ALASKA PUBLIC OFFICES COMMISSION

MANUAL OF INSTRUCTIONS FOR LOBBYISTS AND EMPLOYERS OF LOBBYISTS

(Revised September 2010)

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DISCLAIMER

THIS MANUAL IS SUBJECT TO CHANGE BASED ON CHANGES IN THE LEGISLATION OR REGULATIONS. CURRENT LAW MAY SUPERSEDE INFORMATION CONTAINED HEREIN. APOC WILL MAKE ANNOUNCEMENTS AND APPROPRIATE CHANGES TO THE GUIDE WHEN THERE IS A CHANGE IN LAW. PLEASE CHECK OUR WEBPAGE FOR ANY UPDATES TO THIS MANUAL. PLEASE CALL APOC WITH ANY QUESTIONS REGARDING THE LAWS ADMINISTERED BY THIS AGENCY.

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Section 1: INTRODUCTION

About the Commission

The Alaska Public Offices Commission (APOC) administers four disclosure laws:

- AS 15.13 Campaign Disclosure
- AS 24.45 Regulation of Lobbying
- AS 24.60 Legislative Financial Disclosure
- AS 39.50 Public Official Financial Disclosure

These laws "follow the money" by requiring disclosure that permits citizens to trace the influence of private interests on public decision-making. This disclosure, in turn, helps to limit privileged influence through revealing special interests.

Five Alaskan citizens serve as Commissioners. They meet for two to three days, at least four times a year, to decide policy matters, adjudicate complaints, hear civil penalty appeals and issue advisory opinions.

Four of the Commissioners represent the two political parties whose candidates for Governor received the most votes at the last gubernatorial election. Currently there are two Republican and two Democrat Commissioners. The fifth Commissioner is a public member, nominated by the other four Commissioners from general public applicants. The Governor appoints the nominees and the legislature confirms them. Terms are for five years, with a different term expiring each year.

About the Lobbying Law:

Alaska's lobbying law (AS 24.45) provides that the public has the right to know the identity, income, expenditures, and activities of those who receive compensation or those who make payments in efforts to influence the actions of appointed or elected state officials.

Under the law, lobbyists are required to disclose their name, address, names(s) of their employer(s), sources of income including, but not limited to, salary, fees and reimbursement of expenses in support of or in connection with lobbying; and expenditures made in the categories of food and beverages, living accommodations, and travel.

Those who retain or employ lobbyists must disclose their name, address, name(s) of their lobbyist(s), payments made to lobbyists, and payments made in support of lobbying activities, including payments to employees who are not registered as lobbyists but who perform work in support of the agency's lobbying goals.

The law authorizes APOC to administer the lobbying law and requires it to publish instructions to facilitate compliance. This manual fulfills that requirement and is available to lobbyists, employers of lobbyists, and members of the public. Throughout the manual specific sections of the statute (AS 24.45.__) and the administrative regulations (2 AAC 50.__) are cited. Copies of the manual, statutes, and regulations are available on our website; paper copies will be provided upon request.

Who Is A Lobbyist Or Employer Of Lobbyists?

Under Alaska law, **a lobbyist is a person who**:

1) is employed and receives payments, or who contracts for economic consideration, including reimbursement for reasonable travel and living expenses, to communicate directly or through the person's agents with any public official for the purpose of influencing legislative or administrative action for more than 10 hours in any 30-day period in one calendar year. AS 24.45.171(11) (A).

Or

2) represents oneself as engaging in the influencing of legislative or administrative action as a business, occupation, or profession. AS 24.45.171(11)(B).

"Influencing legislative or administrative action" means to communicate directly for the purpose of introducing, promoting, advocating, supporting, modifying, opposing or delaying, or seeking to do the same with respect to any legislative or administrative action. AS 24.45.171(9)

"Communicate directly" means to speak with a legislator, legislative employee, or public official in person, by telephone, or by two-way electronic communication (including e-mail). AS 24.45.171(4).

An employer of lobbyists is a person who: employs, retains, or who contracts for the services of one or more lobbyists, whether independently or jointly with other persons, and who directly or indirectly makes payments to influence legislative or administrative action. AS 24.45.061(b).

Who Is Exempt from the Lobbying Law? AS 24.45.161.

The **lobbying law does not apply** to:

- A person who receives no compensation, including reimbursement of personal expenses, and makes no expenditures for or on behalf of a public official and limits lobbying activities to appearances before public sessions of the legislature or public proceedings of state agencies;
- An elected or appointed state or municipal public officer or an employee of the state or municipality acting in an official capacity or within the scope of employment;
- Newspapers, periodicals, radio and television stations publishing news items, editorials, advertisements or other comments urging legislative or administrative action as long as the entity does not engage in further activities urging administrative or legislative action other than appearing before public session of the legislature or other state agencies;
- A person who appears before the legislature or either house, or a standing, special, or interim committee, in response to being issued an invitation. **NOTE:** A person must

follow the specific requirements in law to qualify as exempt from the lobbying law. Specifically, AS 24.45.161(4)(c) states:

> (c) Either house of the legislature by resolution, or both houses of the legislature by concurrent resolution, may invite a person to appear to speak before the legislature or either house with reference to any pending matter. A standing, special, or interim committee of either house may, upon the concurrence of a majority of its members, extend an invitation to any person to appear before the committee to give information in regard to, or explain, any matter pending before the committee.

Be aware that there is no similar exemption from the lobbying law for invitations from the executive branch.

Section 2: REGISTRATION

Registration: Who, When, What and How?

- **Professional Lobbyists:** Persons who engage in lobbying as a business, occupation or profession must register before engaging in any lobbying activities. AS 24.45.041. ***If a person represents oneself as a lobbyist, the requirement to register prior to any lobbying applies even if the person's lobbying activity is part-time or for a single client.***

- **Other Compensated Lobbyists:** Persons who receive wages or other compensation for communicating directly with public officials to influence administrative or legislative action as one component of the contract or employee's job responsibilities must register once they reach the ***time threshold of lobbying for 10 hours in any 30-day period in a calendar year.*** AS 24.45.171(11)(A).

  What activities count toward the 10-hour threshold for registering for other compensated lobbyists?
  1) In calculating the ten hours, you must include time spent testifying before legislative committees or meeting with public officials or legislative employees, but not time spent waiting to testify or meet with public officials.
  2) Time spent on the telephone or in e-mail exchanges with public officials or legislative employees also counts toward the 10-hour threshold, but not time writing a letter or sending a public opinion message (POM).
  3) Once you exceed the ten hours, you must register in compliance with AS 24.45.041 and report in compliance with AS 24.45.051.

- **Representational Lobbyists:** Persons who engage in lobbying activities for an entity but receive no compensation or fees other than reimbursement for travel and personal living expenses, and are not an employee of the entity, must register their lobbying activities with APOC, but are NOT required to submit lobbyist reports.

Are the requirements for representational lobbyists any different from professional or other compensated lobbyists?

1) Representational lobbyists file a registration but do not pay the registration fee or file lobbyist reports.
2) The entity reimbursing the representational lobbyist's expenses must file quarterly employer of lobbyist reports.
3) Registering as a representational lobbyist does not subject an individual to the prohibitions of AS 15.13.074(g) or AS 24.45.121(8) that restrict certain political activities for registered lobbyists.
4) Representational lobbyists are not required to take the mandatory training course [AS 24.45.041(b)(8)] but are welcome to do so.

- **Volunteer Lobbyists**: Persons who receive no compensation, including reimbursement of personal expenses, and make no expenditures for or on behalf of a public official are exempt from the lobbying law and not required to register. AS 24.45.161(A)-(B). **Volunteer lobbyists are also not required to file reports and are not subject to the campaign contribution restrictions of AS 15.13.074(g).**

What if I want to register as a volunteer lobbyist so there is a public record?
1) Although volunteer lobbyists are not required to register as a lobbyist, you may file a registration statement if you wish. Doing so will include your name in the directory of lobbyists.
2) Registering as a volunteer lobbyist does not subject you to the requirement to file lobbyist reports, to the prohibitions of AS 24.45.121, or to the campaign contribution restrictions of AS 15.13.074(g).
3) Volunteer lobbyists are not required to take the mandatory training course required for a professional or other compensated lobbyist, but are welcome to do so.

Who Is Prohibited From Registering?

The ethics reforms enacted by the Alaska legislature in 2007 prohibit certain people from registering as a lobbyist.

1. A former legislator may not engage in activity as a lobbyist before the legislature for one year after leaving the legislature. A former legislator may act as a volunteer lobbyist or a representational lobbyist. AS 24.45.121(c).

2. Persons who held the position of: governor, lieutenant governor, commissioner, deputy commissioner, division director, legislative liaison; certain positions within the governor's office; members of boards or commissions with regulatory authority; and a governing officer or member of the executive board of a state corporation listed in AS 39.52.180(d) are prohibited from engaging in activity as a lobbyist for one year after leaving the position. This ban does not prohibit service as a representational or volunteer lobbyist. AS 24.45.121(d).

3. The spouse or domestic partner of a legislator may not engage in activity as a lobbyist, except as a representational or volunteer lobbyist. AS 24.45.121(e).

4. An individual who has been convicted of a felony involving moral turpitude[1] may not register as a lobbyist. AS 24.45.041(i).

Restrictions On Political Activities Of Registered Lobbyists:

AS 15.13.074(g). An individual required to register as a lobbyist under AS 24.45 may not contribute to a candidate for the legislature at any time the individual is subject to the registration requirement under AS 24.45 and for one year after the date of the individual's initial registration or its renewal. However, the individual may contribute to a legislative candidate for the district in which the individual is eligible to vote or will be eligible to vote on the date of the election. An individual who is subject to this subsection shall report to the Commission, on a form provided by the Commission [Form 15-5A], each contribution made to a legislative candidate while required to register as a lobbyist. This subsection does not apply to a representational lobbyist as defined in Regulations of the Commission or to a volunteer lobbyist.

AS 24.45.121(a)(8). A lobbyist may not serve as a campaign manager or director, serve as a campaign treasurer or deputy campaign treasurer on a finance or fund-raising committee, host a fund-raising event, directly or indirectly collect contributions for or deliver contributions to a candidate, or otherwise engage in the fund-raising activity of a legislative campaign or a campaign for governor or lieutenant governor if the lobbyist has registered, or is required to register, as a lobbyist during the calendar year. This provision does not apply to a representational or volunteer lobbyist, and does not prohibit a lobbyist from making personal contributions to a candidate as authorized by AS 15.13, or personally advocating on behalf of a candidate.

Other Prohibitions

In addition to the restrictions on gifts (discussed later in this manual), campaign activities and contributions, the lobbying law prohibits certain other activities under AS 24.45.121. These include:

- Lobbying before filing a registration statement. **NOTE** that persons who do not represent themselves as being in the business of lobbying do not have to register until they expend more than 10 hours in lobbying activities in a 30-day period in a calendar year.
- Taking any action with the intent of placing a public official under personal obligation to the lobbyist or the employer of lobbyists.

