

These instructions are to help assist you in completing the legislative principle proposal form and to provide necessary information about the submittal process. Current legislative principles may be amended or retired, and new legislative principles may be submitted.

Steps in the Submission Process:

1. Before beginning the process, submitters are encouraged to review the [legislative principle webpage](#) for the following:
 - online legislative principle proposal form
 - legislative principle review checklist for new and amended legislative principles
 - full list of existing legislative principles
 - Savvy Submitter's Guide video series. There is an overview video, a legislative principle video and a video detailing the steps after submission.
2. Email the draft legislative principle topic and the suggested legislative principle category to the WSPTA Advocacy Director at ptaadvocacydir@wastatepta.org no later than **May 1, 2023**.
3. Complete the online [legislative principle proposal form](#) no later than **12:00 PM on June 1, 2023**.
PLEASE NOTE: You are **NOT** able to save an in-progress legislative principle 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 fd36a997.washingtonstatepta.onmicrosoft.com@amer.teams.ms no later than **12:00 PM on June 1, 2023**, that includes the required legislative principle category, legislative principle language, 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 legislative principle proposal form and email the required Word document to fd36a997.washingtonstatepta.onmicrosoft.com@amer.teams.ms.

Legislative Principle Submitter Requirements:

- Be a current Washington State PTA member.
- Submit a completed legislative principle proposal (including the online legislative principle 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 legislative principle to provide clarification or additional information as needed.
- In the case where more than one legislative principle submitted is of similar scope, agree to work with others to combine legislative principles.
- Register for and attend WSPTA Legislative Assembly (or send a representative) to present your legislative principle to attendees to encourage adoption. Any representative should understand the legislative principle and be prepared to speak on it during caucusing and debate. Please note 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 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 legislative principle submitters must sign the submitter team [code of conduct](#).

The advocacy committee will review the legislative principles using the legislative principle review checklist and make recommendations to the board of directors. Following the board meeting, you will be notified if your legislative principle will be forwarded to the members at legislative assembly.

Legislative Principle Proposal Form

Each submitter shall complete the [legislative principle proposal form](#) and submit by the deadline. If the directions are not followed and/or deadlines are not met, it may prevent your legislative principle 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 the legislative session.
5. Identify if you are submitting a new legislative principle, amending an existing legislative principle, or retiring an existing legislative principle.
6. For new legislative principles 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 legislative principle. Cite the position or resolution title and year, if known.

New Legislative Principles: When you have completed and submitted the online form, email the required Word document to fd36a997.washingtonstatepta.onmicrosoft.com@amer.teams.ms that includes the required legislative principle category, legislative principle language, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

1. **Legislative principle category** – Identify which one of five legislative principle categories your proposal covers – Budget, revenue and funding; parent and family involvement; public education policies; health and well-being of children and youth; or safe and nurturing environments for children and youth.
2. **Legislative principle language** - In 100 characters or less, including spaces, provide the proposed new legislative principle language that follows the introductory line. The introductory line for each legislative principle category is slightly different, so please refer to the [legislative principle webpage](#).

3. **Persuasive statement** - Provide a persuasive statement for this new legislative principle, up to a maximum of 250 words.
4. **Citations** - Citations are required to provide evidence to support 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:





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 legislative principle. Include references and links to substantiate facts. Limit your response to no more than 5 pages.

Amendments to Existing Legislative Principles: When you have completed and submitted the online form, email the required Word document to fd36a997.washingtonstatepta.onmicrosoft.com@amer.teams.ms that includes the required legislative principle category, legislative principle language, persuasive statement, and citations. PDF and other noneditable file types will not be accepted.

1. **Current legislative principle category** - Identify which one of the five categories your proposal covers. Budget, revenue and funding; parent and family involvement; public education policies; health and well-being of children and youth; or safe and nurturing environments for children and youth.
2. **Current legislative principle language** - Provide the current legislative principle language to be amended.
3. **Amended legislative principle language** - Indicate your proposed amendments. Use ~~strikethrough~~ to note deletions and **bold/underline** to show additions.
4. **Persuasive statement** - Provide a persuasive statement for the amendment of this legislative principle, up to a maximum of 250 words.
5. **Citations** - Citations are required to provide evidence to support the 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:




Citation Example

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

Retiring Existing Legislative Principles: When you have completed and submitted the online form, email the required Word document to fd36a997.washingtonstatepta.onmicrosoft.com@amer.teams.ms that includes the required legislative principle category, legislative principle language, persuasive statement, and citations. PDF and other noneditable file types will not be accepted.

1. **Current legislative principle category** - Identify which one of the five categories your proposal covers. Budget, revenue and funding; parent and family involvement; public education policies; health and well-being of children and youth; or safe and nurturing environments for children and youth.
2. **Current legislative principle language** - Provide the current legislative principle language to be amended.
3. **Persuasive statement** - Provide a persuasive statement for the retirement of this legislative principle, up to a maximum of 250 words.
4. **Citations** - Citations are required to provide evidence to support 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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