

**Vanderbilt University Office of Federal Relations  
Lobbying Disclosure Form**

Due to new lobbying disclosure rules enacted by Congress, all Vanderbilt employees who engage in lobbying activity must report and disclose these contacts to the University so that it can be included in the quarterly reports we must file. There are now substantial civil and criminal penalties for failing to file such reports in a timely and accurate manner.

“Lobbying activity” refers to any direct contact with Members of Congress or their staffs in which an individual is asking for federal funding, requesting specific legislative action or attempting to influence the position of an elected official on an issue pending before Congress. This would include meetings, telephone calls, letters, faxes or emails.

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

**1. Reporting period: (circle one)**

1<sup>st</sup> Quarter    2<sup>nd</sup> Quarter    3<sup>rd</sup> Quarter    4<sup>th</sup> Quarter    (calendar year quarters)

**2. Name/Title:**

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

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

**5. Subject(s) discussed:**

**6. The length of time spent lobbying:**

**7. Costs associated with each lobbying contact:**

- 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 direct communication with Member and/or staff (office visits, telephone calls, email); this does not include travel time to or from a meeting:**

This form should be completed and returned to Jennie McClendon ([jennie.mcclendon@vanderbilt.edu](mailto:jennie.mcclendon@vanderbilt.edu)) in the Division of Public Affairs within 10 days after the end of each quarter (ie: April 10, July 10, October 10 and January 10).

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

**Contacts:**

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