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[1] AS 24.45.041(j) adopts the definition of "felony involving moral turpitude" found in AS 15.60.010(9), which provides: ... includes those crimes that are immoral or wrong in themselves such as murder, manslaughter, assault, sexual assault, sexual abuse of a minor, unlawful exploitation of a minor, robbery, extortion, coercion, kidnapping, incest, arson, burglary, theft, forgery, criminal possession of a forgery device, offering a false instrument for recording, scheme to defraud, falsifying business records, commercial bribe receiving, commercial bribery, bribery, receiving a bribe, perjury, perjury by inconsistent statements, endangering the welfare of a minor, escape, promoting contraband, interference with official proceedings, receiving a bribe by a witness or a juror, jury tampering, misconduct by a juror, tampering with physical evidence, hindering prosecution, terroristic threatening, riot, criminal possession of explosives, unlawful furnishing of explosives, promoting prostitution, criminal mischief, misconduct involving a controlled substance or an imitation controlled substance, permitting an escape, promoting gambling, possession of gambling records, distribution of child pornography, and possession of child pornography;

- Intentionally deceiving a public official with regard to material facts pertinent to pending or proposed official state action.
- Causing or influencing the introduction of legislation for the purpose of being employed to secure its passage or defeat.
- Causing a communication to be sent to a public official in a fictitious name or in the name of any real person, except with the permission of that person.
- Accepting or agreeing to accept payment in any way contingent upon the outcome of any proposed official action.
- Serving as a member of a state board or commission if the employer of lobbyists could economically benefit from such service.

Mandatory Training PRIOR to Registration

Changes made to the lobbying law in 2007 require all lobbyists and employers of lobbyists to complete a training course administered by APOC "that promotes adherence to high ethical standards of professional conduct and teaches lobbyists and employers of lobbyists how to comply with laws that regulate lobbyists." AS 24.45.031(a)(6). Neither representational nor volunteer lobbyists are required to take the training, AS 24.45.041(b)(8), but are welcome to do so.

Both lobbyists and employers of lobbyists must take the course annually. Lobbyists must complete the APOC course as a requirement to register and must certify on the lobbyist registration form that training he or she has completed training within the past twelve months. AS 24.45.041(b)(8). The statute does not specify a timeframe for employers of lobbyists to have completed the course each year so APOC requires this be completed by employers of lobbyists no later than prior to the filing of their first quarter employer of lobbyist report, by April 30.

APOC updates the training material annually to reflect statutory changes, new advisory opinions, and other relevant information to filers. There are two methods available for filers to take the required ethics and compliance training:

1. **In-person training sessions:** Offered annually during late fall and early winter, prior to the start of the regular legislative session and new reporting cycle. Staff posts the dates for training to the APOC web site generally by sometime in late October or early November at http://doa.alaska.gov/apoc/ethics_training/home.html. Filers register for in-person sessions in both Anchorage and Juneau via the on-line registration process.

2. **Web-based, self-guided power point instruction:** Filers in Alaska and anywhere in the country who are unable to attend in-person sessions may access the material via a computer and the internet. Filers are required to read the material, answer the questions at the end of the session and submit the required "request for certificate of completion" to APOC. This form may be submitted by email via a PDF file or faxed to the Juneau APOC office at (907) 465-4832. Staff mails a training certificate to the individual completing training upon the receipt of the on-line verification of training form.

Section 3: INSIGHT ELECTRONIC FILING

Insight Electronic Filing: APOC requires all lobbyist and employers of lobbyist to file registrations and reports electronically using the reporting system known as Insight Version 2. The only exception is that representational lobbyists are allowed to file paper registrations and the entity reimbursing a representational lobbyist is allowed to file a paper report. Insight 2.0 FAQ's are posted on the APOC web site's homepage at http://doa.alaska.gov/apoc/ under "Highlights – Insight."

This section of the manual addresses the information required for lobbyist registrations and the process for registering electronically.

Filing Forms Electronically in Insight: General Account Set-up:

To complete any filings electronically in Insight, both the lobbyist and employers of lobbyists must set up an account in MyAlaska and in the Insight APOC reporting system. MyAlaska is the state's electronic signature program that allows filers to electronically "sign" their registrations and reports. To file either a registration or a report in Insight, you must have a MyAlaska account, since it serves as the gateway or access point to the APOC filing system. **The two-step instructions below are only for filers not already set up in Insight.** If you already have accounts and/or have been reporting electronically, you may skip the next section and go directly to the section entitled "Lobbyist Registration." **Do not set up another account if you already have one.** If you are uncertain, contact the Juneau APOC office for guidance at 907-465-4864.

Setting up your **electronic accounts: a two-step process:**

Step one for both lobbyists and employers of lobbyists is the creation of a "MyAlaska" account, which is the electronic signature/authentication component required to access APOC's electronic filing system. If you already have a MyAlaska account with the state, you may use the existing account (as one example, if you have filed for your Alaska Permanent Fund check online you have a MyAlaska account). Otherwise, you need to create one. **Employers of a lobbyist should NOT use a personal MyAlaska account for employer of lobbyist reports as this causes difficulties when an individual leaves the company.** New employers of lobbyists should set up a MyAlaska and Insight account that is unique to the company and not part of any individual MyAlaska account. ***Please make a note of your user name and password and keep them in a secure place for future use since you will need to log into your MyAlaska account to access APOC online reporting for lobbyists/employers of lobbyists.***

Step 2 is the APOC Insight 2.0 program, which allows you to register and file all lobbyist and employer of lobbyist reports electronically.

You may either access Insight via the MyAlaska home page or use the link from the APOC web page. Go to http://doa.alaska.gov/apoc/ under the "Highlights-Insight" column and click on the Insight link.

To access your account, click on Insight Version 2 from the APOC web site to link to the page below.

Login

Enter your MyAlaska username and password in each of the boxes provided and then click on the "Login" button. Once you click on the "Login" button you will be taken to the Insight Home screen with the words "Welcome to APOC Insight" as shown on the next page.

Home Page

The Welcome page enables both lobbyists, employers of lobbyists to view and edit existing filings, create new filings, and has a number of other features outlined below.

The **Setup** section contains your account information, also known as your Profile. There is also a function under Setup, which will allow APOC staff to view your filings if you need assistance. Under "Setup", click "Grant APOC Permission to my Filings." Once you select an account and click "grant permission", APOC staff will have access to your Insight account, including any pending forms you have created. You may revoke this permission at any time by clicking on the "revoke permission" link. Setup is also where you can change information for the person(s) you have granted permissions to view and/or enter data into your reports. If you wish to grant someone permission to prepare a report on your behalf but you do not want to authorize the person as a signer of your report, you may enable the individual as a preparer. **Click on Enable/Disable my Preparers and follow the instructions on the screen.**

Current Filings and Due Dates contains two links, which are also in a yellow box under the picture. The 'View/Edit my Current Filings' link is the same as the 'Manage My Filings' tab at the top of the page. The 'Manage My Filings' page lists your pending and submitted forms and the lobbyist registration. You may use this page to sort your reports using the calendar feature. By clicking on the top of a specific column (for example, reporting period or status), Insight will automatically sort like forms together and put them in order. The 'View my Filing Due Dates' link is the same as the '**My Due Dates'** tab at the top of the page. 'My Due Dates' lists what reports are due for the year and the current status of each report. To use this section effectively, make sure that you are only asking for the report due dates that are relevant to your particular filing status. If, for example you are an employer of a lobbyist and wish to learn when the report due dates are for 2010 that you have not already finished, select your name from the drop down list of filers, select "not started," enter January 1, 2010 through December 31, 2010 and hit "Go." The list will then come back with the reports that you have due for that particular period.

File Forms contains the link to file reports as a lobbyist or as an employer of lobbyists. Please note that although there is not a separate reference to employers of lobbyists, you need to click "File Lobbying Forms" if you need to file a lobbyist registration, a lobbyist report or an employer of a lobbyist report.

Later sections of this document contain additional instructions for how to use each of these sections.

Lobbying Page

This is the page that you will get if you click on "File Lobbying Forms" on the Welcome page. (You can also access this page by clicking on the word 'Lobbying' at the top of the page above the picture/heading.) It also provides you the links to view/edit your current filings and to view your due dates. **Most importantly, this page contains the links to create an employer account for new employers of lobbyists and to file lobbyist registrations, lobbyist reports and employer of lobbyist reports.**

How to Register as a New Employer of Lobbyists: If you have never employed a lobbyist before and do not yet have an Insight account, choose "Register a Business as an Employer of Lobbyists" to set up an account as an employer of lobbyists. (See Pages 33-34)

Manage My Filings

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Alaska Department of Administration
Public Offices Commission

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State of Alaska > Departments > Administration > APOC > Insight > Manage My Filings

Welcome: Billy Ginn, Ginn's Sawmill

Manage My Filings

This page lists all form filings in your account and their status. Manage your form filings by performing actions listed below.

- What does pending and submitted form filings mean?
- Sort the form filings list
- Print the list of form filings
- Print a form filing
- Edit a pending form filing or view a submitted filing
- Delete a pending form filing
- Submit a form filing
- Amend a submitted form filing

Start New Filing

Form All Filer All Status All

Due/Effective Start Date 01/01/2010 End Date Go

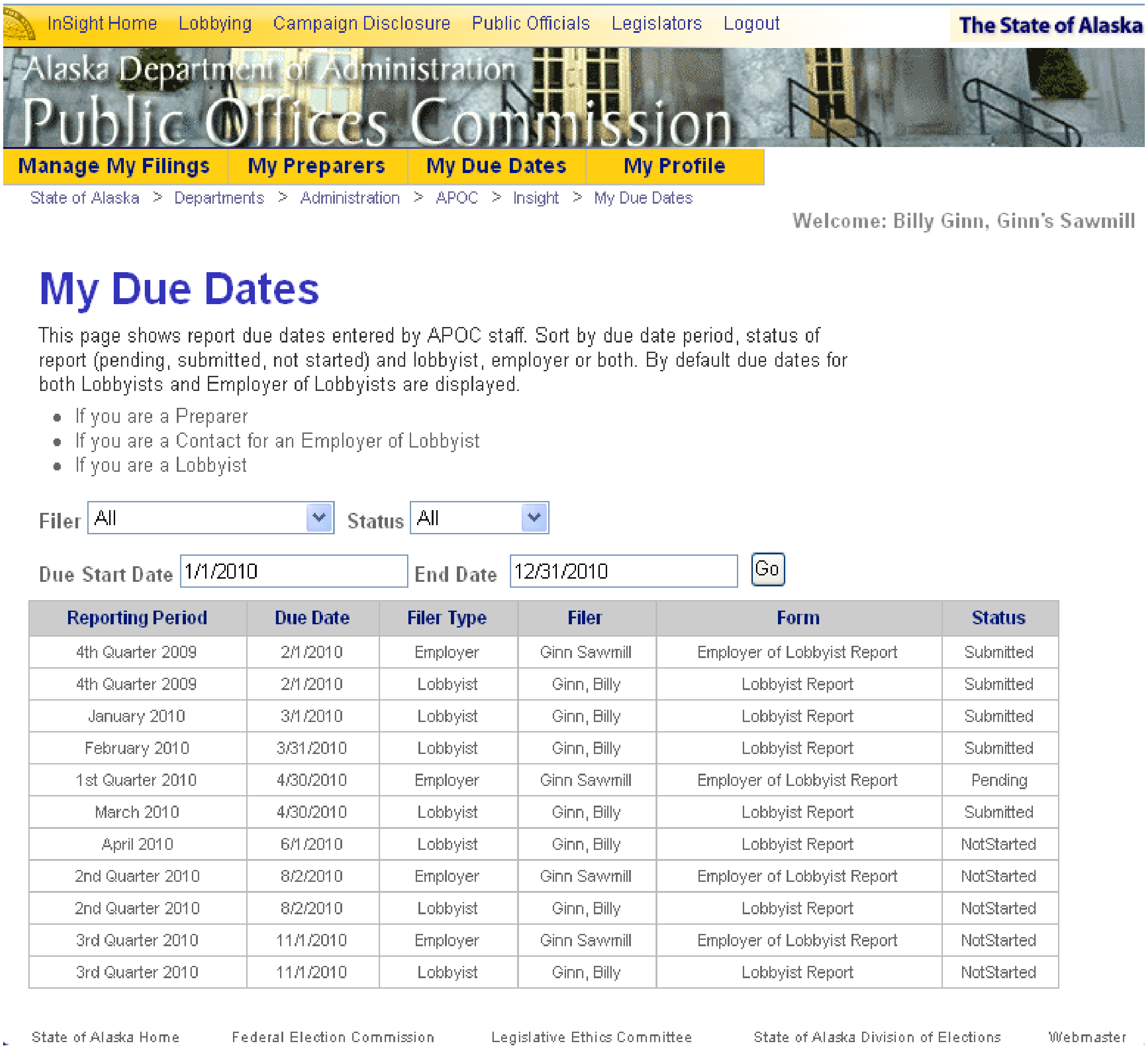
Print Listing

Form	Filer	Employer	Reporting Period	Due/Effective Date	Submittal Date	Last Updated	Status	
Employer Report	Ginn Sawmill		4th Quarter 2009	2/1/2010 12:00:00 AM	1/27/2010 8:19:26 AM	1/27/2010 8:19:26 AM	Amended	view/print
Employer Report	Ginn Sawmill		1st Quarter 2010	4/30/2010 12:00:00 AM	6/15/2010 8:59:01 AM	6/15/2010 8:59:01 AM	Amended	view/print
Employer Report	Ginn Sawmill		1st Quarter 2010	4/30/2010 12:00:00 AM		6/17/2010 12:06:39 PM	Pending	edit delete view/print
Employer Report	Ginn Sawmill		4th Quarter 2009	2/1/2010 12:00:00 AM	4/27/2010 2:20:39 PM	4/27/2010 2:20:39 PM	Submitted	amend view/print
Lobbyist Report	Ginn, Billy		January 2010	3/1/2010 12:00:00 AM	2/18/2010 5:05:25 PM	2/18/2010 5:05:25 PM	Amended	view/print
Lobbyist Report	Ginn, Billy		January 2010	3/1/2010 12:00:00 AM		6/17/2010 12:07:20 PM	Pending	edit delete view/print
Lobbyist Report	Ginn, Billy		4th Quarter 2009	2/1/2010 12:00:00 AM	1/11/2010 9:13:45 AM	1/11/2010 9:13:45 AM	Submitted	amend view/print
Lobbyist Report	Ginn, Billy		February 2010	3/31/2010 12:00:00 AM	4/6/2010 11:50:27 AM	4/6/2010 11:50:27 AM	Submitted	amend view/print
Lobbyist	Ginn, Billy		March 2010	4/30/2010	4/6/2010	4/6/2010	Submitted	amend view/print

The "Manage My Filings" page lists all the forms that you have filed or started filing. Each of the bulleted items expands and gives you detailed information about the topic. You can also choose what forms you want to display by changing the information in the boxes labeled "Form," "Filer," "Status," "Due/Effective Start Date," and "End Date." You can also choose "Print Listing" to print the listing of forms.

To file a report from this page, you can click on the link "Start New Filing" which is under the list of bulleted items. You do not have to go back to the "Lobbying" page.

Once you submit a filing, it is a legally submitted form and you are not allowed to edit the submitted filing unless you file an amended report. **If you want to view the filing, press the "view/print" link, which will open the submitted filing in a new browser window.** The new browser window will show you the submitted filing in a printable format. You will need to use your browser's print feature in order to print a paper copy.



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State of Alaska > Departments > Administration > APOC > Insight > My Due Dates

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My Due Dates

This page shows report due dates entered by APOC staff. Sort by due date period, status of report (pending, submitted, not started) and lobbyist, employer or both. By default due dates for both Lobbyists and Employer of Lobbyists are displayed.

- If you are a Preparer
- If you are a Contact for an Employer of Lobbyist
- If you are a Lobbyist

Filer: All | Status: All

Due Start Date: 1/1/2010 | End Date: 12/31/2010 | Go

Reporting Period	Due Date	Filer Type	Filer	Form	Status
4th Quarter 2009	2/1/2010	Employer	Ginn Sawmill	Employer of Lobbyist Report	Submitted
4th Quarter 2009	2/1/2010	Lobbyist	Ginn, Billy	Lobbyist Report	Submitted
January 2010	3/1/2010	Lobbyist	Ginn, Billy	Lobbyist Report	Submitted
February 2010	3/31/2010	Lobbyist	Ginn, Billy	Lobbyist Report	Submitted
1st Quarter 2010	4/30/2010	Employer	Ginn Sawmill	Employer of Lobbyist Report	Pending
March 2010	4/30/2010	Lobbyist	Ginn, Billy	Lobbyist Report	Submitted
April 2010	6/1/2010	Lobbyist	Ginn, Billy	Lobbyist Report	NotStarted
2nd Quarter 2010	8/2/2010	Employer	Ginn Sawmill	Employer of Lobbyist Report	NotStarted
2nd Quarter 2010	8/2/2010	Lobbyist	Ginn, Billy	Lobbyist Report	NotStarted
3rd Quarter 2010	11/1/2010	Employer	Ginn Sawmill	Employer of Lobbyist Report	NotStarted
3rd Quarter 2010	11/1/2010	Lobbyist	Ginn, Billy	Lobbyist Report	NotStarted

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My Due Dates

This feature enables you to quickly determine what reports are due and the status of your filings with respect to a particular role. APOC staff will input filing deadlines for the year, and will update them for special sessions. Filers can sort by role (lobbyist, employer, preparer) and see if a report has been started, not started, or submitted for a particular due date. This also saves you from having to go to a separate calendar on the APOC web page to determine when your filings are due. To determine reports due for a particular period, enter the dates you are interested in and click “go.”

Filing A Lobbyist Registration

The **Lobbyist** section of the Lobbying Forms page contains the links to file a new Lobbyist Registration and to file a new Lobbyist Report.

When you choose "File a new Lobbyist Registration", this is the first screen you will see. Once you have clicked on the down arrow to 'Select an employer', click on "Continue" and proceed through completion of the form.

Insight 2.0 divides the lobbyist registration form into seven sections, allowing you to either complete these one at a time or in sequence at a single sitting. You can navigate through the form using the "Edit" buttons or by clicking on the section of the form you would like to go to in the list on the left side of the page. ***Be sure you have completed all of the form sections prior to clicking the "certification" edit button at the bottom of the page.*** If you try to certify or sign a form prior to completing all the required fields, you will get an error message on the next page after you click the "certification" edit button.

Check to make sure the top of the form shows the correct employer and the correct lobbying year. Instructions and information are listed in the boxes outlined in red. Please read the information before continuing to the next section of the form.

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- Form Overview
- Lobbyist Information
- Employer / Client Information
- Lobbyist Employment and Compensation
- Lobbying Interests
- Qualification or Waiver
- Payment
- Certification
- Print Form Filing

Lobbyist Registration Statement

Lobbyist Registration Statement - AS 24.45.041

Test Business

Lobbying Year 2010

INSTRUCTIONS FOR COMPLETING THIS REGISTRATION: 1. You must file a lobbyist registration before lobbying if you receive compensation for communicating directly with state public officials, including legislators, legislative staff, or executive branch officials, in efforts to influence administrative or legislative action.2. If communicating directly with public officials is not a primary part of your employment or professional services, you must register if you spend more than ten hours in any 30-day period communicating with public officials.3. A separate lobbyist registration statement must be filed for each employer or client.4. Each registration statement must include the $250.00 registration fee unless you are a representational or volunteer lobbyist.5. Lobbyist registration is valid for the current calendar year only. This registration expires on December 31, 2009. If you intend to lobby in 2010, you must file a 2010 registration statement.

LOBBYIST INFORMATION

General information about the lobbyist including name and mailing address.

Edit

EMPLOYER / CLIENT INFORMATION

Information about the lobbyist's employer or client including name and mailing address.

Edit

LOBBYIST EMPLOYMENT AND COMPENSATION

Information about the lobbyist's employment and compensation.

Edit

LOBBYING INTERESTS

Describe in detail the issues on which the lobbyist will be lobbying on behalf of this employer.

Edit

QUALIFICATION OR WAIVER

Required for part-time lobbyist employee lobbyists qualifying as a lobbyist under AS 24.45.171(11)(A)

Edit

PAYMENT

Form Payment

Edit

CERTIFICATION

Form Certification

Edit

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Lobbyist Information

The lobbyist's information (Name, Permanent Mailing Address, and Legislative Session Address) will be auto-filled from the information provided when the MyAlaska account was created. Lobbyists must complete the voter registration information for every registration whether or not the lobbyist is registered to vote. **If any information on the registration statement changes, the law requires that you inform the Commission of the change within ten days. This provision includes changes to the employer information.**

A lobbyist who is married to or is a domestic partner of a legislator, legislative employee, or public official[2] is required to disclose the name and position of the spouse or domestic partner on the Registration Statement.

Employer Of Lobbyist Information

This section contains the name of the business or organization of the employer of lobbyists, including the name and title of the person who will be the contact for purposes of the lobbying law and will be responsible for filing the employer of lobbyist reports. Once the lobbyist and employer of a lobbyist have set up accounts in Insight, this information will be auto-filled into the electronic registration form for these fields.

Lobbyist Employment And Compensation Information

State whether you perform other duties in addition to lobbying for the employer of lobbyists. If you perform other duties, describe those services specifically enough so the reader will know what it is you do for the employer of lobbyists.

Check the appropriate box to indicate whether you will engage in administrative lobbying, legislative lobbying, or both. **Click the link below for relevant definitions contained in both AS 24.45 and 2 AAC 50, including the definition of administrative action and legislative action.** http://doa.alaska.gov/apoc/ethics_training/home.html

Indicate the date (month/day) on which you will begin lobbying this calendar year. This field must have a specific start date. Do not label it "when the registration is paid" or "when the form is received." As previously stated, the law requires a submitted registration **PRIOR** to

[2] Public Official means a judicial officer; the governor or lieutenant governor; a commissioner or deputy commissioner of a department; a director or deputy director of a division; a special assistant to a commissioner; a departmental legislative liaison; an assistant to the governor or lieutenant governor; the chair or a member of a state board or commission; state investment officers; the state comptroller; the chief procurement officer appointed under AS 39.30.010; the executive director of the Alaska Workforce Investment Board; the trustees, executive director and investment officers of the Alaska Permanent Fund Corporation. AS 24.45.171(15) also includes the following persons in the definition of public official: a member of the legislature or a legislative director, specifically the director of the legislative finance division, the legislative auditor, director of the legislative research agency, the ombudsman, the victim's advocate, the executive director of the Legislative Affairs Agency and the directors of the divisions within the Legislative Affairs Agency.

engaging in lobbyist activity for all professional lobbyists**.** *Late registrations submitted after lobbying has begun, as evidenced by the start date on a registration form, are subject to a civil penalty assessment for a late registration. AS 24.45.141.* Please note that the start date on the registration form must be the actual date you began lobbying. ***Changing or amending a start date on an electronic registration solely to make it agree with the submission date in Insight is a violation and subject to penalties.***

Check the appropriate box or boxes to indicate the **nature of your compensation**. You may not leave this blank and the compensation cited must be that of the lobbyist registering, not a generic figure for a "class of employees."

- If you are a **salaried employee**, you may list your salary either as an hourly, monthly or annual amount and disclose that amount on the appropriate line. Do not include standard benefits that all employees of the organization receive.
- If you are a **contract lobbyist**, check whether your fee is annual, monthly, or hourly and disclose the amount of your fee.
- If you are **reimbursed** for your expenses incurred in connection with lobbying, check the reimbursement of expenses box.
- If you are a **volunteer lobbyist,** check the no compensation box.
- If your compensation is **other** than cash payments or if you receive additional benefits (other than standard employment benefits as a regular employee), check the other compensation box and **describe** the compensation, *e.g*., a rental car, office space, a condo, stock, and value of those benefits.

Lobbying Interests

Describe the subject matter[s] on which you will lobby with enough specificity so the reader will know what matter[s] you are lobbying on for the employer of lobbyists. Descriptions, such as "oil & gas" or "environment" are sufficient. A description such as "anything of interest to the employer of lobbyists" is too general and is not acceptable.

Qualification Or Waiver

This section is <u>required</u> for anyone who does not represent themselves as being in the business, occupation, or profession of lobbying, but qualifies as a lobbyist under AS 24.45.171(11)(A).

If you do not represent yourself as being in the business, occupation, or profession of lobbying , but you are someone such as an employee whose job responsibilities do not specifically require you to lobby legislators and other state public officials, AS 24.45.171(11)(A) applies to you and you must complete this page as part of your registration. You will need to EITHER enter the date when you reached the 10 hours in 30 days lobbying limit OR check the box to indicate that you have not reached the time limit.

If you checked the not yet qualified box, you are not required to register as a lobbyist at this time. You may register before you qualify but to do so **you must read and sign the waiver**.

Your signature is proof that you understand the consequences of registration: **you are waiving certain rights and agreeing to be bound by certain prohibitions that would not otherwise apply until you meet the 10 hours in 30 days test.**

Payment

Payment for lobbyist registrations is $250.00 as specified in AS 24.45.041(g). Filers may make payment in Insight 2.0 with a credit card (MasterCard or Visa) or submit a check to APOC, but then must enter the receipt number in Insight in order to proceed through the electronic registration process. The lobbyist may make the payment when completing the registration form or the employer of a lobbyist may do so when they go in to certify the registration.

Certification

For Insight 2.0 submission of a lobbyist registration, the lobbyist may proceed through the payment process and will then need to click the Edit button under "Certification." The lobbyist will see the following screen:

The employer of a lobbyist must certify the form <u>before</u> the lobbyist can certify/submit the form. The lobbyist will need to either click on the 'Manage My Filings' tab or Logout. The form will be saved as a 'pending' form in the lobbyist's 'Manage My Filings' page. The lobbyist will then need to notify the employer of lobbyists that their signature is required.

Employer Of Lobbyist Verification

The employer of lobbyists must verify your representation and authorize you to lobby on their behalf by signing the registration statement. In Insight 2.0, this is done using the employer of lobbyists' My Alaska – Insight account. The employer of a lobbyist goes to the "Manage My Filings" page in his account and will see the lobbyist registration as a 'pending' form. Click on the "edit" button, go to the bottom of the form, click on the Edit button under 'Certification', then click the 'Certify' button:

Once the employer of lobbyists clicks the 'Certify' button, they will see the following screen (top only displayed here and bottom of screen on next page):

Certification

Full Name	Role	Required	Certified	Date
	Lobbyist	Yes	No	
	Employer	Yes	No	
	Preparer	No	No	

For Lobbyists:
Pursuant to AS 09.63.010, by affixing my signature below I affirm, under penalty of perjury, that:
1. I have completed the appropriate training course administered by the Commission within the last 12 months (this training is not required for representational lobbyists) [AS 24.45.041(b)];
2. I have not been previously convicted of a felony involving moral turpitude [AS 24.45.041(b)];
3. I am not prohibited from registering as a lobbyist by AS 24.45.121(c), (d), or (e); and
Certify that:
4. this registration statement is true, complete, and correct.

For Employers:
The signature below certifies that this statement is true, complete, and correct, and verifies that the lobbyist named on this registration is authorized to lobby on our behalf.

For Preparers:
The signature below certifies that this statement is complete and correct and that I am the preparer of this report on behalf of either a lobbyist or employer of a lobbyist.

You are certifying this form; once you certify a form no one will be allowed to modify the form again. You must revoke certification if you want to make modifications before submitting to APOC.

If you are still prepared to certify the form, please enter your password and click "certify."

Certify

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The employer of a lobbyist will enter his or her password and click 'Certify.' The employer of the lobbyist then notifies the lobbyist that the employer of the lobbyist has signed the form.

Final Sign And Submit

Once the employer of lobbyists has signed/certified the registration form in Insight, the lobbyist must log in to his or her account, go to the "Manage My Filings" page and click on the "edit" button for the lobbyist registration. The lobbyist should do a final review of the information for accuracy and then go to the bottom of the page, click on the "Edit" button under 'Certification' and click on the 'Certify/Submit' button. As stated in the instructions above, enter the user password to certify the registration. **Be aware that unless and until you enter your password and click the certify button you have not yet legally submitted your report.**

The registration is now a legally submitted form and should appear on the "Manage My Filings" page as a 'Submitted' form. **It is the lobbyist's responsibility to ensure submission of the registration form.**

Section 4: LOBBYIST REPORTS: WHO, WHAT, WHEN AND HOW?

Who must file reports?

Each lobbyist registered under AS 24.45.041 is required to file disclosure reports. The only exception is representational lobbyists, who must register their lobbying activity but are not subject to the reporting statute. 2AAC 50.511. Volunteer lobbyists are not required to register or report with APOC.

What must be disclosed?

Lobbyists must disclose the amount of compensation accrued and expenditures incurred in connection with lobbying activities for each reporting period. Lobbyists also must disclose gifts and exchanges between lobbyists and public officials or family members of public officials, as well as exchanges between lobbyists and business entities owned or controlled by public officials.

Lobbyists are required to submit a report for every reporting period during which the lobbyist is registered. If there is no reportable activity, whether it is during a regular or special legislative session, lobbyists may file what is known as a "zero report" by simply checking the zero report box on the lobbyist report form, 24-4.

When are the reports DUE?

Under AS 24.45.081, lobbyists file monthly reports while the legislature is in session and quarterly reports when the legislature is not in session. The recent statutory change reducing the length of legislative sessions to 90 days may result in the calling of special sessions throughout the year. **It is the responsibility of the filer to be aware of filing deadlines and report due dates, including when special sessions are called. APOC will update its reporting calendar to account for new report due dates resulting from special sessions. Consult the web site regularly at http://www.doa.alaska.gov/apoc/.**

Monthly reports are due no sooner than the first day and no later than the last day of the month following the month that is the subject of the report. Quarterly reports are due no sooner than the first day and no later than the last day of the month following the calendar quarter that is the subject of the report. If a report deadline falls on a weekend or state holiday, no civil penalty is assessed if the report is filed on the first regular work day following the deadline.

The periods covered in a report may not include any months covered in previous report filed by the same person AS 24.45.081. This means if a lobbyist filed two monthly reports because the legislature was in session and the next deadline is a quarterly deadline for the three-month period, the only activity the lobbyist would include in that quarterly report is activity for the month during which the legislature was not meeting. This is because the lobbyist has already filed report for the other two months. **ASK YOURSELF:** Have I already reported this activity in a previously filed report? If so, do not duplicate that period or you will be over-reporting.

How are reports filed?

Reports must be electronically "submitted" no later than the last day of the month in which the report is due. Reports submitted after the deadlines are subject to a civil penalty assessment of $10 per day for each day the report is delinquent.

Completing and Filing the Lobbyist Report Form in Insight 2.0

Ensure you have an account set up in MyAlaska and the APOC Insight system, as described previously. Login to your *My Alaska* account (see page 12). On the 'Welcome to APOC Insight' page, under 'File Forms', choose 'File Lobbying Forms'. Under the 'Lobbyist' heading, choose 'File a new Lobbyist Report' and you will then see the screen below.

You must file a report for each reporting period during which you are registered, even if you have no activity to report. **Choose the appropriate period in the drop-down box for the reporting period that is due.**

You navigate through the Lobbyist Report the same way you navigate through the registration form. From the Form Overview page, you must click on the "edit" button(s) to view the Schedule A and Schedule A-1. The Schedule A and Schedule A-1 are only accessible in Form Overview and once you have completed entering information in either form, you will need to click on "Main Form" on the left side of the page to get back to Form Overview. If you have multiple employers of lobbyists, you will need to click on "Main Form" on the left side of the page after you complete each Schedule A to get back to the list to do the next Schedule A for the next employer of a lobbyist.

