

# Alaska Public Offices Commission

## 2010 ELECTIONS

**Please read this information carefully for important information about starting your campaign.**

The 2010 elections are approaching and it is time for candidates and to set up procedures to comply with Alaska's Campaign Disclosure Law. This information is presented only as an overview of your disclosure requirements. It is your responsibility and obligation to familiarize yourself and your campaign workers with the details of the disclosure law and to make sure that you file reports both on time and accurately completed. Visit the APOC homepage at [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc) to keep informed about your requirements and responsibilities as a candidate, to download forms and other information and to research information filed by other candidates and groups.

### GETTING STARTED

**Letter of Intent:** Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the individual to campaign as if they were a candidate. The date that a campaign may start is 18 months prior to the date of the Election. However, if a candidate files a Declaration of Candidacy first, they do not need to file a Letter of Intent.

**The Declaration of Candidacy:** State candidates file their Declaration with the Division of Elections. The Declaration of Candidacy is what gets a state candidate's name on the ballot. The Declaration of Candidacy *must be filed with the Division of Elections*. "All candidates must be file for candidacy by June 1st, 2010 for the 2010 elections." AS 15.25.040(b).<sup>1</sup>

A Public Official Financial Disclosure must be filed "simultaneously" at the Division of Elections with the Declaration of Candidacy. Public Official Financial Disclosure Forms are available on the APOC Website: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)

**The Registration Statement** is where a candidate lists the campaign name (this is the name that *must* appear on the Paid for By disclaimers), Treasurers, Deputy Treasurers, Chairpeople (an option, not a requirement), bank information, etc. If the Declaration of Candidacy has already been filed with the Division of Elections, a state candidate then has 15 (fifteen) days to file their Registration Statement with the APOC. Candidates may amend registrations as needed. Treasurers and Deputy Treasurers may be added as needed. Until a candidate files information about a Treasurer or Deputy Treasurer, only the candidate may accept/expend campaign funds.

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<sup>1</sup> Taken from Division of Elections Website, May 7, 2009.

**The Exemption Form:** may ONLY be filed by *municipal* candidates that do not intend to exceed \$5000 in campaign activity, including any personal money that they may use. Please be aware that candidates for state office may no longer file the Exemption Form; this option is ONLY available to municipal candidates

**The Candidate Reimbursement Form:** If candidates put their own money into their campaign, and they want to repay themselves at the end of the campaign, they MUST file a Candidate Reimbursement Form with the APOC within 5 days of putting their money into their campaign account. This includes weekends. HOWEVER, if they can afford to reimburse their personal contributions from the campaign account and they can do it within 72 hours they may; they do NOT then need to file the Reimbursement Form. (There is also a prohibition against any candidate giving or loaning their campaign more than \$5000 in the 33 days prior to the election.)

### **ELECTRONIC FILING SYSTEM**

We are working to develop an online filing system. For now, you may file your reports using the Excel Spreadsheets that are on the APOC front page. There is a one-page Filing Contract that you need to fill out, sign and return to the APOC.

### **START UP CONSIDERATIONS**

Remember, **only** the candidate, a registered Treasurer or a registered Deputy Treasurer may spend money on behalf of the campaign.

If a candidate uses personal funds to buy things for the campaign, they may be reimbursed by the campaign as long as reimbursement occurs within 72 hours of when the initial expenditure was made. If a candidate uses personal money and wishes to repay that money at the *end* of their campaign, he/she must file a candidate reimbursement form with the Commission within **five days** of using their personal money.

### **PAID FOR BY IDENTIFIER**

PLEASE pay particular attention to AS 15.13.090, “**Identification of Communications,**” and the related regulations (2AAC 50.306). All political communications must have a “**paid for by**” identifier. In addition to the “**paid for by**” identifier on campaign communications, independent expenditures must also show “paid for by” information and if the independent expenditure is on behalf of or in opposition to a candidate, it will need to include an additional statement. See AS 15.13.135. Campaign workers sometimes overlook identifiers on political communication. Fixing missing or incomplete “paid for bys” costs time and money for your campaign, and may result in civil penalties.

## **REPORT INFORMATION**

Most state candidates will have to file four reports over the course of the Primary Election cycle and four reports for the General Election cycle. Reports are due **30 days** before an election, **7 days** before an election and at **yearend, due February 15th**. In addition, there is a **24 hour** report that must be filed if a candidate or group receives more than \$250 in a monetary or non-monetary contribution from any one contributor in the nine days preceding an election.

Candidates and groups are required by law to disclose information about their campaigns. The purpose of a campaign disclosure statement is to provide a snapshot of a candidate or group's activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

## **CIVIL PENALTIES**

The law requires the APOC to penalize candidates and groups who violate the campaign disclosure law. This includes failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility as the filer to familiarize yourself (and your campaign workers) with the requirements of the campaign disclosure law and reporting deadlines. The APOC *doesn't remind candidates and group treasurers when reports are due*. Initial penalties range from \$10 to \$50 a day for late reports. So if you have questions about whether your candidate or group is required to file, what you are required to file and when you are required to file, check with APOC staff.

