STAFF LOBBYING ACTIVITIES – INSTRUCTIONS
FOR COMPLETING ACTIVITY REPORT AND REIMBURSEMENT REQUEST

This sample report form is offered to indicate the information needed to complete required reports to the Secretary of State's office. It is not intended to be a final format for a business office.

1. Lobbyist Agent's Name - The employee who does the lobbying.

2. Bldg. - The place of employment for the lobbyist agent.

3. Registration # - The lobbyist registration number given by the Secretary of State's office. Some may not have that number if they have not registered and been recorded.

4. Hourly Rate - It is recommended that those who work on an annual salary compute their hourly rate by including all the days worked and annual leave plus holidays.

5. Services Performed - Any compensated service performed in the process of preparing to lobby. This would include the lobbyist agent’s preparation of a speech, time spent writing letters, etc.. It would include clerical time, research time, and technician’s time spent in preparing any materials specifically for lobbying a public official.

6. Task - Clerical, technical, lobbyist agent, etc.

7. Compensation - That amount of the salary (pro-rated by hourly rate) that each employee spent preparing for someone to lobby.

8. Other Expenditures in Preparing - Phone calls, cost of materials, if use of computers or other equipment is pro-rated.

9. Issue - The topic to be lobbied; may be House Bill or Senate Bill.

10. Hours - Actual amount of time spent communicating with a public official. If at a committee, it is that time spent addressing the committee; if with a public official in the office, it is that amount of time spent communicating. However, the entire time spent at a meal with a public official is considered lobbying.
11. Compensation - That part of a lobbyist agent's salary computed on an hourly rate including all working days and annual leave plus holidays.

12. Food and Beverage - Only for the public official; not the lobbyist agent.

13. Lobbyist Agent Total Meal Expense - If the district pays all the lobbyist agent's meals, it would include those in route, his/her meal with the public official (but not the public officials listed here). It could also include other guests the lobbyist agent invited who may not be a public official.

14. Summary Part III - Only the amounts to be reimbursed are recorded here. It would be that amount the lobbyist agent initially put out of his/her own pocket for lobbying and then was being reimbursed. Note: When the lobbyist agent completes his/her report (twice a year) for the Secretary of State's office, only the amounts in Summary Part III recorded in total amounts from Part I and II would be reported. Neither compensation nor travel expenses are reported to the Secretary of State by the lobbyist agent.

EXHIBIT

Approved: April 17, 1984