

# YEC Legislative Meeting Summary Worksheet

**Purpose:** This worksheet is used by YEC Commissioners to document relationship-building meetings with members of the California Legislature. It supports internal coordination, transparency, and thoughtful follow-up while reinforcing YEC's advisory role.

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## Section 1: Meeting Information

- **Commissioner Name(s):**
  - **Date of Meeting:**
  - **Legislator Name:**
  - **Meeting Format:** ☐ In-person ☐ Virtual ☐ Phone
  - **Location (if applicable):**
  - **Legislative Office Attendees:**
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## Section 2: Purpose of the Meeting

*Describe how the meeting was framed (e.g., relationship-building, introduction to YEC, learning legislative priorities).*

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## Section 3: Legislator Priorities & Insights

- **Key priorities shared by the legislator:**
  - **Youth-related issues raised by the legislator or staff:**
  - **District-specific needs or concerns mentioned:**
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## Section 4: Connections to YEC Work

- **How (if at all) do these priorities connect to themes YEC is hearing from youth statewide?**

- Any emerging issues that may be relevant for YEC to monitor:
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## Section 5: Potential Next Steps (No Commitments)

*Check all that apply:*

- ☐ No immediate follow-up needed
- ☐ Share general YEC information or annual report (via YEC Staff)
- ☐ Flag legislator interest in future youth listening or engagement opportunities
- ☐ Inform YEC Staff / GO-Serve of an emerging policy area to monitor

**Additional notes or context:**

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## Section 6: Additional Notes

*Use this space for internal observations, sensitivities, or considerations for future engagement.*

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### **Submission Instructions:**

Please submit the completed worksheet to YEC Staff within **5 business days** of the meeting. YEC Staff will coordinate any appropriate internal sharing or follow-up with the GO-Serve Legislative Team.