

## **PROGRAM PLANNING INSTRUCTIONS AND SAMPLE FORM**

Before submitting your League's program planning form, you may want to read over the instructions and questions below. These three pages include instructions, tips and questions.

### **INSTRUCTIONS**

The deadline for submitting online report forms is March 10, 2020. No offline report forms will be accepted. The report form can be found here:

<https://www.surveymoz.com/s3/5375041/2020-Program-Planning-Survey> . Be sure to have your League ID to fill out the form.

The program planning process is one of the ways through which the League focuses its grassroots work to align each part of the organization with the others and with the League's mission. Program planning will culminate with adoption of a program of education and action at LWVUS Convention 2020 in Washington, D.C. The input of League boards will help shape the proposed program of study and action that will be submitted to convention delegates for debate and adoption. The program planning deadline is March 10, 2020. Each League is entitled to **one** response.

### **Before getting started make sure you have the following:**

1) Your League's recommendations recorded and the comments pre-typed and ready to be cut and pasted into this form.

While you can type directly into the form, you will run the risk of timing out of the system if you spend too long on a single page.

2) Your League's ID (a five-digit code consisting of your two-letter state and 3 additional numbers)  
*[If you don't know this number, you can find it listed under Local Leagues on the LWVUS website.](#)*

3) Name and contact information of the person filling out the form. (This form is NOT for individual members to share their suggestions. Please do not try to use this form to test the system. All information is included in the sample form below, Each League ID can ONLY be used once.)

### **CONFIRMATION**

When you complete and submit your form, you will see that the form is complete and has been submitted. Within the form you will indicate who should receive a copy of the submitted form. The form submitted will be sent out to respondents within the week it was completed.

## **SAMPLE Survey Response Form**

Are you ready to continue?

Do you have your League ID and recommendations ready to enter?

### **FIVE PROGRAM PLANNING QUESTIONS**

1. Do you support the proposed program focus, continuing the Campaign for Making Democracy Work®? (Yes/No).
2. Would you like to recommend another program item, in addition to or instead of the Campaign for Making Democracy Work®? (Yes/No) *Please provide a statement (300 words or less) describing the scope of your proposal including a description of the issue area, its importance in advancing the League's mission as well as resources needed to carry out the proposal.*
3. Which areas of the 2018-2020 national program priorities (Voting Rights, Improving Elections, Campaign Finance/Money in Politics, Redistricting, Other) within the Campaign for Making Democracy Work® has your League worked on during the current biennium? *Please share details of your work in the comment section (300 words or less).*
4. Which League Positions does your League use to act at the state and local level? *Check all that apply.* (Comment section 300 words) For more detail on LWVUS positions, see Resources section.

### **LWVUS Positions**

Citizen's Right to Vote  
DC Self-Government and Full Voting Representation  
Apportionment  
Redistricting  
Money in Politics (Formerly Campaign Finance)  
Selection of the President  
Citizen's Right to Know/Citizen Participation  
Individual Liberties  
Constitutional Amendment Proposals  
Constitutional Conventions  
Public Policy on Reproductive Choices  
Congress  
The Presidency  
Privatization  
United Nations  
Trade  
Developing Countries  
Arms Control  
Military Policy and Defense Spending

Natural Resources  
Resource Management  
Air Quality  
Solid Waste  
Nuclear Waste  
Climate Change  
Water Resources  
Nuclear Issues  
Public Participation  
Agriculture Policies  
Employment  
Fair Housing  
Nondiscrimination and Affirmative Action  
Pay Equity  
Equal Rights for Women  
Same Gender Equality  
Education  
Federal Role in Public Education  
Fiscal Policy  
Funding of Entitlements  
Health Care  
Immigration  
Meeting Basic Human Needs  
Income Assistance  
Transportation  
Housing Supply  
Child Care  
Early Intervention for Children at Risk  
Violence Prevention  
Gun Control  
Urban Policy  
Death Penalty  
Sentencing Policy  
Human Trafficking

5. Please provide anything else you would like to share on Program Planning. Keep your response to 300 words or less.

#### TWO PILOT CONCURRENCE PROCESS QUESTIONS

6. In June 2019, LWVUS authorized a pilot concurrence on electoral systems. The purpose of the pilot was to give Leagues additional time to review and consider this position during their program planning. Was the additional time helpful in reviewing and considering the proposed concurrence position on Electoral Systems? (Yes/No)

7. If you would like to offer comments about the pilot concurrence process or recommend suggestions for future pilots, please provide a statement in the comment section (300 words or less) describing potential improvements to the process, its importance in assisting your League adequate review and consideration time, as well as resources LWVUS could provide in the future.