



Once a year in the spring, school boards can propose revisions to WSSDA's advocacy platform. Below are some helpful tips.

PROPOSAL PREPARATION

- Consider the issues within the school board's purview needing legislative advocacy.
- Review WSSDA's [member-adopted positions](#) to see if your board's interests are already represented.
- Before crafting a new position to propose, determine if your board can amend an existing WSSDA position instead.
- Reach out to your [Director Area](#) representative on the [Legislative](#) or [Resolutions Committee](#) if you have questions about how the committee will process your board's submission and possibly help fine-tune your proposal.
- Schedule one or more board meetings to discuss and vote on your board's proposal(s) prior to the deadline. **Your board's approval is required for all proposal submissions.**
- Consider sharing your board's proposal with other boards to also approve and submit.

PROPOSAL CONTENT

- Do not include references to the Washington Administrative Code (WAC) or Revised Code of Washington (RCW) because they are regularly subject to change, which could invalidate the position.
- If proposing a position, note that permanent positions begin with "WSSDA believes..." and legislative positions begin with "WSSDA will support or initiate legislation that..."
- If you cite an acronym, please be sure it is completely spelled out the first time it is used in the proposal so others will understand it.
- Build your proposal language in a Word document to check for spelling, grammar, and word count. Be concise.
- Provide any data, statutory references, workgroup reports, or other resources to help in building a complete rationale statement.

NOTE

- Be prepared to provide the board meeting date of when the proposal was approved.