

AS Legislative Action Fund Funding Request

Student Name: Sarah Kohout, AS VP for Governmental Affairs

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Name of the Event/Project/Conference: Board Assistant for Viking Lobby Day

Event Date(s): November 10- end of January

Total Anticipated Expenses: 2014 Associated Student Board Assistant hourly wage equivalent as $\$9.65 \times 50$ hours approximately 50 hours. NTE 60 hours x 03% for fringe benefits= \$496.97
\$596.37

Amount Requested from the Legislative Action Fund: \$54.5-NTE \$600

The reason for this position:

Over the last few years the number of attendees for Viking Lobby Day has increased.

There are more students attending, more meetings to schedule, and more work to be done to prepare for the weekend.

The AS VP for Gov Affairs is busy preparing the legislative agenda, keeping up with Board duties, planning trainings, workshops, and ironing out any details. The Board Assistant for Representation Committees is busy with their duties, assisting the VP with reservations for hotels and busses, and scheduling meetings.

Last year as Western Votes! President, I helped schedule meetings with legislators which is

a lengthy process. 149 legislators have to be called within the first few weeks and usually

need to be called back, because they are either not in office or back home in district. I

quickly discovered that a majority of the Board office was helping the Vice President for

Gov Affairs with this process. All three Board Assistants could be heard around the Board

office making phone calls as well as the current VP for Gov Affairs and a few other board

members as well as myself and the Representation and Engagement Programs Office

Research Intern. There are extreme time restrictions on when these phone calls can be

made because of office hours and winter/holiday breaks. It is apparent that there should be

more than two positions (Vice President for Gov Affairs and Board Assistant for

Representation Committees) working directly on these phone calls.

Last year was the first year that the VP for Gov Affairs used Western Votes! volunteers to

recruit different students to attend. Tabling is one way to expand outreach. A VLD Board

Assistant could assist Western Votes! in these efforts by reserving tables and organizing

volunteers.

One complaint found in the Survey Monkey results was that there wasn't enough follow-up

after attendees registered. This was evident in the day amount of attendees that did not

show up when we went to leave for VLD on Sunday. The Vice President and Board

Assistant are too busy with end of the quarter duties to be in constant communication with attendees. If they were emailed after they registered and called the week before, it would help answer any questions and remind them that the date was coming up.

I have reached out to the 2012-2013 Board Assistant for Representation Committee and 2013-2014 Vice President for Governmental Affairs, Kaylee Galloway, about the two roles and what would have assisted them. Kaylee worked an average of 40-50 hours a week in the beginning of January preparing for Viking Lobby Day. This was also done with the aid of Western Votes! volunteers, Board Assistants, and other Board members. Viking Lobby Day is 100 students trying to schedule meetings with 149 legislators, and an entire training session that involves outreaching to Washington Student Association and other organizations for trainings. It is not an easy task and, with growing capacity, needs extra help. I believe that with the help of a VLD Board Assistant the event can be more successful and less stressful for those involved in the planning process.

Work Duty's Timeline

November-December (15 hours)

- Ensure the recruitment and outreach of Viking Lobby Day is completed by
 - o Creating a collaborative relationship with Western Votes! to outreach to students and raise awareness about Viking Lobby Day
 - o Reserving tables around campus to table and advertise Viking Lobby Day during the registration period
 - o Staffing the recruitment tables along with other Western Votes! volunteers
 - o Contacting professors about speaking to their classes about Viking Lobby Day
 - o Outreaching to different AS offices and departments about the opportunity to attend Viking Lobby Day
 - o Emailing attendees after they register

January (35 hours)

- Ensure the assistance of planning Viking Lobby Day by:
 - o Assisting the VP for Gov Affairs and Board Assistants in scheduling meetings with legislators
 - o Arranging Viking Lobby Day lobby groups based upon legislative districts and meetings scheduled
 - o Calling all registered attendees a week before to confirm they are still attending and answering any questions they may have
 - o Helping with prep for the lobby visits by assembling folders
- Ensure the future success of Viking Lobby Day by:
 - o Sending thank you cards to legislators that Western students met with
 - o Collecting notes from lobby visits and compiling them in a folder

The reason for these extra hours is to ensure that the position has enough time to thoroughly create a legacy document that will ensure future success of the position.