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Updated Information and Guidance on Lobbying and Other Government Contacts

FROM:

Mark Kaplan, Vice President for Government and Community Relations

Amy Hass, Vice President and General Counsel

If you plan to visit Tallahassee or Washington, DC for work, or if you plan to ask for UF-related help from elected officials or their offices in either city, please contact [UF's Office of Government and Community Relations first](#). All lobbying done on behalf of the University of Florida, or any affiliate, direct support organization (DSO) or other component unit of UF must be coordinated through that office.

It is important that you comply with this mandate because recent changes to reporting requirements imposed on the university at the state and federal levels may subject both you and the university to liability for failure to appropriately aggregate and report lobbying activities and expenditures. Please note that lobbying is generally defined broadly to include all advocacy for or against an issue, bill or legislative/congressional appropriation.

Also, there are often many competing issues happening in policy-making processes, and the Board of Trustees has emphasized that the university must speak with a single, unified voice that appropriately reflects the university's priorities. Similarly, elected officials often appreciate a more coordinated approach when they are being asked to act on behalf of a university-related activity.

If you wish to lobby an issue on behalf of a professional association or other non-UF entity, [you are required to comply with the university's Outside Activities policy](#) and we ask that you also notify UF Government and Community Relations as a courtesy. That Outside Activities policy first requires approval of your department chair or unit supervisor, who will decide whether to approve the request based on time, resource and conflicts factors.

Finally, please let us know if you will be traveling to Washington, DC or Tallahassee for other purposes, as our team may be aware of opportunities that could enhance your itinerary. The university now has a full-time office near the Capitol building in both cities.

For more detailed information and frequently asked questions regarding local, state and federal political activity and policies please visit the [Government and Community Relations website](#).

Please contact the Office of Government and Community Relations or Office of General Counsel with any questions. Thank you for your help.

Contacts:

Office of UF Government and Community Relations

352-392-4574 or gcr-uf@ufl.edu

Office of the Vice President and General Counsel

Amy Hass, Vice President, amhass@ufl.edu, 352-392-1358

Office of UF/IFAS Government Affairs

Mary Ann Hooks, Director, mgosa@ufl.edu, 850-270-4013