InSight Home | Lobbying | Campaign Disclosure | Public Officials | Legislators | Logout | **The State of Alaska**

Alaska Department of Administration
Public Offices Commission

Manage My Filings | **My Preparers** | **My Due Dates** | **My Profile**

Welcome: Billy Ginn, Ginn's Sawmill

Form Overview
General Information
Gifts and Exchanges
Notice of Termination
Certifications
Print Form Filing

Lobbyist Report

General Information - 24-3

March 2010

THIS REPORT MUST BE FILED FOR EACH REPORTING PERIOD DURING WHICH YOU ARE ACTIVELY REGISTERED AS A PAID LOBBYIST, EVEN IF THE REPORT IS ZERO. The law requires you to disclose the amount of your accrued compensation and expenditures related to lobbying, gifts and exchanges with public officals or family members of public officials, and exchanges with business entities owned or controlled by public officals. The APOC manual for lobbyists and employers of lobbyists provides detailed instructions for completing this form. For further instructions, call staff in the Juneau APOC office at 907-465-4864 or 1-866-465-4864.

GENERAL INFORMATION

General information about you the lobbyist including name, mailing address, and reporting period.

Edit

GIFTS AND EXCHANGES

Provide information regarding any gifts, charitable contributions or exchanges provided to legislators, legislative employees or public officals.

Edit

NOTICE OF TERMINATION

Enter the last date of lobbying activities for any employer on whose behalf you terminated lobbying activities during this reporting period.

Edit

SCHEDULE A

Complete one Schedule A for each client unless you have no activity to report. Report all compensation earned for lobbying services or services in support of lobbying activities and all reimbursable expenditures incurred in connection with lobbying. Non-reimbursable expenditures in the categories of food/beverages, living accommodations and travel must also be reported. AS 24.45.051. Disclose compensation and expenditures in the Schedule A tables. Enter activity for this reporting period in the first column. The previous year to date totals and new year to date totals will appear in the second and third columns. AS 24.45.081.

Entity	Schedule	Date Started	Last edited	Zero Report
Ginn Sawmill	Edit	5/20/2010	5/20/2010	☐

SCHEDULE A-1

Reporting Food and Beverage over $15.00. If you provided or paid for food or beverage for immediate consumption by a legislator, a legislative employee, or the spouse or domestic partner of either, you must report that information for each instance and each individual where the food and/or beverage - not including tax and tip - exceeded $15.00. "Provided" means you will be reimbursed for the expenditure by your client(s) or employer. "Paid for" means your client or employer will not reimburse you. If your client or employer will reimburse you, include their name in the reimbursed column. The amounts disclosed below must be included in the totals of "Food & Beverage" reported on your Schedule A in either the Reimbursable or Non-Reimbursable Expenses table, as appropriate.

Schedule	Date Started	Last edited	Zero Report
Edit	5/20/2010	5/20/2010	☑

CERTIFICATIONS

Form Certification

Edit

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Complete the information requested in the form according to the general guidelines below.

General Information

The lobbyist's information will be auto-filled from the registration form. **If your mailing address, phone or fax number, or e-mail has changed since your registration, you are required to update the information by choosing the "My Profile" tab prior to beginning your lobbyist report**.

Gifts And Exchanges

Answer the questions regarding gifts and exchanges by checking the applicable boxes. If you answer "yes" to any of the questions, provide the requested information regarding the gift or exchange in the space provided. Disclosure of gifts and exchanges is required under AS 24.45.051(a)(3), (4) and (5). A "gift" includes a loan; a loan guarantee; forgiveness of a loan; payment, or an enforceable promise to make payment, of a loan by a third party; travel, unless it is related to attempts to influence legislative or administrative action; entertainment, including tickets to events; granting of discounts not available to the general public; and any payment to the extent that consideration of equal or greater value is not received. If equal or greater value has been received, it is an exchange.

Gifts and Legislative Ethics

Under AS 24.45.121(a)(9), ***it is illegal for a lobbyist to offer, solicit, initiate, facilitate or provide to or on behalf of a person covered by AS 24.60 a gift, other than***:

1) Food or beverage for immediate consumption.
2) A ticket or a donation to a charity event that has been pre-approved by the Alaska Legislative Council as described in AS 24.60.080(a)(2)(B) or in AS 24.60.080(c)(10).
3) A compassionate gift that has been pre-approved by the Alaska Legislative Council as described in AS 24.60.075.

As explained above, you are required to report on a schedule A-1 any food and beverages you provide to those covered by AS 24.60. Specifically, you must name each individual for whom you provided or paid for food and/or beverages for immediate consumption and identify the *actual* amount of each expenditure exceeding $15.00 in each listed instance. AS 24.45.051(b). Lobbyists must also disclose any gift that totals more than $100. Once the total is over $100, you are required to report the name and address of the recipient, the date of the gift and its value. Although gifts of tickets to legislators count toward the $250 annual limit on gifts to legislators and legislative employees in AS 24.60.080(a), lobbyists are not required to disclose these unless the gift meets the reporting threshold(s) in AS 24.45.051.

Under AS 24.60.080(a), a legislator or legislative employee may not solicit, accept, or receive, directly or indirectly, a gift or series of gifts that in a calendar year aggregate to $250 or more in value and **may not solicit, accept or receive a gift with any monetary value, with the exception of food and beverage for immediate consumption, or a ticket to or donation for a pre-approved charity event, from a lobbyist, the immediate family member of a lobbyist or a person acting on behalf of a lobbyist**. The Legislature did pass an exception in 2008 allowing those subject to AS 24.60 to accept gift from lobbyists who are immediate family members as long as the gift is unconnected to the recipient's legislative status. AS 24.45.121(a)(9)(A) and AS 24.60.080(a)(2)(C).

Please note that according to the Legislative Ethics Committee, a service is a gift. If you have not reviewed the Legislative Ethics Committee's advisory opinion 02-02 on accepting gifts during session, you are encouraged to do so. You can locate additional relevant advisory opinions issued by the Legislative Ethics Committee that relate to lobbyists on the Legislative Ethics Committee web site at http://www.legis.state.ak.us/ethics/ .You may obtain a copy of these opinions directly from the Legislative Ethics Office or from APOC.

For questions regarding gifts, please call the Commission's staff at (907) 465-4864. Persons subject to AS 24.60 should address their questions regarding gifts to the Legislative Ethics Committee's staff at (907) 269-0150.

Notice Of Termination

Enter the last date of lobbying activities for any employer of lobbyist on whose behalf you terminated lobbying activities during this reporting period. The employer of lobbyist's name will appear in a box and you will need to click on the 'Date of Termination' box and select the date from the calendar in the drop-down box. Please finalize the date of termination with your employer of lobbyist prior to filing your report since the date of termination reported by the lobbyist should be consistent with that date reported by the employer of lobbyist. **If you terminate in the middle of a reporting period, you are required to file the next report for whatever portion of the report period you still had a financial relationship with the employer of lobbyists.**

Schedule A

You must complete a separate Schedule A for each employer of lobbyists you represent as a lobbyist. Your Insight lobbyist report 24-4 will contain a separate Schedule A for each employer of lobbyists for whom you have registered in Insight.

The Schedule A summarizes your compensation and expenditure activities for the reporting period. You will need to click on the 'Edit' button next to the employer of lobbyists' name to access the form. Complete one Schedule A for each employer of lobbyists unless you have no activity to report. In instances of no activity, you are still required to file a zero report. Report all compensation earned for lobbying services or services in support of lobbying activities and all reimbursable expenditures incurred in connection with lobbying. You must also report non-reimbursable expenditures in the categories of food/beverages, living accommodations and travel. Disclose compensation and expenditures in the Schedule A tables. Enter activity for this reporting period in the first column. The previous year to date totals and new year-to-date totals will appear in the second and third columns.

In Insight 2.0, there are five sections for the Schedule A form (See Example Below):

1) Schedule A General Information
2) Reimbursable Expenditures

3) Non-Reimbursable Expenditures
4) Compensation
5) Other Expenses or Compensation

Main Form

Schedule Overview

Schedule A General Information

Reimbursable Expenditures

Non-Reimbursable Expenditures

Compensation

Other Expenses or Compensation

Print Form Filing

Schedule A

Summary of Income and Expenditure Activity - Ginn Sawmill

Complete one Schedule A for each client unless you have no activity to report. Report all compensation earned for lobbying services or services in support of lobbying activities and all reimbursable expenditures incurred in connection with lobbying. Non-reimbursable expenditures in the categories of food/beverages, living accommodations and travel must also be reported. AS 24.45.051. Disclose compensation and expenditures in the Schedule A tables. Enter activity for this reporting period in the first column. The previous year to date totals and new year to date totals will appear in the second and third columns. AS 24.45.081.

SCHEDULE A GENERAL INFORMATION

Schedule A General information about you the lobbyist including name, mailing address, and reporting period.

Edit

REIMBURSABLE EXPENDITURES

Schedule A Provide information regarding Reimbursable Expenditures.

Edit

NON-REIMBURSABLE EXPENDITURES

Schedule A Provide information regarding Non-Reimbursable Expenditures.

Edit

COMPENSATION

Schedule A Provide information regarding compensation.

Edit

OTHER EXPENSES OR COMPENSATION

If you report any expenses or compensation in the "other" column, you must complete this portion of the form to certify your filing.

Edit

The filer can only enter data in the first column of boxes and that is where you report your compensation and expenses for the current report period. Insight auto-fills the totals from the previous report and then calculates new year-to-date totals once you enter in the data for the report period and click ‘Save’. If you are filing your first report for a calendar year, the second and third columns of boxes will be blank.

Reimbursable and Non-Reimbursable Expenses

Lobbyists must report all expenses reimbursed by an employer of lobbyists. AS 24.45.051(a)(1) requires that lobbyists report all payments, "including but not limited to salary, fees, and reimbursement of expenses received in consideration for or directly or indirectly in support of or in connection with influencing legislative or administrative action." This means you should report expenses reasonably related to your work as a lobbyist. Advisory Opinion 08-03-LOB provides some specific examples and is located at http://doa.alaska.gov/apoc/Advisory/ .

In that same advisory opinion, APOC ruled that the reporting requirement for non-reimbursed expenses is limited to the three listed categories of: food and beverages, living accommodations, and travel. Any listing of "other" for non-reimbursed expenses is optional and up to the filer.

If you list an expenditure in the "other" category, you must describe what the purpose of the expenditure was in the space provided on the bottom of the form. The most common example of an expense listed under "other" is the APOC lobbyist registration fee. ***Food and beverage includes the cost of all food and beverages bought for legislators, legislative employees, and other public officials regardless of the amount.***

Disclose the total amount of compensation earned for work performed on behalf of the employer of lobbyists whether or not you have received payment. **Reporting should be done on the accrual method and not a cash basis (2AAC 50.530).** If your compensation is other than fee or salary, indicate its fair market value in the space for "other compensation" and describe the compensation, *e.g.*, company stock, rental car, hotel room, at the bottom of the form.

