

# Public Agency Lobbying Form

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SUBMIT

Agencies, including School Districts, that engage in in-person lobbying in order to attempt to influence state legislation must file quarterly L-5 reports disclosing their lobbying expenditures.

To ensure adequate reporting, Spokane Public Schools staff must keep detailed records concerning the amount of time spent lobbying, the issues that were lobbied, and expenditures incurred related to the lobbying.

- Report all in-person contacts (meetings with legislators, testifying at hearings, etc.)
- Do not report telephone conversations with legislators
- Do not report preparation of written correspondence



Spokane Public Schools  
*excellence for everyone*

Within two weeks of any lobbying activity, submit completed Report of Lobbying Activities to the Associate Superintendent's office.

*Questions? Contact the Associate Superintendent's office – (509) 354-7272.*

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Date \_\_\_\_\_ Employee Name \_\_\_\_\_ Time Spent (Hours? - Minutes?) \_\_\_\_\_ Source of Funds (Personal, District) \_\_\_\_\_

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Legislator(s) Contacted \_\_\_\_\_

Amount and Description of District Expenses (Travel, lodging, meals):

Amount and Description of Personal Expenses:

Issue Lobbied:

Description of Lobbying Activity: