

# Memorandum

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**To:** Bob Carragher, SHRM Manager, Government Affairs

**From:** [Insert State Legislative Director name or others if applicable]

**Date:**

**Re:** Solicitation of SHRM National State Advocacy Resources

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**1. State Legislative Director / Council Approval:**

a. Please indicate the name of the state legislative director for your state (**if this person is not you**), and document how/when he or she was notified of the initiative to seek SHRM national involvement:

b. **OR**, please indicate what actions you've taken to inform your state council of the legislation you'd like to advocate on:

**2. Please briefly summarize the legislation for which you seek SHRM National support (please include the bill number):**

**3. Please briefly summarize current state law addressing this issue, if applicable:**

**4. What position would you like to take on this issue (support, oppose), and why?**

5. What SHRM National action are you seeking? (Examples: Initiating a letter writing campaign through HR Voice, assistance with an Op-Ed, etc.)

6. What is the level of urgency on this issue? (Examples: **HIGH**, action needs to be taken immediately; **MEDIUM**, action needs to be taken within 7 – 10 days; **LOW**, action needs to be taken within 30 days. Include any information you have regarding the current legislative climate. Is the bill in committee, on the floor, what is the likelihood for passage?)

Please e-mail this completed memorandum (and any supporting documents) to:

**Bob Carragher**  
**Senior State Affairs Advisor**  
**Society for Human Resource Management**  
**(703) 535-6268 (Direct dial)**  
[Robert.Carragher@shrm.org](mailto:Robert.Carragher@shrm.org)