

## Advocacy and Issues Process Group Form

In order to assist us in processing your request, please provide the following;

1. Name of Working Group supporting advocacy request  
  
If no Working Group has yet supported, indicate why the standard Advocacy process cannot be followed.
2. Name of WNYEA member group (s) requesting advocacy
3. Contact Person at each member group(s) (name, phone, email)
4. Short description of the issue: (75 words or less - if appropriate you may attach a document with additional information)
5. Basis of need for immediate action
6. Date by which action must be taken in which to avoid irreparable consequences?
7. Is this a part of an approved WNYEA Annual Agenda - Y / N  
If so, is this consistent with the approved work plan, or is this an addition or change?  
*(As of 4/20/2012, this question does not yet apply)*
8. If this is a request for a letter of support, please attach your ideal or example letter, including to whom it should be addressed with contact info.
9. Please identify any other member groups or organizations that have been asked to consider this request.

Please call Micaela Shapiro-Shellaby, Chair of the Advocacy Process Group at 892.5877, if you have any questions or concerns regarding the submission of advocacy or issue items. Please attempt to submit all forms to [micaela@cejbuffalo.org](mailto:micaela@cejbuffalo.org) at least 5 business days before the advocacy meeting you wish to present at.

Advocacy Process Group meetings happen every 4<sup>th</sup> Thursday at 4pm at the Community Foundation of Greater Buffalo-Larkin at Exchange, 726 Exchange St.