**Directions:**Follow each step below to think through the process for addressing a state or local concern.

| **1. Brainstorm problems affecting your local community and/or state**  *Write down issues that you are passionate about. The problem must affect more people than just YOU. Be as specific as possible and try to narrow down big issues.* |
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| **2. Choose ONE problem to research and address**  *Next to your chosen problem, identify if it is more of a local problem or a state problem.* |
| **3. Explain in your own words why you believe this issue is a problem, why it’s important, how it affects people in your community/state, and how it touches your life** |
| **4. Identify rules/policies/laws that already exist surrounding your chosen issue**  *Provide facts and details that demonstrate the policy connection.* |
| **5. Brainstorm solutions to your chosen problem**  *Think about what might help resolve or lessen this issue. Use your research as a guide.* |
| **6. Choose ONE solution to pursue as your goal**  *Explain why this is the best solution and what would be different if the problem or issue were resolved in this way. Ensure your solution is clearly defined and actionable.* |
| **7. Identify the required course of action**  *Be specific about what course of action needs to be taken to achieve the solution you identified. For instance, does a rule/policy/law need to be created, amended, or changed?* |
| **8. Identify targeted policymakers/agencies involved in solving the problem**  *Identify who at the state or local level will be required to help carry out your proposed solution.* |
| **9. Set an approximate date**  *How long would you anticipate your solution taking? Is there any deadline to when your policy change needs to be enacted to work?* |
| **10. Explain the advantages of your policy change**  *What would be the benefits and arguments for your new policy?* |
| **11. Explain the disadvantages of your policy change**  *What would be the arguments against your new policy? What alternatives might be suggested?* |
| **12. Identify opportunities that may support your solution**  *Are there structures or systems in place to help with implementation? Is there potential funding? Are there individuals/groups that would support your plan and serve as allies?* |
| **13. Identify limitations and/or challenges to your solution**  *Is there a part of the problem your policy plan cannot solve? Are there structural or financial barriers? Are there individuals/groups who may oppose your plan?* |
| **14. Based on the information above, summarize your proposed course of action and what you hope to accomplish.** |
| **15. List your research sources** |