

**EXAMPLE**

Date	Est. # Hours	Affiliate Contact	Est. # of Members Involved	Event/Activity	Organization Contact	Issue	Comments
DIRECT LOBBYING/ADVOCACY ACTIVITIES:							
4/03	1	Mary Smith, PP Chair	7	NAEYC Alert	U.S. Senators John Warner & George Allen	Head Start Bill	Members made phone calls as directed by NAEYC
GRASSROOTS ACTIVITIES:							
1/03	4	Mary Smith, PP Chair	4	Article in Affiliate Newsletter (Education)		Information on how to identify and communicate with your elected representatives.	
3/03	2	Betty Brown, President	1	Local PTA meeting at school of Betty's son (Networking)	Sue Jones, PTA President	Planning after school program for children	Betty introduced herself and offered to serve on committee.

**Directions for Completion, Submission and Use of Advocacy Log**

1. Use the examples above as a guide to complete the advocacy log as the Affiliate does advocacy activities. Use the logs in Affiliate board meetings to discuss what has been done and to stimulate future action plans.
2. Affiliate presidents (or other designated Affiliate representative) submit the Advocacy Log to [AphoebeM@aol.com](mailto:AphoebeM@aol.com) at requested date on e-mail request or three weeks prior to each quarterly VAECE Board meeting to allow time for the log to be summarized and added to Board Meeting materials.
3. See Policy Manual Section 15, Board Member Forms, BF011, VAECE Advocacy Log for a blank form.