

CAMPUS LOBBYING ACTIVITIES REPORT

JANUARY 1 – MARCH 31, 2008

The State University of New York

CAMPUS: _____

FEDERAL RELATIONS POINT OF CONTACT:

Name: _____

Title: _____

Phone: _____

E-mail: _____

1. a) Do any of your campus employees meet the criteria that require the State University of New York to register them as lobbyists for the JANUARY 1 – MARCH 31, 2008 reporting period? A lobbyist is any individual who is either employed or retained by your campus for financial or other compensation, whose services include more than one lobbying contact; and whose "lobbying activities" constitute 20 percent or more of his or her services on behalf of that client during any three month period is considered a "lobbyist" per the Lobbying Disclosure Act (LDA).

Yes _____ No _____

b) If yes, please identify any such employee by name and title, provide contact information, and describe specific issue(s) lobbied by that employee and Houses of Congress and federal agencies contacted during the reporting period.

Name: _____

Title: _____

Phone: _____

E-mail: _____

Issue (1): _____

Issue (2): _____

Example Issue: H.R. 3222, Department of Defense Appropriations Act for 2008, appropriations for nanotechnology research.

Note: Please add contact information and issues as necessary for question 1.

2. Please list the names of any third parties (e.g., a consultant or lobbying firm) retained by your campus for federal lobbying activities during the **JANUARY 1 – MARCH 31, 2008** reporting period.

Name: _____

3. Please list the name, address, and principal place of business of any affiliated entity, other than the Research Foundation, that contributed in excess of \$10,000 toward campus-related lobbying activities during the July 1 – December 31, 2007 reporting period, and that in whole or in major part planned, supervised, or controlled such lobbying activities. *Note: This is unlikely to be the case for most, if not all, campuses.*

Name: _____

Address: _____

City, State, Zip: _____

4. Please provide a good faith estimate of campus expenses related to lobbying activities during the **JANUARY 1 – MARCH 31, 2008** time period. This estimate should include:

(a) any amounts paid directly to any third parties listed in response to question 2, above; and

(b) any in-house expenses (e.g., time spent by campus employees on research, contacting legislators or staff, travel) associated with supporting the lobbying activities of your campus and the State University of New York or of any third party or affiliated entity engaged in lobbying activities identified in response to questions 2 and 3, above. Any and all federal lobbying expenses incurred by SUNY employees must be reported, regardless of whether or not any individuals on your campus qualifies under the definition of “lobbyist” and are named in question (1). See accompanying materials for definitions and guidance.

Good Faith Estimate: _____

For the period of **JANUARY 1 – MARCH 31, 2008**

See worksheet below for suggestions for calculating the estimate.

Please return your completed form to Mike Spencer by email at mike.spencer@suny.edu or by fax to: (202) 220-1372 by **Friday, April 11, 2008**.

WORKSHEET TO ASSIST IN CALCULATION OF GOOD FAITH ESTIMATE

A. Staff Time (Salary + Benefits)

A. _____

Example: John Q. Lobbyist spends an estimated 20% of his time on “lobbying activities” as defined. His salary is \$50,000 per year. To estimate the dollar value of his staff time for the quarter dedicated to lobbying activities, we use the following formula:

$$(.20 (50,000.00) \times 2.25) / 4 = \$4,375.00$$

John Q. Lobbyist’s estimated staff time for the quarter is \$4,375.

We multiply by 2.25 as 225% is a standard used by the IRS to estimate the cost of salary + benefits + administrative staff + IT + office space. John Q. Lobbyist has an administrative assistant that assisted him with lobbying activities. If John had done all of his work on his own without any administrative assistance, the IRS “gross-up” method suggests multiplying by 175%.

We divide by four as this is a quarterly report.

B. Travel Expenses

B. _____

*Do not forget to estimate the value of any faculty members’ salaries for the time they spend, as well as any travel expenses related to lobbying activities s/he may have had.
This must also be included in your good faith estimate.*

C. Other

1. Association Dues Attributable to Lobbying

C1. _____

If your campus receives a letter delineating such an amount, it should be included here.

2. Federal Relations Consulting Fees

C2. _____

This is applicable only to a limited number of campuses.

3. One Time Expenses

C3. _____

GRAND TOTAL: _____

For the period of JANUARY 1 – MARCH 31, 2008