



VANDERBILT
Government *and*
Community Relations
Office of Federal Relations

Lobbying Disclosure Form

Due to federal lobbying disclosure rules, all Vanderbilt employees who engage in lobbying activities using university resources (including time, computers, email addresses, etc.) or on behalf of the university and its federal advocacy priorities must report and disclose these activities to the university so that it can be included in our quarterly lobbying disclosure reports. There are substantial civil and criminal penalties for failing to file such reports in a timely and accurate manner.

Lobbying activities that need to be reported generally include a communication with a covered official asking for specific action. Communications can be oral or written and include in-person or virtual meetings, telephone calls, letters, and emails. Covered officials include covered Executive Branch officials, Members of Congress, or congressional staff; program officers and managers are generally not covered officials. A specific action could include asking for federal funding, requesting specific legislative action, or attempting to influence the position of a federal official on an issue pending before Congress or the Executive Branch.

Lobbying activities made by university employees in their capacity as private citizens and not using Vanderbilt University resources do not need to be reported.

If you have engaged in lobbying activities this quarter, please complete the following form:

1. Reporting period: (indicate one)

1st Quarter – January 1 and March 31

3rd Quarter – July 1 and September 30

2nd Quarter – April 1 and June 30

4th Quarter – October 1 and December 31

2. Name/Title:

3. Date(s) of lobbying activity(ies):

4. Name(s) of covered official(s) who was/were contacted (Member and/or staff):

5. Subject(s) discussed:

6. The length of time spent lobbying:

750 First Street, N.E.
Suite 1110
Washington, DC 20002

tel 202.216.4361
fax 202.216.9124

- 7. Costs associated with each lobbying activity:**
- a. Direct costs (Pro-rata share of direct costs when travel involves other, non-lobbying activities):**

 - b. Portion of salary/benefits for actual time spent in communication (office visits, telephone calls, email) with the covered official(s) (Member and/or staff); this does not include travel time to or from a meeting:**

This form should be completed and returned to Alex Shea (alex.shea@vanderbilt.edu) in the Division of Government and Community Relations by the following deadlines, so that it can be included in the university's quarterly lobbying disclosure reports:

- April 10th – for lobbying activities that take place between January 1 and March 31
- July 10th – for lobbying activities that take place between April 1 and June 30
- October 10th – for lobbying activities that take place between July 1 and September 30
- January 10th – for lobbying activities that take place between October 1 and December 31

If you have any questions about the reporting requirements, please feel free to contact us. Vanderbilt University conducts its advocacy activities in a very transparent and professional manner; considering the ethics rules, it is essential that we carefully and fully report all such activities.

Questions? Please contact:

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202-216-4370

Alex Shea
Director of Business Operations, Division of Government and Community Relations
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