### Important Information

* Please review the instructions and other resources carefully before completing submission.
* ALL submitters must complete the [Submitter/Team Information](#_Submitter/Team_Information_[back) and [Submitter Team Code of Conduct](#_All_submission_team).
* Fill out the appropriate section if you want to submit a new legislative issue or amend an existing legislative issue.

Click here to add [New Legislative Issue Information](#_New_Legislative_Issue)

Click here to add [Amended Legislative Issue Information](#_Amended_Legislative_Issue) *(odd numbered years only)*

* Email the completed form to ptaadvocacydir@wastatepta.org **by June 1 (11:59pm).**

# Submitter/Team Information

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| **QUESTION** | **ANSWER** |
| **Type of submitter** | [ ]  Individual[ ]  Local PTA[ ]  Council[ ]  WSPTA Committee |
| **Name and Number of the Local PTA or Council membership or board of directors or the WSPTA committee** that voted to move this forward(individual submitters leave this blank) |  |
| **Primary submitter name** |  |
| **Primary submitter PTA name and number** |  |
| **Primary submitter Email** |  |
| **Primary submitter mobile phone** |  |
| **Secondary submitter name**(leave blank if no secondary submitter) |  |
| **Secondary submitter PTA name and number** |  |
| **Secondary submitter Email** |  |
| **Secondary submitter mobile phone** |  |
| **Legislative Assembly:** Is the submitter/ team available to attend legislative assembly? | [ ]  Yes[ ]  No[ ]  Not sure at this time |
| **Future Advocacy:** Is the submitter/team willing and able to participate in future advocacy for this submission, including taking part in weekly advocacy committee meetings and testifying during legislative session? | [ ]  Yes[ ]  No[ ]  Some Involvement |
| Submitter Team Code of Conduct [[back to top]](#_top)All submission team members must carefully review and abide by the Submission Team Code of Conduct. Violations may result in being removed from the submission team.Integrity and professionalism* I will act and speak honestly, ethically, and respectfully, agreeing to disagree, when necessary.
* I will do this work with open-mindedness and a willingness to receive training.

Confidentiality* I will respect WSPTA, submission team, and individual confidentiality.
* I will not share working copies of documents or other organizational information until those materials have been finalized and are available for release to the public.

Accountability* The activities I perform for the submission team will be able to stand the test of scrutiny by the members, the public, and the IRS and other nonprofit regulators if applicable.
* I will use WSPTA resources responsibly, when authorized, in accordance with procedure.

Organizational values, mission, and policies* I will support the mission, vision, ethics, values, bylaws, policies, and positions of WSPTA and National PTA.
* I will not speak as a WSPTA submission team member to the media, in a public forum, or with decision-makers, including legislators or their staff, without the prior knowledge and approval of the WSPTA President or Advocacy Director. However, I still maintain all rights to speak as a private citizen.
* When I am speaking as a WSPTA legislative issue, legislative principle, or resolution submitter, my comments will reflect current WSPTA policy and positions even when these do not agree with my personal views.
* When speaking as a private citizen I will strive to uphold the reputation of the WSPTA, its staff and volunteers.

Submission team expectations* I will honor the authority of the submission team lead and respect their role as meeting leader.
* I will prepare for and attend all submission team meetings, unless excused by the team leader.
* I will accept a majority submission team decision or vote as decisive and final.

Leaving the submission team* I understand that substantial breach of any part of this code of conduct may result in my removal from the submission team.
* Should I resign from the submission team, I will inform the team lead and the WSPTA Advocacy Director in advance in writing stating my reasons for resigning.

Conflicts of interest and personal gain* I will disclose below any potential conflicts of interest, including my membership in or relationships with other organizations that have a position or interest in the topic I have submitted.
* I will not personally gain, materially or financially, from my role as a submission team member, nor will I permit others to do so as a result of my actions or negligence.

Please list any potential conflicts of interest for any member of the submission team (write none if not applicable):  |
| **QUESTION** | **ANSWER** |
| As the primary submitter, I certify that all members of the submission team have read, understand, and agree to abide by the Submission Team Code of Conduct. |  [ ]  I certify [ ]  I do not certify (provide details): |
| As the primary submitter, I certify that all members of the submission team understand that violations of the Submission Team Code of Conduct may result in being removed from the submission team. |  [ ]  I certify [ ]  I do not certify (provide details): |

### New Legislative Issue Information [[back to top]](#_top)

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| **QUESTION** | **ANSWER** |
| **Issue Title**(Concisely and accurately describe the legislative issue in 50 characters or less, including spaces.) |  |
| **Issue Description**(Provide the language of the legislative issue in 350 characters or less, including spaces. This is the language that will follow the introductory language “Washington State PTA shall advocate for legislation or policies that” – the character limit begins AFTER this introductory language. Include citations as required below.) |  |
| **Citations – Issue Description**(Required to provide evidence to support the issue description and each fact quoted in the persuasive statement. Provide the hyperlink to the actual webpage or document, not just a citation without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations here. Do not use the footnote feature. See instructions for example.) |  |
| **Persuasive Statement**(Maximum 250 words to be used in the Voters’ Guide to help urge support of the new legislative issue. Include citations as required below.) |  |
| **Citations – Persuasive Statement**(Same as above) |  |
| **Work In Progress**(Are any legislators and/or groups or coalitions currently working on this topic? If yes, provide the names.) | [ ]  Yes[ ]  No[ ]  I don’t know |
| **Current or Past Position of PTA**(Are you aware if this topic is a current or past position of PTA? If yes, list the WSPTA, other state PTA congress, or National PTA positions, principles, issues, or resolutions that align with your new legislative issue. Cite the position title and year if known; add hyperlinks if possible.) | [ ]  Yes (Provide details below)[ ]  No[ ]  I don’t know |
| **Facts and Evidence:**Provide the facts and evidence that lead you to propose this new legislative issue. Include references and links to substantiate facts. Limit your response to no more than 5 pages (the box will expand as needed). |

### Amended Legislative Issue Information [[back to top]](#_top)

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| **QUESTION** | **ANSWER** |
| **Current Legislative Issue Title**(Provide the title of the existing legislative issue to be amended.) |  |
| **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. Leave blank if you are not proposing to amend the current title.) |  |
| **Issue Description Amendments**(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. Leave blank if you are not proposing amendments to the issue description language.) |  |
| **Citations – Issue Description Amendments**(Required to provide evidence to support the proposed amendments to the issue description and each fact quoted in the persuasive statement. Provide the hyperlink to the actual webpage or document, not just a citation without a hyperlink. Put the citation number in parenthesis at the end of the statement and add the numbered list of citations here. Do not use the footnote feature. See instructions for example.) |  |
| **Persuasive Statement**(Maximum 250 words to be used in the Voters’ Guide to help urge support of the amendments to the existing legislative issue. Include citations as required below.) |  |
| **Citations – Persuasive Statement**(Same as above) |  |
| **Facts and Evidence:**Provide the facts and evidence that lead you to propose to amend this legislative issue. Include references and links to substantiate facts. Limit your response to no more than 5 pages (the box will expand as needed). |