

# Shawnee State University

AREA:	UNIVERSITY WIDE POLICY	POLICY NO.:	5.17
		ADMIN. CODE:	3362-5-18
		PAGE NO.:	1 OF 2
		EFFECTIVE DATE:	9 / 3 0 / 91
		RECOMMENDED BY:	C. Roberts
SUBJECT:	LOBBYING POLICY	APPROVED BY:	

## 1.0 Background

The application and implementation of lobbying registration and reporting provisions of Am. Sub. H.B. 538 require that Shawnee State University comply with the law and complete quarterly reports on funds expended on legislators, their spouses and immediate families, on "legislative decision-makers" (e.g., aides and other people within a legislator's office and with the power to make decisions), and Controlling Board decision-makers.

## 2.0 Reporting Expenditures

2.1 Expenditure reports are to be filed every four months-by the last day of May, September and January for the four month periods ending on the last day of the previous month. All filings are to be made with the Joint Committee on Agency Rule Review (JCARR).

2.2 Expenditures are to be reported on the Shawnee State University Entertainment Expense form (attached) and forwarded to the President's Office for completion and submission of the quarterly report. Special attention should be given to the following key sections of the Entertainment Expense form.

- Place (restaurant/bar entertaining)
- Cost (share spent on person or persons)
- Purpose (List all particular pieces of legislation discussed, or list a general purpose, e.g., "state funding for higher education.")

2.3 "Expenditures" mean that portion of SSU funds spent on behalf of the persons) being lobbied (see 1.0). Expense categories include:

- food and beverages
- entertainment (at home or restaurant)
- gifts, no matter how small (SSU lapel pins and cups are included) or money or anything of value
- honoraria, travel, and lodging
- commencement speaker expenses
- tickets to sporting events, theaters or concerts
- the cost of awards and plaques

ENTERTAINMENT EXPENSE - ON CAMPUS

DESCRIPTION OF COSTS	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	

PLACE OF ENTERTAINMENT

\_\_\_\_\_ HOME      \_\_\_\_\_ OTHER  
\_\_\_\_\_ SSU      \_\_\_\_\_ RESTAURANT

DESCRIPTION OF GROUP AND NAMES OF PERSONS ENTERTAINED

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF ENTERTAINMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SIGNED BY \_\_\_\_\_

APPROVED BY \_\_\_\_\_

FORM E-1