**These instructions are to help assist you in completing the legislative issue submission form and to provide important information about the submittal process. New legislative issues may be submitted each year, but current legislative issues may be amended only in odd numbered years.**

## Steps in the Submission Process:

1. Before beginning the process, submitters are encouraged to review the [advocacy webpage](https://www.wastatepta.org/focus-areas/advocacy/) for the following:

* Full list of existing issues
* Current legislative issue one-pager (for amended issue submissions only)

1. Go to the [Submissions webpage](https://wastatepta.org/focus-areas/advocacy/submissions/) for the following:

* The Legislative Issue Submission Form
* Legislative Issue 1-Pager Template (for new issue submissions only)
* Legislative Issue Checklist (new or amended as appropriate)
* Savvy Submitter’s Guide video series.

1. Email the draft legislative issue title (for new and amended issues) to the WSPTA Advocacy Director at [ptaadvocacydir@wastatepta.org](mailto:ptaadvocacydir@wastatepta.org) no later than **May 1 at 11:59 PM**.
2. Email the completed legislative issue submission form **and** the legislative issue one-pager draft (for new issues only) to the WSPTA Advocacy Director at [ptaadvocacydir@wastatepta.org](mailto:ptaadvocacydir@wastatepta.org) no later than **11:59 PM on June 1**. PDF and other noneditable file types will not be accepted.

**Deadline for final submission is June 1 at 11:59 PM**

Email the completed legislative issue submission form and legislative issue one-pager draft (for new issues only) to [ptaadvocacydir@wastatepta.org](mailto:ptaadvocacydir@wastatepta.org)

## Legislative Issue Submitter Requirements:

* Be a current Washington State PTA member from a local PTA or council that is in good standing.
* Email a completed legislative issue submission form **and** legislative issue one-pager draft (for new legislative issues only) by the deadline 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 issue to provide clarification or additional information as needed.
* In the case where more than one legislative issue submitted is of similar scope, agree to work with others to combine issues.
* The advocacy committee will review the submissions using the legislative issues review checklist and make recommendations to the WSPTA Board of Directors. Following the board meeting, you will be notified if your submission will be forwarded to the voting delegates.
* If your submission moves to the delegates, you must:
* Register for and attend WSPTA Legislative Assembly (or send a submitter team representative) to present your legislative issue to delegates to encourage adoption. Any representative should understand the legislative issue submitted and be prepared to speak on it during information sessions, caucusing, and debate.
* Only voting delegates may speak during debate, make motions, and vote. Ensure you and/or your submitter team representative are named as a voting delegate by your local PTA or council.
* Prepare a 5-minute (maximum) education PowerPoint to help educate voting delegates about your legislative issue.
* Prepare an opening persuasive statement for the debate.

**IMPORTANT!** You must ensure you are a current PTA member, registered for the WSPTA Legislative Assembly and that you were appointed as a voting delegate according to your PTA’s standing rules.

## Legislative Issue Submission Form

Each submitter team shall complete the legislative issue submission form and legislative issue one-pager draft (for new legislative issues only) and submit by the deadline. If the directions are not followed and/or deadlines are not met, it may prevent your legislative 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, email, and mobile number.
3. Provide additional submitter contact (if applicable) including name, PTA/PTSA name and number, email, and mobile number.
4. Identify whether you and/or a member of the submitter team are available to attend legislative assembly, and your ability to participate in future advocacy, including taking part in weekly advocacy committee meetings and testifying during legislative session.
5. Certify that all members of the submitter team agree to abide by the Submitter Team Code of Conduct.
6. Complete the appropriate section for what you are submitting - a new legislative issue or an amendment to an existing legislative issue.

**New Legislative Issues:**Complete the legislative issue submission form and ensure that all parts are filled out: legislative issue title, issue description, persuasive statement, citations, information on work in progress, whether it is a current or past position of PTA, and facts and evidence. PDF and other noneditable file types will not be accepted.

1. **Legislative 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)*. Review current legislative issues for example language.
3. **Persuasive statement -** Provide a persuasive statement to be used in the Voters’ Guide to help urge support of the new legislative 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:  
     
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5. **Work in progress -** Are any legislators and/or groups or coalitions currently working on this topic? If yes, provide names.
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 issue. Cite the position or resolution title and year, if known. Include hyperlinks if possible.
7. **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.
8. **Additional requirement –** In a separate document, provide a draft legislative issue one-pager using the provided template. Review current issue one-pagers for examples.

**Amendments to Existing Legislative Issues:** Complete the legislative issue submission form and ensure that all parts are filled out: legislative issue title, issue description, persuasive statement, citations, and facts and evidence. PDF and other noneditable file types will not be accepted.

1. **Current legislative 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 ~~strikethough~~ 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.
3. **Issue description -** Indicate your proposed amendments to the current issue description language. The description, as you propose it, must be 350 characters or less, including spaces. Use ~~strikethough~~ to note deletions and **bold/underline** to show additions. Leave blank if you are not proposing amendments to the current issue description language.
4. **Persuasive statement -** Provide a persuasive statement to be used in the Voters’ Guide to help urge support of the amendments to the existing legislative issue, up to a maximum of 250 words.
5. **Citations -** Citations are required to provide evidence to support the proposed amendments to 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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6. **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.