

You explicitly state that you are NOT lobbying on behalf of the College.	N/a	Yes	We are dealing with perception here. Is it apparent to the public official that you are lobbying as a private individual or as an employee of the College?
You use College resources to engage in lobbying activities (College email, phones, printers, paper, space, administrative support, etc.)	Yes	No	Exception: Faculty/staff who have a College paid cell phone that can be used for personal business may use it for personal lobbying as long as the number does not appear on caller ID.
Your planning meetings for lobbying include staff during their work hours (e.g., staff take meeting notes, prepare advocacy letters, organize travel, or arrange meetings internally or externally for lobbying purposes)	Yes	No	Staff are allowed to engage in personal lobbying activities during their personal time (e.g., before or after work or during their lunch time).
Your lobbying contact includes staff during their work hours (e.g., staff prepare and print letters, organize travel, or meet with public officials)	Yes	No	Staff are allowed to engage in personal lobbying activities during their personal time (e.g., before or after work or during their lunch time).
During Lobby Day you make direct contact with a public official AND you explicitly speak on behalf of your profession (not on behalf of the College).	No	Yes	We are dealing with perception here. Is it apparent to the public official that you are lobbying as a professional/individual or as an employee of the College?