*Review the APOC Website for further reporting requirements. This information is only meant to review the initial requirements of starting a campaign and to provide you with an overview of what you are required to file. Do not hesitate to call APOC staff if you have questions. Thank you!*

### **Contact Information**

Anchorage Office  
2221 East Northern Lights Blvd., #128, Anchorage, AK 99508  
Phone: (907) 276-4176 / Outside of Anchorage: (800) 478-4176  
Fax: (907) 276-7018

Juneau Office  
P.O. Box 110222 / 240 Main Street, #500, Juneau, AK 99811-0222  
Phone :( 907) 465-4864 Fax: (907) 465-4832

Web Site: [www.doa.alaska.gov/apoc](http://www.doa.alaska.gov/apoc)

## How Do I...

### File My Candidate or Group Campaign Disclosure Reports Electronically Using Excel Spreadsheets?

The Alaska Public Offices Commission is developing an on-line filing program. Until that option is available, we recommend that filers use Excel spreadsheets to meet their reporting requirements. The Excel filing process simplifies how you track and report the campaign financial information that you are required to provide to the public under Alaska Statute AS 15.13. The spreadsheets are easily copied to your desktop, the information is filled in and, when a report is due, you will send the spreadsheets as an attachment in an email to [DOA.APOC.Reports@alaska.gov](mailto:DOA.APOC.Reports@alaska.gov)

- Download an Electronic Filing Contract, fill it out and either fax or mail it to APOC, 2221 East Northern Lights, Room 128, Anchorage, Alaska 99508. Phone: (907) 276-4176 Fax: (907) 276-7018
- Go to [http://www.state.ak.us/local/akpages/ADMIN/apoc/xl\\_samples.shtml](http://www.state.ak.us/local/akpages/ADMIN/apoc/xl_samples.shtml) Open each spreadsheet. Save each spreadsheet to your computer. You may want to create one desktop file for each report, i.e.30 Day Report, 7 Day Report...etc. In this step, you are creating a place to put the information that you must report. Once you have created your spreadsheet file, you may begin entering information. Each spreadsheet provides you with samples of how information is listed. (Review those samples but be sure to delete them when you file your reports.)
- To **list** the information in each individual spreadsheet, you...
  - Click in the upper left-most cell of the spreadsheet (A1).
  - From the “Data” menu, select “Form”
  - Use this Form to enter or edit data for each row in the spreadsheet
  - Create new rows by clicking the “New” button
  - Delete the displayed row by clicking the “Delete” Button
  - Close the Form by clicking the “Close” Button
  - When you are done making changes or entering information, remember to **SAVE** the spreadsheet.
- To **file** the information with APOC, you will save the spreadsheet in a format that is compatible with APOC’s system so that we may upload the information to our website as efficiently as possible and with as little redundant data entry as possible.

- From your “File” menu, select “Save As”.
- In the “Save As *Type*” menu, choose CSV (Comma Delimited) (\*.csv)
- Change the file name to clearly indicate what information this spreadsheet covers and for which report (i.e. 30 Day Primary Expenditures)
- Remember where you are going to keep this information on your computer as you will need to attach the spreadsheets to your email when you file the report
- Click the “Save” button

When your reports are due, using your email program, file your reports by attaching your spreadsheet files to your email and sending them to [DOA.APOC.Reports@alaska.gov](mailto:DOA.APOC.Reports@alaska.gov) Please list the name of the candidate or group and the report you are sending in the subject line of your email. (i.e. Senator A, 30 Day Primary Report)

### **Reminders...**

- Delete the sample data in each spreadsheet before you file your reports with APOC
- List first and last names in ONE column; do *not* list them in two separate columns (You may want to list your contributors in a Last Name, First Name format as this will allow you to alphabetically track their cumulative annual totals)
- Please do not use commas or dollar signs when you are entering numerical data (WRONG Format : \$1,280.51 RIGHT Format: 1280.51)
- If there is no activity to report under any category, you do not need to file that spreadsheet. (If you did not incur any debt activity, do not file the Debt Spreadsheet.)
- Please list the candidate or group name and which report you are filing in the subject heading of your email.

**If you have any questions at all, please call us.**

**Group Questions: Vullnet Greva 1(907) 334-1728**

**Candidate Questions: Heather Hebdon 1(907) 334-1729**

**APOC Toll Free Number, in Alaska, 1(800) 478-4176**

ALASKA PUBLIC OFFICES COMMISSION  
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ANCHORAGE, AK 99508  
www.apoc.alaska.gov  
(907) 276-4176; Fax 276-7018



## Agreement for Use of Electronic Filing Software / EXCEL

**APOC:** The Alaska Public Offices Commission agrees to provide the Electronic Filing Spreadsheets to candidates and treasurers at no charge. The Alaska Public Offices Commission also agrees to provide a template and documentation on how to use Excel Spread Sheets. Staff further agrees to provide support during regular office hours.

APOC will make all reports that are filed electronically available to the public through its on-line data base as soon as the reports are received through electronic media. All other reports will be available to the public in paper format upon request.

Using the APOC Electronic Filing Software/Excel Spreadsheet does not waive the candidate/treasurer's responsibility to comply with the **reporting requirements and deadlines** of the campaign disclosure law.

**FILER:** The candidate/treasurer agrees to file the electronic file of the required report on or before the report deadline. The candidate/treasurer will generate and submit, by email, an electronic report. Timeliness of the electronically filed report is determined based on **when the report is received by APOC**. Filers should anticipate any lag time in the operation of mail servers.

**By signing this agreement, the candidate/treasurer agrees to the terms described above and certifies that all electronic campaign disclosure reports submitted to the APOC are true, correct and complete.**

This document is used in lieu of a signed cover sheet.

**NAME OF CANDIDATE OR GROUP, AND TREASURER:**

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**EMAIL ADDRESS (required)** \_\_\_\_\_

**DATE** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**PLEASE CHECK ONE:** ELFS \_\_\_\_\_ **APOC EXCEL Spreadsheets** \_\_\_\_\_