

Program of Work Planning for the LWV of Washington State (2019-2021)
WORKSHEET I: Member Participation

Alternately, you may submit all of this information using the [online form](#).

Name of League:

Full name of person reporting on behalf of your League:

Ten-digit phone number of reporting member named above:

E-mail of reporting member:

Number of members participating in Program of Work planning:

Total membership in your League:

Methods used to solicit members' views (check all that apply):

- Unit meetings
- Special mailing
- General meeting
- Board Meeting
- Telephone
- Other

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WORKSHEET II: Listing and Ranking of Issues for State Program 2019-2021

Start by getting familiar with our current positions. You'll find those of the state [Program in Action here](#) and of national League [Impact on Issues here](#). If we don't already have a position, before you try to describe the issue, ask yourselves whether there is a government solution to the problem and whether there is enough time to do a study and then act to influence the resolution of the problem. See end of letter for additional resources.

Your League may submit up to two proposed Programs of Work for consideration. After discussion in your local league, please list, by priority, the 2 top items you have decided to submit. Then specify what role the issue should take: Action Effort, Citizen Education, Update, or Study/Concurrence.

Name of Issue #1: _____

What role should the issue take?

Action Effort

Citizen Education

Update*

Study/Concurrence*

****If you chose Position Update or Concurrence, please answer the following questions:***

If you think a position needs to be Updated, please explain:

If you propose Concurrence, please explain the League source of position:

If you propose Concurrence, please explain the reason to consider Concurrence:

Contact information for Issue #1:

Name: _____

Email: _____

Phone Number: _____

Name of Issue #2: _____

What role should the issue take?

Action Effort

Citizen Education

Update*

Study/Concurrence*

****If you chose Position Update or Concurrence, please answer the following questions:***

If you think a position needs to be Updated, please explain:

If you propose Concurrence, please explain the League source of position:

If you propose Concurrence, please explain the reason to consider Concurrence:

Contact information for Issue #2:

Name: _____

Email: _____

Phone Number: _____

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WORKSHEET III: Outlook for Program of Work Your League Proposes

If what you propose requires **state members' time and/or money**, give details below.

The TITLE identifies the proposed Program of Work item.

The SCOPE explains whether it is an Action Effort, Citizen Education, an Update on an issue previously studied, or a New Study/Concurrence. The SCOPE should outline the direction of the work and include the important components. One paragraph is usually long enough.

The OUTLOOK for work should help members determine whether the item is practical and manageable. Please include:

- The expected length of time needed for completion
- Possible sources of information
- Role of local Leagues
- Names of **five members willing to work** on the project and their contact information
- The **anticipated expected expense** for the Program of Work plan

Item #1 TITLE: _____

SCOPE:

OUTLOOK FOR WORK:

The expected length of time needed for completion: _____

Possible sources of information:

Role of local Leagues:

Names of **five members willing to work** on the project and their contact information:

Name #1: _____

Email: _____

Phone Number: _____

Name #2: _____

Email: _____

Phone Number: _____

Name #3: _____

Email: _____

Phone Number: _____

Name #4: _____

Email: _____

Phone Number: _____

Name #5: _____

Email: _____

Phone Number: _____

The **anticipated expected expense** for the Program of Work plan: _____

Item #2 TITLE: _____

SCOPE:

OUTLOOK FOR WORK:

The expected length of time needed for completion: _____

Possible sources of information:

Role of local Leagues:

Names of **five members willing to work** on the project and their contact information:

Name #1: _____

Email: _____

Phone Number: _____

Name #2: _____

Email: _____

Phone Number: _____

Name #3: _____

Email: _____

Phone Number: _____

Name #4: _____

Email: _____

Phone Number: _____

Name #5: _____

Email: _____

Phone Number: _____

The **anticipated expected expense** for the Program of Work plan: _____

**LOCAL LEAGUE WORKSHEETS WITH RECOMMENDATIONS MUST BE RECEIVED BY
WEDNESDAY, FEBRUARY 28, 2019.**