# LOBBYING ACTIVITY LOG

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

 Office of Government & Community Relations Josh Farrelman, Associate Vice President josh\_farrelman@urmc.rochester.edu or 3-5955 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 <u>not</u> 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	e Spent:
Expenses:	(pro rate if part of other activity)
Subject Discussed (include specific bill, rule, or re	egulation information):
□ Federal □ State □ Local	
Influencing Legislation	Influencing Agency Actions
<ul> <li>Preparation, research, drafting, introduction or consideration</li> </ul>	<u>Influencing Agency Actions</u> □ Proposal, consideration, promulgation or recession of a regulation
□ Modification, amendment, approval, passage or enactment	Development or modification of guidelines or statement of policy
☐ Tabling, postponement, defeat or rejection	□ Approval or rejection of a regulation
<ul> <li>Legislative motions</li> <li>Overriding or sustaining a veto</li> </ul>	
<ul> <li>Overheinig of sustaining a veto</li> <li>Presidential/Governor Approval or veto</li> </ul>	

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

- □ Direct Contact
  - $\Box$  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 should not give gifts 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 <u>any</u> of the University's resources in support or opposition to <u>any candidate</u> for office;
- 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.

# Please contact the Office of Government and Community Relations prior to giving any gift to a public official.

### 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 Norris, Vice President and General Counsel (x3-2167), or Josh Farrelman, Associate Vice President of Government Relations (x3-5955).