

Issue Proposal Instructions

These instructions are to help assist you in completing the issue proposal form and to provide necessary information about the submittal process. Current issues may be amended and new issues may be submitted.

Steps in the Submission Process:

1. Before beginning the process, submitters are encouraged to review the [advocacy webpage](#) for the following:
 - online issue proposal form
 - issue review checklist for new and amended issues
 - full list of existing issues
 - Savvy Submitter's Guide video series. There is an overview video, an issues video and a video detailing the steps after submission.
2. Email the draft issue title (for new and amended issues) to the WSPTA Advocacy Director at ptaadvocacydir@wastatepta.org no later than **May 1, 2023**.
3. Complete the online [issue proposal form](#) no later than **12:00 PM on June 1, 2023**.
PLEASE NOTE: You are **NOT** able to save an in-progress issue proposal form once you have begun. If you close your browser or go back, your proposal form will not be recorded. You must complete the proposal form in one sitting. We recommend that you review this proposal form in advance and save your answers in a separate Word document you will later email.
4. Email the required Word document to e309afaa.washingtonstatepta.onmicrosoft.com@amer.teams.ms no later than **12:00 PM on June 1, 2023**, that includes the required issue title, issue description, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

Deadline: 12:00 PM June 1, 2023

Complete and submit online issue proposal form and email the required Word document to e309afaa.washingtonstatepta.onmicrosoft.com@amer.teams.ms.

Issue Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed issue proposal (including the online issue proposal form and an emailed Word document) by the deadline 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 WSPTA Legislative Assembly (or send a representative) 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. Please note that you must be a voting delegate to speak during debate.

IMPORTANT! You will need to make sure that you are a current PTA member, are registered for the 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 rules.

- Additional items may be requested such as an education PowerPoint to share with delegates and an opening persuasive statement for the debate.
- All issue submitters must sign the submitter team [code of conduct](#).

The advocacy committee will review the issues using the issue review checklist and make recommendations to the board of directors. 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 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, email the required Word document to e309afaa.washingtonstatepta.onmicrosoft.com@amer.teams.ms that includes the required issue title, issue description, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

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 *“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. **Citations** - Citations are required to provide evidence to support the issue description and each fact quoted in the persuasive statement. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the issue/resolution/legislative principle. Please do not use the footnote feature. Here is an example:

A graphic consisting of a dark grey vertical bar on the left. Overlapping the bar is a black circle with a white border containing the text "Citation Example" in white. To the right of the circle is a text block.

Research shows a positive cost benefit to effective SEL implementation (1). Economists find that each additional high school graduate would yield an average of \$36,500 in lifetime cost savings to the public (2).

(1) [SDRG Research on the Seattle Social Development Project](#)
(2) Henry Levin and Clive Belfield. (2007). "[The Cost and Benefits of an Excellent Education.](#)"

5. **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, email the required Word document to e309afaa.washingtonstatepta.onmicrosoft.com@amer.teams.ms that includes the required issue title, issue description, persuasive statement, and citations. PDF and other noneditable file types will not be accepted.

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 ~~striketrough~~ 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 ~~striketrough~~ 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. **Citations** - Citations are required to provide evidence to support the issue description and each fact quoted in the persuasive statement. Please provide the hyperlink to the actual webpage or document, not just a footnote without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations immediately after the issue/resolution/legislative principle. Please do not use the footnote feature. Here is an example:



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