



# FULL REVIEW CHECKLIST FOR BILL PROPOSAL DRAFT

Before you submit your bill proposal, it is essential to conduct a thorough review to ensure that every aspect of the draft is polished and effective. This review process will help you verify that your bill addresses the issue comprehensively, meets legislative standards, and is ready for presentation to stakeholders and legislators. Use the checklist below to guide you through a detailed review of your draft bill proposal. By following these steps, you can refine your proposal to maximize its impact and success.

## FULL REVIEW CHECKLIST FOR BILL PROPOSAL DRAFT

### 1. Clear Problem Statement

Checklist Item: Ensure that the problem statement is clear and concise.

- Is the problem statement clearly defined?
- Does it outline the scope, causes, and consequences of the problem?
- Is the problem supported by evidence and data?

**Why This is Important:** A clear problem statement sets the stage for your bill's objectives and justifies the need for legislative action.

### 2. Well-Defined Policy Goals and Objectives

Checklist Item: Review the policy goals and objectives for clarity and alignment.

- Are the goals and objectives of the bill clearly articulated?
- Do they align with the identified problem and proposed solutions?
- Are the goals specific, measurable, and realistic?

**Why This is Important:** Well-defined goals and objectives guide the drafting process and help communicate the purpose of the bill to legislators and the public.

### 3. Comprehensive Research and Background

Checklist Item: Check the depth of your research and background information.

- Have you researched existing laws and regulations related to the issue?
- Does the bill reference relevant legal frameworks and existing legislation?
- Have you identified gaps or inconsistencies in current laws?



**Why This is Important:** Comprehensive research ensures that your bill builds on existing knowledge and addresses specific gaps or issues.

#### 4. Effective Legislative Language and Formatting

Checklist Item: Review the legislative language and formatting of the bill.

- Is the language clear, precise, and free of jargon?
- Does the bill follow standard legislative formatting conventions?
- Are all sections of the bill correctly labeled and organized?

**Why This is Important:** Effective legislative language and proper formatting ensure that your bill is professionally presented and understandable.

#### 5. Stakeholder Input and Feedback

Checklist Item: Verify that stakeholder input has been considered and incorporated.

- Have you engaged with stakeholders and experts for feedback?
- Does the bill reflect diverse perspectives and address stakeholder concerns?
- Have you documented and incorporated feedback effectively?

**Why This is Important:** Incorporating stakeholder feedback ensures that the bill is comprehensive and addresses the needs of all affected parties.

#### 6. Feasibility and Implementation

Checklist Item: Check the feasibility and implementation aspects of the bill.

- Are the proposed solutions practical and achievable?
- Have you outlined a plan for implementing the bill's provisions?
- Are there clear steps for enforcement and evaluation?

**Why This is Important:** Ensuring that your bill is feasible and includes an implementation plan increases its chances of success and effectiveness.

#### 7. Budget and Resource Considerations

Checklist Item: Review budget and resource implications.

- Have you estimated the costs associated with the bill's implementation?
- Does the bill include provisions for funding or resource allocation?
- Are there potential sources of funding identified?

**Why This is Important:** Budget and resource considerations are crucial for the practical application of the bill and for gaining support from legislators.



## 8. Alignment with Legislative Priorities

Checklist Item: Ensure the bill aligns with current legislative priorities and trends.

- Does the bill align with the current legislative agenda or priorities?
- Have you identified potential legislative champions or allies?
- Is the bill positioned to address current or emerging issues in the field?

**Why This is Important:** Aligning with legislative priorities helps ensure that your bill is timely and relevant, increasing its chances of success.

## 9. Clear and Compelling Summary

Checklist Item: Review the bill's summary for clarity and impact.

- Is the summary clear and compelling?
- Does it effectively convey the bill's purpose and importance?
- Is the summary concise and free of technical jargon?

**Why This is Important:** A clear and compelling summary is essential for quickly communicating the bill's objectives to legislators, stakeholders, and the public.

## 10. Final Proofreading

Checklist Item: Perform a final proofread of the entire draft.

- Have you checked for grammatical errors, typos, and inconsistencies?
- Is the document professionally formatted and easy to read?
- Have you reviewed the document for overall coherence and flow?

**Why This is Important:** A final proofread ensures that the document is polished and professional, ready for submission to legislators and stakeholders.

## YOU GOT THIS!

By carefully reviewing your bill proposal using the checklist above, you can ensure that it is well-crafted, thoroughly researched, and effectively addresses the identified problem. This process will help you refine your proposal, align it with legislative priorities, and increase its chances of success. Remember, a well-prepared bill proposal is a critical step toward making meaningful legislative change.

Before you submit your bill proposal, take the time to go through each item on this checklist to confirm that your draft is ready for presentation. For additional resources and support, visit our Social Media Toolkit Page to learn more about how you can promote your bill and engage with the community.

For more resources, guides, and opportunities to connect with others who share your passion for advocacy, please visit our website at [www.riseandrally.org](http://www.riseandrally.org) and follow us on Instagram at [@riseandrally\\_](https://www.instagram.com/riseandrally_)