

Instructions for Completing the UC Lobbying Activity Report

Every six months, the University is required to submit a compilation of the monthly reports collected from campuses for each employee who qualifies as a registered lobbyist. The monthly reports contain information about the specific issues lobbied upon, the time spent, and the expenses associated with his or her lobbying activities.

The attached Monthly UC Lobbying Activity Report is to be filled out by any University employee who is a registered lobbyist. The form should be approved by the employee and the Chancellor's designee for overseeing compliance with lobbying disclosure rules.

The campus coordinator will send completed reports for review and compilation as the UC Lobbying Disclosure Report to:

Assistant Vice President
Office of Federal Governmental Relations
University of California
1523 New Hampshire Avenue N.W.
Washington, D.C. 20036

Report Due Dates:

Monthly Activity Reports are due to each Chancellor's designee by the fifth day of each month. Six-month campus reports are due to the Office of Federal Governmental Relations on the 2nd Monday in July and the 2nd Monday in January.

Each monthly report shall include:

Percent of Time Spent on Lobbying Activities: Estimate the percent of time you spent in contact with a covered official or in preparation for a contact with a covered official, including time spent helping another individual prepare for a contact with a covered official.

Lobby Issue Area Code: List the code for the lobbying you have undertaken. The codes are set by Congress (code list attached).

Specific Issue: List the issues on which you have engaged in lobbying. If the issue is tied to a specific bill, regulation or executive order, include the bill number, regulation citation or executive order number. If it is a general issue, simply state it.

House of Congress (or Federal Agency) Contacted: List government branch at which the lobbying contact was directed: the House of Representatives, the Senate, the White House, or the name of the federal agency.

Signature Signature of the employee

Approved By: Signature of Chancellor or person Chancellor has designated to oversee compliance with lobbying disclosure rules.

Further information: Questions may be directed to UCOP General Counsel David Birnbaum, (510) 987-9800, or to the Assistant Vice President, Office of Federal Government Relations, (202) 588-0002.