Zero Reports

You must file a report for each reporting period as long as you are registered, even if you have no activity to report. If you did not earn or accrue compensation or expenditures during a reporting period, file a zero report. Check the box for 'Zero Report' in the Schedule A section of the form.

Schedule A-1

You must complete Schedule A-1 to report each instance where you provided or paid for food and/or beverage for immediate consumption for a legislator, legislative employee, or the spouse or domestic partner of either, where the cost exceeded $15.00. You are required to name each individual for whom you provided or paid for food and/or beverages for immediate consumption and identify the *actual* amounts of each expenditure exceeding $15.00 in each listed instance. If you did not incur such expenditures during a reporting period, check the 'Zero Report' box in the Schedule A-1 section of the form. You do not need to do anything to total your schedule A-1 expenses as Insight automatically calculates these for you as pictured in the screen shot below.

When reporting food & beverage expenditures, the rules are:

1. You must report food & beverage for immediate consumption as a lobbying expense on the Schedule A, Food and Beverage section and not as a gift. This applies to food and beverages provided in places of public accommodation and in non-public places such as homes, private clubs, etc.

2. The $15.00 reporting rule that requires you to list the name of the legislator, legislative employee and spouse or domestic partner of either applies regardless of where you provide the food & beverages. Do not forget to complete the Schedule A-1 of the lobbyist report for any instance in which the total cost per person, excluding tax and tips, is more than $15.00 per person per occurrence. AS 24.45.051(b)(1).


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Main Form
Schedule Overview
Schedule A-1 Reporting Food and Beverage over $15.00
Schedule A-1 Food and Beverage Cost Totals
Print Form Filing

Schedule A-1
Schedule A-1 form -

Reporting Food and Beverage over $15.00. If you provided or paid for food or beverage for immediate consumption by a legislator, a legislative employee, or the spouse or domestic partner of either, you must report that information for each instance and each individual where the food and/or beverage - not including tax and tip - exceeded $15.00. "Provided" means you will be reimbursed for the expenditure by your client(s) or employer. "Paid for" means your client or employer will not reimburse you. If your client or employer will reimburse you, include their name in the reimbursed column. The amounts disclosed below must be included in the totals of "Food & Beverage" reported on your Schedule A in either the Reimbursable or Non-Reimbursable Expenses table, as appropriate.

SCHEDULE A-1 REPORTING FOOD AND BEVERAGE OVER $15.00

Schedule A-1 Reporting Food and Beverage over $15.00

Edit

SCHEDULE A-1 FOOD AND BEVERAGE COST TOTALS

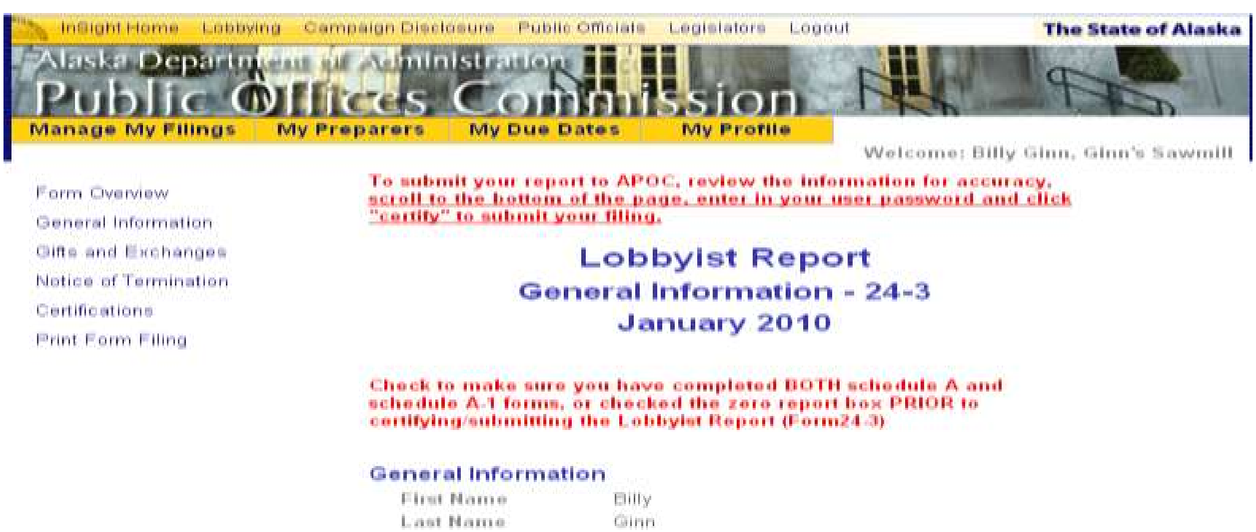
The food and beverage cost totals are automatically calculated by InSight. Filers do not need to enter data in this section. Insight automatically calculates your totals for Schedule A-1 based on your entry of data in the Schedule A-1 form above.

Edit

Certifying and Submitting Reports

Click on the "Certify/Submit" button and you will be taken to an overview of your report. Review your data carefully to ensure it is accurate. If you need to make changes, do so prior to certifying. If all information is correct, scroll to the bottom of the page and enter your MyAlaska Insight password. Click the "Certify" button to submit your report. **Be aware that unless and until you enter your password and click the certify button you have not yet legally submitted your report.**

Once you have completed the final certification, the program takes you to the Manage My Filings page and your report is listed as a Submitted form. **It is your responsibility to ensure that your report is submitted.** This certificaton process is the same for the lobbyist and the employer of a lobbyist.



(Bottom of Form on Next Page)

Certifications

Full Name	Role	Required	Certified	Date
	Lobbyist	Yes	No	
	Preparer	No	No	

For Lobbyists:
Pursuant to AS 09.63.010, by affixing my signature below I affirm, under penalty of perjury, that:
1. I have completed the appropriate training course administered by the Commission within the last 12 months (this training is not required for representational lobbyists) [AS 24.45.041(b)];
2. I have not been previously convicted of a felony involving moral turpitude [AS 24.45.041(b)];
3. I am not prohibited from registering as a lobbyist by AS 24.45.121(c), (d), or (e); and
Certify that:
4. this registration statement is true, complete, and correct.

For Employers:
The signature below certifies that this statement is true, complete, and correct, and verifies that the lobbyist named on this registration is authorized to lobby on our behalf.

For Preparers:
The signature below certifies that this statement is complete and correct and that I am the preparer of this report on behalf of either a lobbyist or employer of a lobbyist.

You are certifying this form; once you certify a form no one will be allowed to modify the form again. You must revoke certification if you want to make modifications before submitting to APOC.

If you are still prepared to certify the form, please enter your password and click "certify."

Certify

Section 5: EMPLOYER OF LOBBYIST REPORTS: WHO, WHAT, WHEN AND HOW?

Who must file reports?

Alaska law requires those who employ or retain the services of one or more lobbyists, including representational lobbyists, to file quarterly reports.

What must be disclosed?

Employers of lobbyists must disclose all expenditures incurred in connection with lobbying activities for each reporting period. Employers of lobbyists must also disclose gifts to public officials and all in-house expenses incurred in connection with lobbying. In-house expenditures include payments to lobbyists and to employees performing activities in support of lobbying.

When are the reports DUE?

Employers of lobbyists file quarterly reports based on calendar quarters. AS 24.45.081. For example, 1st quarter reports cover all activity during January, February and March. Employers of lobbyists must submit reports for each reporting period during which the employer of lobbyists retains or employs a lobbyist, even if there is no reportable activity. Unlike lobbyists, employers of lobbyists do NOT file additional reports if the legislature meets in special session. They file four times a year, all by calendar quarters. The APOC reporting calendar, which lists all due dates for employers of lobbyists and for lobbyists, may be found at http://www.doa.alaska.gov/apoc/.

Quarterly reports are due **no later than** the last day of the month following the calendar quarter that is the subject of the reports; thus, first quarter reports are due no later than April 30. If the deadline falls on a weekend or state holiday, no civil penalty is assessed if the report is filed no later than the first regular work day following the actual deadline. **Filers may not submit reports prior to the first day of the month in which they are due.**

Employer of lobbyists must enter their reports into the Insight system and submit them electronically by the deadline. Reports that are received after the deadline are subject to a civil penalty assessment of $10 per day for each day of delinquency.

Completing and Filing the Employer of Lobbyist Report Form in Insight Version 2

Ensure you have an account set up in MyAlaska and the APOC Insight system, as described previously. Login to your *My Alaska* account (see page 11).

Registering a Business as an Employer

If you are a new employer of a lobbyist and have never used Insight, you need to register your business as a lobbyist employer in the Insight system. From the Lobbying page, under the heading "Employer of Lobbyist", click on the link to "Register a Business as an Employer of Lobbyists."

Employers of lobbyists need to look through the list to see if their business already exists. If it does, then you will see the following message and will need to click the Return button:

Please contact the APOC staff. This business is already created and its current representative needs to add you as an additional representative.

Return

If the employer of lobbyists' business is not listed, the employer of lobbyists should click "No" and Insight will go to a screen where you can enter the business details. Once you complete this form, the business is registered in Insight and lobbyists will be able to choose the business as an employer of lobbyists. **Employers of lobbyists only need to set up their business in Insight ONCE.**

File a new Employer of Lobbyist Report

There are two ways to start a new employer of lobbyist report form. From any screen in Insight, click on the 'Lobbying' link at the very top of the page then go to the Employer section and click on the last link labeled "File a new Employer of Lobbyist Report." Or, from the "Manage My Filings" page, click on the blue link labeled "Start New Filing." Once you are on the employer of lobbyist report page, you will see a "Form Overview" link on the left hand side of the page. This link has all the elements you must complete to submit your report, including the Schedule A and Schedule B. Anytime you are doing another part of the form and need to get back to the main page, click on "Form Overview." Then, you either click the Edit button to open the Schedule A or B or click the Zero Report box to file a zero report for either schedule.

Form Overview

Employer General Information

Employer Gifts

Notice of Termination

Lobbying Interests and Nature/Interest of Employer

Certification

Print Form Filing

Employer of Lobbyist Report

General Information - 24-4

2nd Quarter 2010

THIS REPORT MUST BE FILED FOR EACH REPORTING PERIOD DURING WHICH YOU HAVE AN ACTIVELY REGISTERED LOBBYIST, EVEN IF THE REPORT IS ZERO. The APOC manual for lobbyists and employers of lobbyists provides detailed instructions for completing this form and Schedules A and B. For further assistance, call staff in the Juneau APOC office at 907-465-4864 or 1-866-465-4864.

EMPLOYER GENERAL INFORMATION

General information about you the Employer of lobbyist including name, mailing address, and reporting period.

Edit

EMPLOYER GIFTS

Provide information regarding any gifts, charitable contributions or exchanges provided to legislators, legislative employees or public officals.

Edit

NOTICE OF TERMINATION

Enter the last date of lobbying activities for any lobbyist on whose behalf you terminated lobbying activities during this reporting period.

