

Lobbying Activity Reporting Form

Give copies of this worksheet to all employees who may be involved in lobbying work. Collect them every two weeks to compile an ongoing record of lobbying expenditures.

Employee Timesheet

Name: _____

Title: _____

Pay period: _____

Multiplier (Hourly cost of wages and benefits): _____

Direct Lobbying

Note: *Direct lobbying* consists of any activities (and related expenses) you undertake to directly influence legislators and their staff, or to influence executive branch officials and their staff, regarding how they act on specific legislation. Direct lobbying includes asking our members, defined as anyone giving a nominal amount of time or money to our organization, to ask legislators to vote a particular way on a bill. In the chart below, describe the activity, the date, the number of hours, and any related expenses (parking, travel, and so forth).

Activity:	Date:	Hours:	Expenses: (materials, postage, travel)

Total staff costs: (total hours) x (hourly wage and benefits multiplier): _____

Total expenses: _____

TOTAL direct lobbying expenditures (staff costs plus expenses): _____

Grassroots lobbying

Note: *Grassroots lobbying* consists of any activities (and related expenses) you undertake to ask the public to influence legislation by contacting elected and appointed officials and their staff. In the chart below, describe the activity, the date, the number of hours, and any related expenses (materials copied, phone charges, and so forth).

Activity:	Date:	Hours:	Expenses: (materials, postage, travel)

Total staff costs: (Total hours) x (Hourly wage and benefits multiplier): _____

Total expenses: _____

TOTAL direct lobbying expenditures (staff costs plus expenses): _____