

# Alaska Public Offices Commission

## 2008 ELECTIONS

Please read the following pages carefully for important information about starting your campaign.

The 2008 elections are approaching and it is time for candidates to set up procedures to comply with Alaska's Campaign Disclosure Law. [AS 15.13](#)

It is your responsibility and obligation to familiarize yourself and your campaign workers with the details of the disclosure laws and administrative regulations to make sure that you file reports both on time and accurately completed. Visit the APOC homepage to keep informed about your requirements and responsibilities as a candidate. To download forms and other information and to research information filed by other candidates and groups. [www.apoc.alaska.gov](http://www.apoc.alaska.gov)

### GETTING STARTED FOR LEGISLATIVE CANDIDATES

1. **Letter of Intent:**

- ➔ A Letter of Intent allows the individual to campaign as if they were a candidate. However, if a candidate files a Declaration of Candidacy first, they do not need to file a Letter of Intent. [AS 15.13.100](#), [2 AAC 50.274](#) [Letter of intent Form](#)

2. **The Declaration of Candidacy:**

- ➔ Declaration of Candidacy is what gets a state candidate's name on the ballot. The Declaration of Candidacy must be filed at the Division of Elections. <http://ltgov.state.ak.us/elections/>

3. **The Registration Statement:**

- ➔ Lists the campaign name (this is the name that **must** appear on the "Paid for by" disclaimers), Treasurers, Deputy Treasurers, Chair (an option, not a requirement), bank information, etc. If the Declaration of Candidacy has already been filed with the Division of Elections, a state candidate has 15 (fifteen) days to file their Registration Statement. The registration form may be amended as needed. **NOTE:** Until a candidate files information about Treasurers or Deputy Treasurers, only the candidate may accept or expend campaign funds. [AS 15.13.060](#), [2 AAC 50.282](#) [Candidate Registration Form](#)

#### 4. **The Candidate Reimbursement Form:**

- If candidates loan money to their campaign, and they want to repay themselves at the end of the campaign, they **MUST** file a Candidate Reimbursement Form with the APOC within 5 days of loaning the money to their campaign account. This includes weekends. [AS 15.13.078](#), [2 AAC 50.254](#) [Candidate Reimbursement Form](#)

#### 5. **Electronic filing system:**

- We are working to develop an online filing system. For now, you may file your reports using the Excel Spreadsheets that are on the APOC front page. There is a one-page Filing Contract that must be completed, signed and returned to the APOC.

#### 6. **START UP CONSIDERATIONS:**

- Remember, **only** the candidate, a registered Treasurer or a registered Deputy Treasurer may spend money on behalf of the campaign. [AS 15.13.067](#), [AS 15.13.076](#)
- If a candidate uses personal funds to buy things for the campaign, they may be reimbursed by the campaign as long as reimbursement occurs within 72 hours of when the initial expenditure was made. If a candidate uses personal money and wishes to repay that money at the *end* of their campaign, he/she must file a candidate reimbursement form with the Commission within **five days** of using their personal money. [AS 15.13.078](#), [2 AAC 50.254](#)

#### 7. **PAID FOR BY IDENTIFIER:**

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

#### 8. **REPORT INFORMATION:**

- Most statewide candidates who make it to the general election will have to file six reports. Reports are due **30 days** before an election, **7 days** before an election and at **yearend, due February 15th**. In

addition, there is a **24 hour** report that must be filed if a candidate receives more than \$250 from any one contributor in the nine days preceding an election.

- Candidates are required by law to disclose information about their campaigns. The purpose of a campaign disclosure statement is to provide a snapshot of a candidate's activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report. [AS 15.13.110](#), [2 AAC 50.317](#) [Campaign Reporting Forms](#)

#### 9. CIVIL PENALTIES:

- The law requires APOC to assess civil penalties against candidates who fail to file a campaign disclosure report on time or fail to file a complete and accurate campaign disclosure report. It is **YOUR** responsibility as the filer to familiarize yourself (and your campaign workers) with the requirements of the campaign disclosure law and reporting deadlines. **The APOC doesn't remind candidates when reports are due.** Initial penalties range from \$10 to \$50 a day for late reports. You will have the right to appeal a civil penalty assessment before the Commission. If you have questions about whether you are required to file, what you are required to file and when you are required to file, check with APOC staff. [AS 15.13.390](#), [2 AAC 50.399](#)

### Contact Information

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