

## LOBBYING ACTIVITY DISCLOSURE FORM

All State and Local lobbying activities must be reported bi-monthly by the University to the Joint Commission on Public Ethics (“JCOPE”).

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 the Legislature for information, advice, recommendations or comment

If you believe that you will be engaging in lobbying activities, please provide the following information. The completed form should be returned by email or mail to the Office of Government and Community Relations at:

University at Albany  
Office of Government and Community Relations  
University Hall, Suite 104  
[govrelations@albany.edu](mailto:govrelations@albany.edu)

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

Person and Office from the Executive or Legislative Branch (Federal, State or Local) with whom you will be communicating:

\_\_\_\_\_

Date(s) of Communication: \_\_\_\_\_

Manner of Communication (face-to-face meeting, written letter or email, telephone, advertisement, etc.): \_\_\_\_\_

Anticipated time allocated for lobbying activity (communication and time spent in preparation thereof):

\_\_\_\_\_

Anticipated expenses (cost of your time, travel or other materials used for lobbying activity):

\_\_\_\_\_

Matter to be discussed (include details of specific legislation or bill number, rule, regulation, information concerning political appointments, funding requests, etc.)

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