



Office of Government and Community Relations

Government Contact/ Lobbying Reporting Form

Syracuse University is a registered lobbying organization with both New York State and the federal government. Lobbying may be summarily defined as communications with government officials that are intended to influence: (a) the passage or defeat of legislation; (b) the adoption or implementation of any public policy, rule, regulation, or executive action; (c) the awarding of a contract; or (d) the outcome of any rate-making proceeding.

As a registered lobbying organization, the University must publicly report all lobbying activity that occurs at the federal, state, and local levels. For this reason, all faculty and staff are required to report their communications or interactions with government officials, on behalf of or related to the University (e.g., visiting with public officials; writing to public officials; inviting public officials to University events), to the Office of Government and Community Relations. The Office of Government and Community Relations, in conjunction with the Office of University Counsel, is then responsible for determining which, if any, interactions with a federal, state, or local elected official, staff member, or agency/department are considered reportable lobbying activities.

Please complete this form at the end of every month in which you have contact with government officials and submit it to the Office of Government and Community Relations at llevengo@syr.edu, with a copy to the Office of University Counsel at hkgaines@syr.edu, no later than the 10th day of the following month. For example, if you meet with a member of the U.S. House of Representatives in January, you should report that meeting using this form no later than February 10.

Your Information

Full Name	Title
Department or Unit	
E-mail	Phone

Contacts

Please list all contacts you had with federal, state, or local government officials in the preceding month, regardless of whether you believe the contact amounted to lobbying. The Office of University Counsel will determine whether any contacts amount to lobbying, and may contact you for additional information to make that assessment. If you need additional space, please attach pages.

Government Official (name and office of government official)	Type & Date (in-person; phone; written)	Bill/Subject (bill no. and general subject, e.g., veterans, immigration, education)	How Long (length of time of call, meeting, or drafting letter)	Preparation Time (meetings, strategy sessions, research time spent preparing for contact)	Expenses (flights, hotels, airfare, et cetera)

Other Activities

During the preceding month, did you assist a University colleague with any of their contacts to government officials (e.g., did you perform research, participate in strategy meetings or assist in drafting communications intended to be part of a contact to a government official)?

- Yes
- No

If you answered "Yes," please describe the assistance provided and include an estimate of time spent on such activities (attach additional pages as necessary):

Did you direct a University colleague to research, gather information, or otherwise assist with a government contact (e.g., did you ask another employee to research the financial implications of a particular bill to use the results in a contact to a government official)?

- Yes
- No

If you answered "Yes," please identify the colleague(s) and describe the activities directed (attach additional pages as necessary):