Edit

LOBBYING INTERESTS AND NATURE/INTEREST OF EMPLOYER

General description of entity requiring lobbying services

Edit

SCHEDULE A

This form discloses payments made to or earned by your lobbyist as required by AS 24.45.061(b)(6). You must have a separate Schedule A (APOC Form 24-4A) for each lobbyist registered on your behalf unless you are filing a zero report. There are two tables: one for reporting expenses and one for reporting fees or compensation. In column (1), disclose lobbyist payments in the categories provided and lobbyist compensation or fee(s) for this quarter. The previous year to date totals and new year to date totals will appear in the second and third columns, except for the first quarterly report of the year, where column (2) will be blank). Schedule A forms must be completed, or zero report must be checked, prior to certifying/submitting the Employer of Lobbyist Report (Form 24-4)

Entity	Schedule	Date Started	Last edited	Zero Report
Ginn, Billy	Edit	5/20/2010	5/20/2010	☐
Ware, Patricia	Edit	5/20/2010	5/20/2010	☐

Form Continued on Next Page

SCHEDULE B

Summary of Payments Made in Support of Lobbying Activities. This form discloses expenses incurred in support of lobbying activities but **not** paid to or on behalf of your registered lobbyist. AS 24.45.061(b)(3). See the Instruction Manual for examples of Schedule B expenses. The first table is for reporting in-house expenses such as employee travel and compensation. The second table is for reporting expenses incurred with vendors, such as the cost of receptions or conducting polls. Use additional sheets if necessary. Attach this form to the Employer of Lobbyist Report (APOC Form 24-4).

Schedule	Date Started	Last edited	Zero Report
Edit	5/20/2010	5/20/2010	☐

CERTIFICATION

Form Certification

Edit

General Information

The contact information for the report should be auto-filled for you by Insight based on information you have provided. No additional data entry should be required. However**, if the mailing address, phone number or fax number of the employer of lobbyist has changed since the lobbyist registered, you need to update the information under the yellow "My Profile" tab** at the top of the page prior to entering your employer of lobbyist report. Make whatever changes are necessary and save your changes. Check to make sure the business information is correct for the employer of lobbyists by clicking on the "Edit Contact Information for a Business" on the 'Lobbying Forms' page under the 'Employer of Lobbyist' heading.

Employer Gifts

The law requires those who employ or retain a lobbyist to disclose the date and nature of any gift exceeding $100 in value made to a public official. AS 24.45.061(b)(4). Employers must disclose the full name and official position of the gift's recipient. Gifts include tickets to events, including charity events, as well as donations or contributions to charitable or non-partisan organizations made at the request or suggestion of a legislator, legislative employee, or other public official.

Disclose all food and beverages related to lobbying, whether consumed in public places of accommodation or private places as an expense in support of lobbying on the Schedule B. For example, if you host a reception or pay for a restaurant meal for public officials, report the costs on Schedule B. Reporting is required regardless of the cost.

Providing / paying for a trip for a public official, including a legislative employee, may be either a gift or a Schedule B expense, depending on the cost and the purpose of the trip. If there is a governmental purpose involved, it is likely a Schedule B expense. Please call Commission staff if you are not sure how to report an expenditure.

Notice Of Termination

Check the Notice of Termination box for any lobbyist who has terminated lobbying on the employer of lobbyists behalf during the reporting period. Click on the calendar icon to choose the date you terminated your lobbyist agreement. After submitting the notice of termination to APOC, there is no requirement to file Employer of Lobbyist Reports for that lobbyist for the remainder of the calendar year. Please finalize the date of termination with your lobbyist prior to filing your report since the date of termination reported by the employer of lobbyists should be consistent with that date reported by the lobbyist. **If you terminate in the middle of a reporting period, you are required to file the next report for whatever portion of the report period you still had a financial relationship with the lobbyist.**

Lobbying Interests And Nature/Interest Of Employer

Under "Lobbying Interests," provide a description of the official actions you attempted to influence during the reporting period. Be as specific as possible, including specific bill numbers if possible. Just stating "matters of interest to the company" is not sufficient.

Under "Nature/Interest of Employer," describe generally the nature of the business or organization employing or retaining a lobbyist; *e.g.*, oil and gas company, environmental organization, labor union.

Schedule A (Payments to Lobbyists) Including Zero Reports

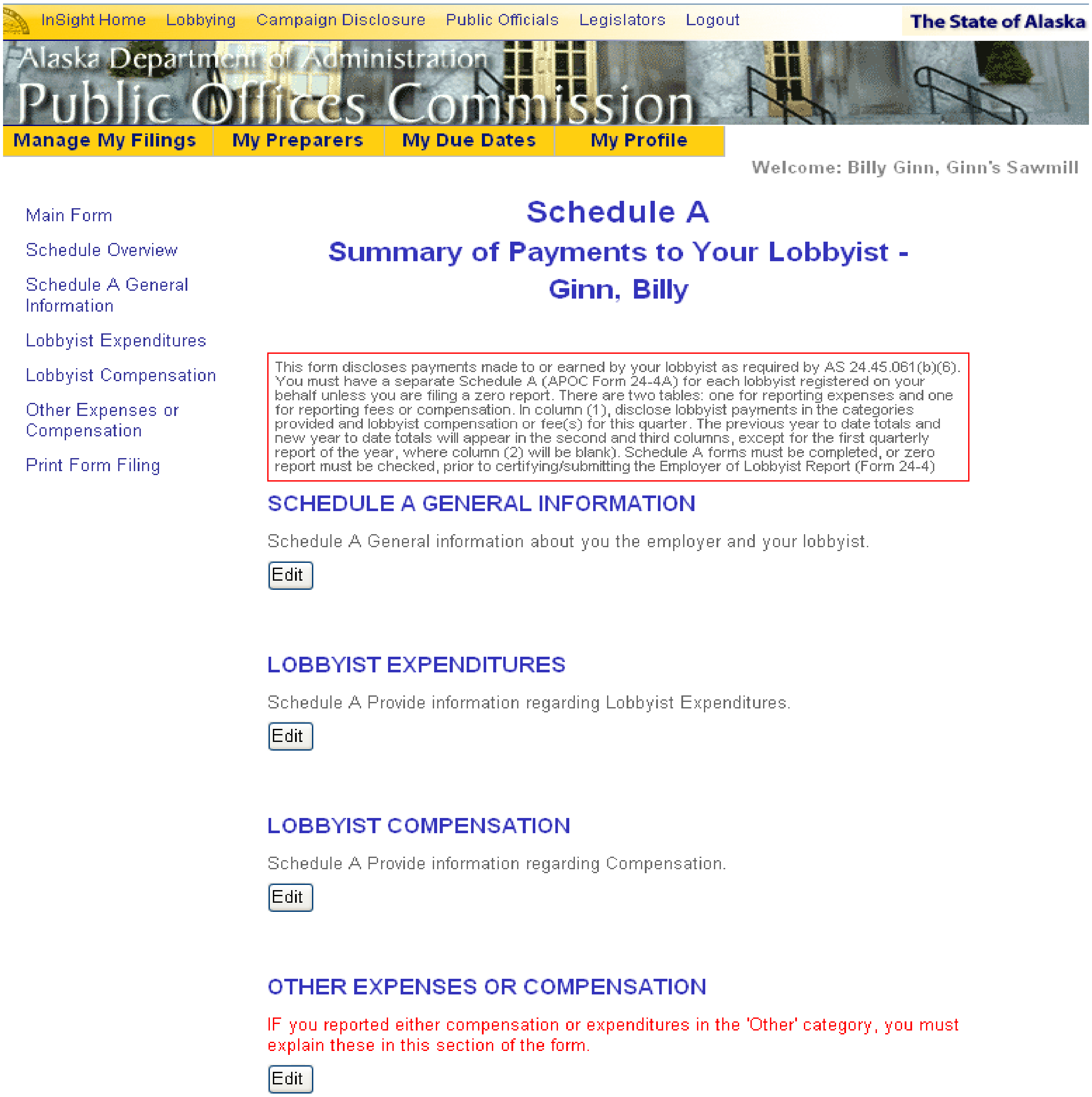
You must complete a separate Schedule A for each lobbyist you employ or with whom you have a contractual relationship. A Schedule A with the name of each lobbyist retained and/or employed will appear in your Insight employer of lobbyist report form. The Schedule A summarizes the payments earned or accrued to and on behalf of the lobbyists for the reporting period. If there are no expenses or compensation to report for your lobbyist, check the "Zero Report" box.

COMPLETING THE SCHEDULE A

This form discloses payments earned by your lobbyist as required by AS 24.45.061(b)(6). You must have a separate Schedule A for each lobbyist registered on your behalf unless you are filing a zero report. Schedule A forms must be completed or the zero report box must be checked, prior to certifying/submitting the Employer of Lobbyist Report.

In Insight Version 2, the Schedule A consists of four tables (See Example Below):

(1) Schedule A General Information (Lobbyist's Name is automatically generated by Insight)
(2) Lobbyist Expenditures
(3) Lobbyist Compensation
(4) Other Expenses or Compensation



The Lobbyist Expenditures and the Lobbyist Compensation tables each consists of four columns. The first column identifies the contents of each row. The second, third, and fourth columns are for dollar amounts. **The second column is the only column the filer can enter data in and is where you enter your compensation and expenses for the current report period.** Insight auto-fills the totals from the previous report and then calculates new year-to-date totals once you enter in the data for the report period. The fourth column figures are the new total-to-date amounts for the current calendar year. If you are filing your first report for a calendar year, the third and fourth columns will be blank.

InSight Home | Lobbying | Campaign Disclosure | Public Officials | Legislators | Logout | The State of Alaska

Alaska Department of Administration
Public Offices Commission

Manage My Filings | My Preparers | My Due Dates | My Profile

Welcome: Billy Ginn, Ginn's Sawmill

- Main Form
- Schedule Overview
- Schedule A General Information
- Lobbyist Expenditures
- Lobbyist Compensation
- Other Expenses or Compensation
- Print Form Filing

* Required for Save
* Required for Certify

Back | Save

Schedule A
Summary of Payments to Your Lobbyist - Ginn, Billy

Lobbyist Expenditures

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Food and Beverage	0.00	0.00	0.00
Living Accommodations	0.00	0.00	0.00
Travel	0.00	0.00	0.00
Other Expenses	0.00	0.00	0.00
Total Expenses	0.00	0.00	0.00

Back | Save

Disclose **all expenditures incurred in connection with lobbying activities** that were paid either to the lobbyist or to a vendor on the lobbyist's behalf in the "Lobbyist Expenditures" section. List all expenditures for "food and beverage," "living accommodations," and "travel." If the expenditure is for something other than designated categories, list it under "other expenses" and describe the expenditure in the space provided at the bottom of the form. **If there are no reimbursable expenditures paid to your lobbyist, you do not need to open or complete this section of the Schedule A.**

InSight Home | Lobbying | Campaign Disclosure | Public Officials | Legislators | Logout | The State of Alaska

Alaska Department of Administration
Public Offices Commission

Manage My Filings | My Preparers | My Due Dates | My Profile

Welcome: Billy Ginn, Ginn's Sawmill

- Main Form
- Schedule Overview
- Schedule A General Information
- Lobbyist Expenditures
- Lobbyist Compensation
- Other Expenses or Compensation
- Print Form Filing

* Required for Save
* Required for Certify

Back | Save

Schedule A
Summary of Payments to Your Lobbyist - Ginn, Billy

Lobbyist Compensation

	Amount this Reporting Period (1)	Year-to-Date Totals from Last Report (2)	New Totals Year-to-Date (1) + (2) = (3)
Fee Or Salary	0.00	0.00	0.00
Other Compensation	0.00	0.00	0.00
Total Compensation	0.00	0.00	0.00

Back | Save

Disclose the **total amount of compensation earned** by the lobbyist **whether or not you have paid her or him** in the 'Lobbyist Compensation' section of the form. If the compensation is other than a fee or salary, indicate its fair market value in the space for "other compensation" and describe the nature of the compensation in the space provided. If the lobbyist is an employee, do not list routine benefits such as medical insurance or retirement plans that the employer of lobbyist provides to all employees.

