

## Federal/State Lobbying Disclosure Form

If you have engaged in lobbying activity, please answer the following questions:

1. Name/Title:
2. Dates of Lobbying Activities:
3. Individuals who were contacted:
4. Topic of conversation:
5. Total hours spent on lobbying activity:
6. Costs **directly** associated as a result of lobbying activity (prorated share if combined with other official duties):
7. Costs **indirectly** associated with or as a result of lobbying activity - Total hours spent preparing for lobbying activity, ie: LU staff meetings, email, presentation preparation, letter-writing to others to write to local legislators, staff time, etc.
8. Please list any hospitality/gifts/transportation extended to the elected official or staff member and estimated value. There are strict regulations regarding gifts and travel. Please refer to the Government Relations website at <https://www1.lehigh.edu/government> for complete information.

If you have any questions about the Federal reporting requirements, please contact Chris Carter, ([ccc317@lehigh.edu](mailto:ccc317@lehigh.edu)) Associate Vice President for Government Relations. For questions concerning State reporting, please contact Chris Carter ([ccc317@lehigh.edu](mailto:ccc317@lehigh.edu)) . Lehigh University conducts its advocacy activities in a transparent and professional manner. In accordance with the ethical conduct of these activities and consistent with the University's values and standards of conduct, it is essential that we carefully and fully report all such activities. Your assistance in carrying out these objectives and meeting our obligations is greatly appreciated.

Chris Carter, AVP Federal Relations  
610-758-6597  
[ccc317@lehigh.edu](mailto:ccc317@lehigh.edu)