

**INSTRUCTIONS FOR COMPLETING
PROPOSAL FORM**
(Updated 1/26/23)

Top of form check boxes:

- Insert applicable game management unit your regulation would change.
- Check the appropriate box(es) for the activities the regulation change would affect (hunting, trapping, subsistence, resident, nonresident, other).
- Select the appropriate meeting for which the proposed regulation change applies.

Fillable numbered boxes:

1. If known, enter the series of letter and numbers which identify the regulation to be changed. For example, 5 AAC 92.055. If it will be a new section or provision, then enter 5 AAC 72.XXX.
2. Write a short explanation about the issue your proposal addresses, or why you are proposing the regulation change. Address only one issue per proposal. State the issue clearly and concisely. The board will reject proposals that contain multiple or confusing issues.

State why the regulation change should be adopted or provide an explanation about what will happen if the regulation is not changed.

To assist you in development of your issue statement (#2 on the form), you may want to consider the following:

- What would happen if nothing is changed?
 - What are other solutions you considered? Why did you reject them?
3. Print or type your proposal as you would like to see it appear in the regulation book. The boards prefer that revised regulatory language is provided. **New or amended text should appear first and be in bold text and underlined.** [REGULATORY TEXT BEING DELETED SHOULD BE FULLY CAPITALIZED AND ENCLOSED IN BRACKETS]. It is not necessary to bold and underline text if entire change contains new language.

EXAMPLES: **5 AAC 85.020. Hunting seasons and bag limits for brown bear.**

Shorten the brown bear hunting season in Unit 16B by as follows: September 25 through **April 15** [MAY 1]

5 AAC 85.025(3). Unit 9(B) Caribou.

NONRESIDENT HUNTERS: **2** [3] caribou; however, no more than 1 bull may be taken.

Alternatively, you may state your changes in clear sentences. For example, “Lengthen the season for brown bear hunting to July 15 in the Togiak and Bay districts,” or “Reduce the bag limit for caribou in Unit 9(B) to two caribou.”

Bottom of form (submission block):

- Write the name of the group that voted to submit the proposal or your name if you are submitting the proposal. This name will be published in the proposal book. The Boards of Fisheries and Game will not consider anonymous proposals.
- Fill in your address and zip code, and telephone number. These will NOT be published; it simply enables us to reach you if clarification is necessary.

Mail, fax or upload the completed form as follows:

Online: www.adfg.alaska.gov/index.cfm?adfg=gameboard.proposal

Mail: ADF&G, Boards Support Section
P.O. Box 115526
Juneau, AK 99811-5526

Fax: (907) 465-6094

NOTE: The proposal deadline for the 2023/2024 meeting cycle is Monday, May 1, 2023. Proposals must be received by the deadline; there are no exceptions. The form must be physically received by fax or mail on the deadline; postmark is not adequate. Proposals are encouraged to be submitted online at www.adfg.alaska.gov/index.cfm?adfg=gameboard.proposal.

If you have any questions or need assistance, please consult staff at any Department of Fish and Game office.

