**These instructions are to help assist you in completing the legislative principle submission form and to provide important information about the submittal process. New legislative principles may be submitted and current legislative principles may be amended or retired.**

## Steps in the Submission Process:

1. Before beginning the process, submitters are encouraged to review the [legislative principle webpage](https://www.wastatepta.org/focus-areas/advocacy/legislative-principles/) for the full list of existing legislative principles.
2. Go to the [Submissions webpage](https://wastatepta.org/focus-areas/advocacy/submissions/) for the following:

* The Legislative Principle Submission Form
* Legislative Principle Checklist (new or amended as appropriate)
* Savvy Submitter’s Guide video series.

1. Email the draft legislative principle 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 principle submission form 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 principle submission form [ptaadvocacydir@wastatepta.org](mailto:ptaadvocacydir@wastatepta.org)

## Legislative Principle Submitter Requirements:

* Be a current Washington State PTA member from a local PTA or council that is in good standing.
* Email a completed legislative principle submission form 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 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.
* The advocacy committee will review the submissions using the legislative principle 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 principle to delegates to encourage adoption. Any representative should understand the legislative principle 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 principle.
* 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 Principle Submission Form

Each submitter team shall complete the legislative principle submission 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, 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 principle, an amendment to an existing legislative principle, or retiring an existing legislative principle.

**New Legislative Principles:**Complete the legislative principle submission form and ensure that all parts are filled out: 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](https://www.wastatepta.org/focus-areas/advocacy/legislative-principles/).
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:

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1. **Work in progress -** Are any legislators and/or groups or coalitions currently working on this topic?
2. **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.
3. **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:** Complete the legislative principle submission form and ensure that all parts are filled out: legislative principle category, current legislative principle language, amended legislative principle language, persuasive statement, citations, and facts and evidence. 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:

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1. **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.

**Retiring Existing Legislative Principles:**Complete the legislative principle submission form and ensure that all parts are filled out: legislative principle category, current legislative principle language, amended legislative principle language, persuasive statement, citations, and facts and evidence. 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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1. **Facts and evidence -** Provide the facts and evidence that lead you to propose to retire this legislative principle. Include references and links to substantiate facts. Limit your response to no more than 5 pages.