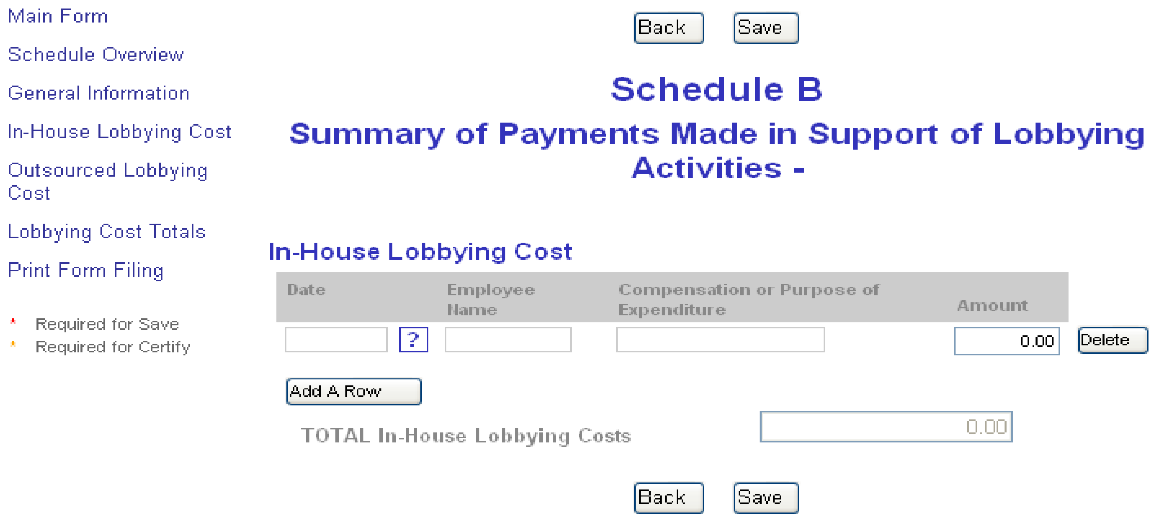
Once you have entered the expenditures and/or compensation and clicked the 'Save' button, you will need to click on the words "Main Form" at the top of the list on the left side of the page to get back to the Employer of Lobbyist Report page.

Schedule B (Payments in Support of Lobbying)

Summary of Payments Made in Support of Lobbying Activities. This form discloses expenses incurred in support of lobbying activities but **not** paid to or on behalf of your registered lobbyist. Use Schedule B to report the information required under AS 24.45.061(b)(3) and 24.45.171(13): the total amount of payments made to influence legislative or administrative action during the reporting period.

The “General Information” section lists the name of the employer.

The “In-House Lobbying Cost” section is for reporting in-house expenses such as employee travel and compensation. Choose the date on which of the expenditure and then type in the employee’s name, a general description and the expenditure amount.


Main Form
Schedule Overview
General Information
In-House Lobbying Cost
Outsourced Lobbying Cost
Lobbying Cost Totals
Print Form Filing

* Required for Save
* Required for Certify

Back Save

Schedule B

Summary of Payments Made in Support of Lobbying Activities -

In-House Lobbying Cost

Date	Employee Name	Compensation or Purpose of Expenditure	Amount	
?			0.00	Delete

Add A Row

TOTAL In-House Lobbying Costs 0.00

Back Save

The “Outsourced Lobbying Costs” section is for reporting expenses incurred with vendors or other payees. Choose the date of the expenditure and then type in the complete business name and mailing address of the vendor / payee, a general description of the expenditure and the expenditure amount.


Main Form
Schedule Overview
General Information
In-House Lobbying Cost
Outsourced Lobbying Cost
Lobbying Cost Totals
Print Form Filing

* Required for Save
* Required for Certify

Back Save

Schedule B

Summary of Payments Made in Support of Lobbying Activities -

Outsourced Lobbying Cost

Date	Payee/Vendor Name	Payee/Vendor Address	Purpose of Expenditure	Amount	
?				0.00	Delete

Add A Row

TOTAL Outsourced Lobbying Costs 0.00

Back Save

Examples of Schedule B expenses include:

1) **Support for lobbying activities:** Such as salary and expenses of employees or contractors who assist in research, drafting and preparation of materials that further lobbying goals. 2 AAC 50.545(e).
2) **Employees**: Travel, lodgings, meals, related expenses, and compensation for employees who communicate with or make appearances before public officials in attempts to influence administrative or legislative actions, but who have not exceeded ten hours of lobbying in any 30 day period that would require their registration as lobbyists. To calculate the amount of reportable compensation, determine the employee's hourly wage and multiply the wage by the time spent in direct communication with public officials. AS 24.45.171(13)(D).
3) **Promotional activities**: Sponsored in support of attempts to influence legislative or administrative actions, such as legislative receptions or providing refreshments for a legislative meeting. AS 24.45.061.
4) **Entertaining**: Whether in public or private. If the entertaining is not related to attempts to influence legislative or administrative actions, it must be reported under "Gifts." AS 24.45.061(b)(4); AS 24.45.171(13)(C).
5) **Trips of public officials and legislative employees**: Paying the cost of transportation, meals, and/or lodging for public officials and legislative employees. If the trip is related to a governmental purpose or attempts to influence legislative or administrative actions, it is a Schedule B expense. Otherwise, report it under "Gifts." AS 24.45.171(6); AS 24.45.171(13)(F).
6) **Outreach**: The cost of soliciting or urging other persons to enter into direct communication with a legislator or other public official, such as a telemarketing or letter-writing campaign, advertising in the media, conducting a push poll, providing transportation to members of the public. AS 24.45.171(13)(E).

Once you have entered the Schedule B information, you will need to click on the words "Main Form" at the top of the list on the left side of the page to get back to the Employer of Lobbyist Report page.

Certification By Employer

The certification process is the same for the employer of lobbyist report as it is for the lobbyist report. See the certification instructions on **Page 31**.

Amending Reports

For Lobbyists And Employers Of Lobbyists - To file an amended report, go to your "Manage My Filings" page (See Page 14), find the report you would like to amend, and click on the Amend button. Make whatever changes you need to and then submit the report. You will then see the report labeled as an amended report in the 'Status' column.

Enable/Disable My Preparers

Use **Enable/Disable My Preparers** to grant permission to your account and allow a person to create and fill out forms on your behalf. Insight 2.0 also allows preparers to complete lobbyist registrations, a new feature previously not allowed. The person who certifies the form is responsible for reviewing the preparers' work and the final submission. The preparer must have a MyAlaska and Insight account before they will be able to prepare forms on your behalf, whether you are a lobbyist or an employer of lobbyists.

To add a preparer, click on "add preparer." Note that a preparer is someone you grant authority to enter data into Insight on your behalf—a preparer does not have any legal authority to sign your report. Put in the last name of the person or simply press "search." If the person already has an Insight account, their name will appear in the master list. If the person you wish to invite is on this list, simply click the "enable" button next to the name. If the person is not on the list, an option will appear for you to invite someone to be a preparer. Complete the required information and click "invite." Insight will send an email to the individual telling them to set up a MyAlaska/Insight account. Once the person sets up the Insight account, that person must notify you this is done. Then, you will need to complete the second step of adding the person to your list of preparers by clicking the "enable" button. See example below.

Enable/Disable Representatives For An Employer of Lobbyists

This feature allows employers of lobbyists to authorize or designate more than one person to submit APOC forms on the business's behalf. This enables employers of lobbyists to have multiple authorized "signers" for reports and eliminates the problem of a single authorized signer leaving the business and no one being able to access the employer of lobbyist's Insight account to file reports. Use this feature to authorize more than one person as a signer or may be used when employees leave or join a company. **Note that a "representative" must have a MyAlaska and Insight account in order to be added as an authorized representative to sign your forms.**

Go to the "lobbying" link at the top of the page, then under "employer of a lobbyist," click on "enable/disable representatives for an employer." Click on "add representative." Put in the last name of the person or simply press "search." If the person already has an Insight account, his name will appear in the master list. If the person you wish to add is on this list, click the "add selected user" button next to the name. If the person is not on the list, an option will appear for you to invite someone to be a representative. Complete the required information and click "invite." Insight will send an email to the individual telling them to set up a MyAlaska/Insight account. Once the person sets up the Insight account, that person must notify you this is done. Then, you will need to complete the second step of adding the person to your list of representatives by clicking the "add selected user" button (explained above) which will now be next to the person's name.

A "representative" is only for use by employers, not lobbyists. Representatives serve in exactly the same capacity as the employer/signer. As such, a representative has the same level of permission, access and certification authority as the individual who originally set up the employer of lobbyist account. Representatives have a higher level of authority in Insight than preparers have and may legally certify both a lobbyist registration (on behalf of the employer of lobbyists) and an employer of lobbyist report.

Edit Contact Information For A Business

If the contact information for the employer of lobbyist's business changes, go to the 'Lobbying Forms' page and under the heading "Employer of Lobbyist" click on the link that will take you to the following page. Edit the information and click "Save."


Edit Business Contact Information
Select business:
Ginn Sawmill
Edit Contact Info
Contact Information
Work Phone 9075551212 *
Fax
Email *
Address Information
Address 1 200 Asphalt Rock Rd *
Address 2
City Juneau *
State/Province Alabama *
Zip
Country United States *
Save Cancel
* Indicates field is required

REMINDER

ALL filings submitted to the Alaska Public Offices Commission are public records and available to the public as submitted. Do **NOT** include any of the following personal information: social security numbers, account numbers, credit card numbers, copies of checks, financial records with account numbers or access codes, or any document with personal identification numbers.