

## LOBBYING ACTIVITY LOG

**RETURN COMPLETED FORM OR ADDRESS QUESTIONS BY E-MAIL OR MAIL TO:**

- **Office of Government Relations**  
**Josh Farrelman, Assistant Director**  
**josh\_farrelman@urmc.rochester.edu**  
**Box 706 Medical Center, University of Rochester**

**REPORT ALL LOBBYING ACTIVITY AND EXPENDITURES.** A lobbying activity is any contact (direct or indirect) with an executive or legislative official at any level of government with regard to governmental policy, action, legislation, programs including negotiation and administration of grants, contracts and loans. It includes urging others to make governmental contacts. Lobbying does **not** include:

- Broad discussions of social, economic, and other policy issues (cannot address merits of specific legislation.)
- Monitoring legislative, regulatory or other activities (unless part of other lobbying activity).
- Responding to a request from an executive agency or legislature for information, advice, recommendations or comment.

*As a general guideline, an employee of the University of Rochester who believes he or she may be engaged in lobbying activities should record the date, the group or person communicated with, the general content of the communication, whether or not legislation was mentioned, the amount of time spent and any direct expense that was incurred.*

Name: \_\_\_\_\_

Group or Person Communicated with (including title & office) \_\_\_\_\_

\_\_\_\_\_

Date(s): \_\_\_\_\_ Time Spent: \_\_\_\_\_

Expenses: \_\_\_\_\_ (pro rate if part of other activity)

Subject Discussed (include specific bill, rule, or regulation information): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Federal       State       Local

Influencing Legislation

- Preparation, research, drafting, introduction or consideration
- Modification, amendment, approval, passage or enactment
- Tabling, postponement, defeat or rejection
- Legislative motions
- Overriding or sustaining a veto

Influencing Agency Actions

- Proposal, consideration, promulgation or recession of a regulation
- Development or modification of guidelines or statement of policy
- Approval or rejection of a regulation

- Presidential/Governor Approval or veto

Influencing Appointments

- Confirmation of appointments
- Nomination process
- Appointment to public boards or commissions

Influencing Executive Decisions

- Proposal, consideration, promulgation or rescission of an executive order

**Manner Activity Was Conducted**

- Research
- Direct Contact
  - Face to face
  - Written (including e-mail)
  - Telephone
- Indirect Contact
  - Public mailing
  - Letter mailing campaigns
  - Telephone bank
  - Advertising
  - Special publication on public issues
  - Special educational campaigns on public issues

**Gifts**

A University employee must be very careful when giving a gift to a person who is holding or seeking public Office. A “gift” has a very broad definition and could include entertainment, hospitality, services, transportation, lodging, meals, whether provided in kind, paid for, or reimbursed.

In general, University employees should:

- Never give any of the University’s resources in support or opposition to any candidate for office;
- Give gifts to an elected official that are only modest in value;
- Avoid even the appearance of bribery;
- Offer only gifts a politician can accept within the legal and ethical codes that apply to him or her (there are strict guidelines on what officials in the federal government, Congress, state, and local level can and cannot receive).

- Gift, transportation, meals, hospitality, etc. to government official or immediate family member of official.

Name: \_\_\_\_\_

Office: \_\_\_\_\_

Description and estimated value of gift, etc.: \_\_\_\_\_

**Violating any of these prohibitions could result in criminal and civil penalties.**

**If you have any questions or concerns, please do not hesitate to contact Gail M. Norris, Vice President General Counsel (x52758), or Josh Farrelman, Senior VP of Government Relations (x35955).**