



California Teachers Association
CTA/NEA Legislative Coordinator/Contact Report Form

Legislative District Number? AD# SD# CD#

Name of Legislator Contacted Date:

Reason for Contact: Please Check:

Scheduled Meeting Alert Legislator Request Social Fundraiser Other

Type of Contact: (To be filled out by Coordinator, Team Members making the contact)

- Meeting (Who was present) Legislator Leg. Staff
Telephone Contact (Who did you speak to)
Letters (Number generated)
E Mail (Number generated)
Fax (Number generated)
Number of Phone Calls generated
Contact not made (Reason)

Bill Number Issue(s) discussed

Position and response of Legislator (If known)

Information requested by Legislator

Action items or recommendations for follow-up

Person Completing Report

Phone Numbers (School) (Office) (Home)

Fax Number (E-Mail) (CTA Region)

Please fax to GR at (916) 325-1583/1584 or return original copy ASAP (To be returned by Primary Contact Staff) To:

CTA Governmental Relations
1118 10th Street
Sacramento, CA 95814

To Be Distributed By Governmental Relations To:

- CTA Board Members
Regional Managers
Regional Political Consultant
Legislative Advocate Staff

Reminder: At least three meetings are required each year with your legislator(s) under the provisions of the CTA/NEA Legislative Contact Program.