

Issue Identification Worksheet

Answer the questions below to identify a public policy issue impacting your nonprofit organization.

Please Note: Best practice is for your Board of Directors to sanction your organization's public policy positions. Use these prompts to develop your positions before presenting a public policy proposal to your Board of Directors for approval or adoption.

What is the public policy issue?

Why does the public policy issue matter to your mission, clients, or agency?

The issue is (circle): **Federal** **State** **Local**

The issue is (circle): **Legislative** **Regulatory**

What is your organization's current or desired position on the issue?

Why does your organization hold that position?

What is your organization's current or desired policy change?

Why does your organization seek that change?

Research Guide

Use the items on this worksheet to guide your research in preparation for advocacy and lobbying.

1. General Background Research on the Issue

What are key data points that you have?

What are key data points that need further research?

Is your data ready to present to public officials? Yes No

2. Policy Research

Key Research Sources

Policy Arena	Federal	State	Local
Legislative	Congress.gov	http://app.leg.wa.gov/billinfo/ 1-800-562-6000	Use local website
Regulatory	Federalregister.gov	http://apps.leg.wa.gov/wac/ http://apps.leg.wa.gov/rcw/	Use local website

Additional sources can include the media and your organization's professional networks.

What are current and/or previous bills or regulations on this issue? *(Expand table as needed)*

Bill or Regulation #	Lead Sponsor or Agency	Description	Current Committee Status/Progress Toward Passage

3. Legislator Research

What committees oversee your issue?

Federal Committee List

www.congress.gov/committees

Committees:

State Committee List:

leg.wa.gov/legislature/Pages/CommitteeListing.aspx

Committee Chairs:

Local Bill Cosponsors:

Other Key Cosponsors:

Local Legislators Not Sponsoring:

Other Key Legislators Not Sponsoring:

Key Items to Research About Legislators:

Public Statements

Search their website and social media channels for public statements on your issue.

Voting and Sponsorship Records

View federal voting records at www.govtrack.us/congress/votes and state voting records at www.washingtonvotes.org. Local voting records are generally posted on local government websites. Review the sponsors and cosponsors of current and past legislation to develop sponsorship records.

Campaign Contributions Received

Campaign contributions are publicly available. View federal contributions at www.followthemoney.org and state and local contributions at www.pdc.wa.gov/browse/campaign-explorer

What information can you convey to the official about your service in their district?

Examples include key projects and/or the number of people served in their district.