



[CURRENT DATE]

1.0 – Select Tracking Issue

Select issue of interest: [List of Issues]

Determine jurisdiction: State: City: County: Other:

Specify data (e.g., pending/enacted bill #):

2.0 – Track Issue Status

Identify action/decision/bill:

Initial completion date: Revised completion date: Percent completed:

Initial deliverables/outputs:

On time Overdue

Obstacles:

Other comments:

3.0 – Determine Corrective Action

Action type: Constitutional Judicial Executive Statutory Admin Law Fiscal/budgetary

Action notes:

Lead change agent(s):

Other agents/lawyers:

Groups/people affected:

Other key stakeholders:

Other comments:

4.0 – Identify Relevant Official(s)

Voting address:

State senate/house: County: City/district:

Elected executives:

Elected legislators:

Committee leaders:

Other decision makers:

Other comments:

5.0 – Identify Preferred Contact Method

[Name of Official]:

Postal Address:

Email Address:

Work No.: Cell No.: Social Media:

Best contact method: Letter Email Text Social Media Other:

Other comments: