (or send a representative) October 15-16, 2022 to present your issue to attendees to encourage adoption. Any representative should understand the issue submitted and be prepared to speak on it during caucusing and debate.

- Additional items may be requested such as an education PowerPoint to share with delegates, additional talking points to share with other supporters during caucusing, and an opening persuasive statement for the debate at WSPTA Legislative Assembly.
- All issue submitters must sign the Issue Team Code of Conduct.

IMPORTANT! You will need to make sure that you are a current PTA member, are registered for WSPTA Legislative Assembly, and your PTA president will need to confirm that you were appointed as a voting delegate according to your PTA's standing fules.

The advocacy committee will review the issues using the Issue Review Checklist and make recommendations to the board of directors at its summer 2022 meeting. Following the board meeting, you will be notified if your issue will be forwarded to the members at legislative assembly.

Issue Proposal Form

Each submitter shall complete the [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.

Submitter Information:

1. Identify whether the 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.
4. Identify if you are available to attend legislative assembly and willing and able to participate in future advocacy, including taking part in weekly meetings and testifying in Olympia during legislative session.
5. Identify if you are submitting a new issue or amending an existing issue. (Amending an existing issue is only applicable in odd-numbered years.)
6. For new issues only:
 - **Work in progress** - Are any legislators and/or groups or coalitions currently working on this topic?
 - **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 issue. Cite the position or resolution title and year, if known.

New Issues: When you have completed and submitted the online form, WSPTA will send an email to the indicated primary submitter's email address within two business days. This email will include a link to a unique SharePoint folder for your proposal. Submitters will upload one Word document with the following information for proposed new issues:

1. **Issue title** - In 50 characters or less, including spaces, provide a proposed title for 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 advocate for legislation or policies that:"* (the 350 character limit begins AFTER this introductory language).

Examples of other issue descriptions:

- 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 policies at 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. **Persuasive statement** - Provide a persuasive statement for this new issue, up to a maximum of 250 words.
 4. **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.

Amendments to Existing Issues: When you have completed and submitted the online form, WSPTA will send an email to the indicated primary submitter's email address within two business days. This email will include a link to a unique SharePoint folder for your proposal. Submitters will upload one Word document with the following information for proposed amendments to existing issues:

1. **Current issue title** - Provide the current title of the existing issue to be amended.
2. **Issue title amendments** - Indicate your proposed amendments to the current title, if any. The title, as you propose it would read, must be 50 characters or less, including spaces. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions. The title should concisely and accurately describe the amended issue.
3. **Issue description** - Indicate your proposed amendments to the current issue description. The description, as you propose it, must be 350 characters or less, including spaces. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions.
4. **Persuasive statement** - Provide a persuasive statement for the amendment of this issue, up to a maximum of 250 words.
5. **Facts and evidence** - Provide the facts and evidence that lead you to propose amendments to this issue. Include references and links to substantiate facts. Limit your response to no more than 5 pages.