



**CORPORATE/LABOR/TRADE
PAC OPERATIONS
PART 3**

August 26, 2015
10:15 am – 12:00 pm



SSF Operations, Part 3

Objectives – Part 3

- ▣ Highlight Methods for Supporting Federal Candidates
- ▣ Evaluate Communications: Audience, Message, Payment and Disclosure
- ▣ Identify and Apply Rules for Use of Organization Facilities



SSF Operations, Part 3

SUPPORTING FEDERAL CANDIDATES

I. Making Contributions (11 CFR 110.1 and 110.2)

Supporting Federal Candidates

- ▣ Direct Contributions
 - Curing Excessive
 - Refunds and Returns
- ▣ Earmarked Contributions

Contribution Limits

Review

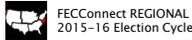
For 2015-16 Elections	Candidate Committee per election	PAC (SSF and Nonconnected) per year	State, District & Local Party Committee per year	National Party Committee per year	Additional National Party Committee Accounts per year
Individual	Includes both monetary and in-kind contributions				100,200 (per account)
Candidate Committee					
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000	\$45,000 (per account)
PAC: Nonmulticandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200 (per account)
State, District & Local Party Committee	\$5,000 (combined)	\$5,000	Unlimited Transfers	Unlimited Transfers	
National Party Committee	\$5,000	\$5,000	Unlimited Transfers	Unlimited Transfers	



Direct Contributions

Review

- ☐ Per Election Limits to Candidates
 - \$2,700 from non-multicandidate SSFs
 - \$5,000 from multicandidate SSFs
- ☐ Includes in-kind contributions
- ☐ Only for elections in which candidate participates
- ☐ **NO** contributions from connected organization



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A. **Limitations Apply: REVIEW**

1. **Non-multicandidate PACs**
 - a) Indexed for inflation.
 - b) May give \$2,700 per election to federal candidates for 2015-2016 elections.
2. **Multicandidate PACs**

May give \$5,000 per election to federal candidates for 2015-2016 elections (limits unchanged).
3. **Both in-kind and monetary contributions count against limits.**
4. **Connected organization (e.g., corporation, union, association) may not make contributions.**

Per Election Limits

- ▣ Undesignated Contributions:
 - Count toward limit for candidate's next election

- ▣ Designation Required:
 - Contributing to a future election
 - Retiring debt from a past election



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5. Designation of Campaign Contributions by PAC

- a) Undesignated contribution counts towards the candidate's next scheduled election.
- b) PAC must designate contribution if:
 - (1) Intends contribution to count toward a future election, beyond the upcoming election.
 - (2) Making contribution to retire candidate's debt of a past election. Note: This is permissible only if:
 - Candidate has net debt outstanding from that election; and
 - Contribution, when aggregated with previous contributions to same candidate for same election, does not exceed limit.

Example:

The Baseball Cap Makers Organization PAC, a multicandidate committee based in Maryland, decides to contribute \$10,000 to Senator Cal Ripken, Jr., for his re-election campaign. Cal is in a tough primary in Maryland on June 16. The PAC treasurer, Lisa Smith, issues a check to the campaign for \$10,000 on June 15.

Any Red Flags?

Practical Application

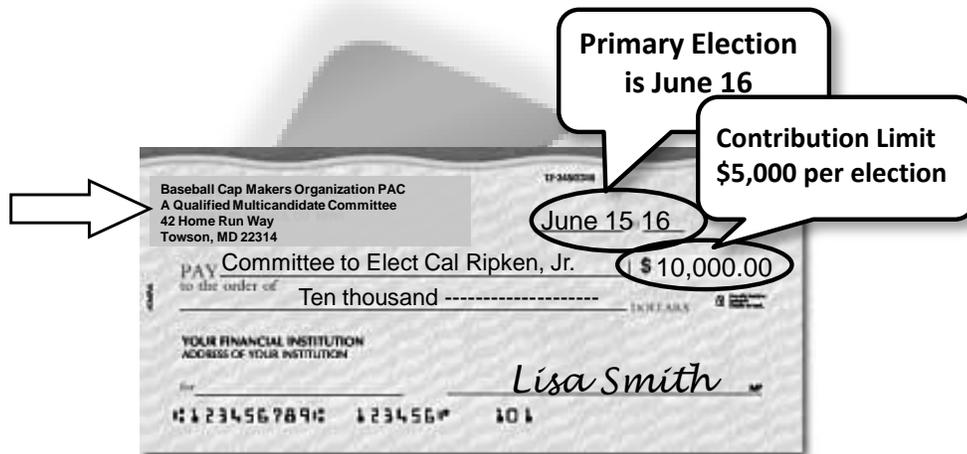


Vote Cal for U.S. Senate

**Primary Election Day is
June 16**

Paid for by the Committee to Elect Cal Ripken, Jr.

Practical Application



Example, continued:

Let's work through the check. The date on the check is June 15 and the contribution is from a qualified multicandidate committee (identified as such on the check).

Since the contribution was not designated, the **date made** determines which election it counts against. To determine date made, the campaign must use the date a contribution is postmarked or hand-delivered (and NOT the date on the check).

Practical Application

Baseball Cap Makers Organization PAC
42 Home Run Way
Towson , MD 22314



June 16
2016



Committee to Elect Cal Ripken, Jr.
873 Long Drive
Aberdeen, MD 21001

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This contribution was mailed on June 16, the primary date, and thus will count against the primary limit.

However, because it was undesignated, it is a \$10,000 contribution to the primary, and therefore excessive.

How do the campaign and PAC resolve this situation?

B. Methods for Curing Excessive Contributions

1. **Refund**
2. **Redesignate** (11 CFR 110.1(b)(5)(ii)(B)(1)-(4))

Redesignation Procedures

Campaign Requests Redesignation:

1. Campaign must offer refund option when requesting redesignation
2. Signed redesignation authorization must be received by campaign within 60 days of its receipt of the contribution
3. If redesignation process is not completed within 60 days, campaign must refund excessive portion to PAC



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a) Procedures for Redesignation Request

- (1) Campaign must offer refund option when asking PAC for redesignation.
- (2) Signed redesignation authorization must be received by campaign within 60 days of their receipt of original contribution.
- (3) If redesignation process not completed within 60 day window, campaign must refund the excessive portion back to the PAC.

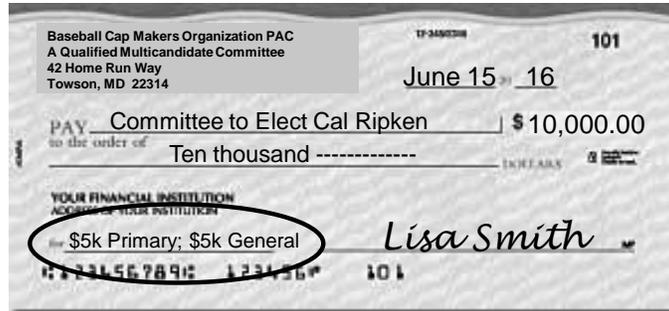
b) Electronic Contributor Redesignations

The Commission acknowledged that, in certain circumstances, an online process can provide a sufficient level of assurance as to the contributor's identity and intent such that it satisfies the written signature requirements. See Interpretive Rule Regarding Electronic Contributor Redesignations, 76 FR 16233 (March 23, 2011). Available on FEC website at: http://www.fec.gov/law/cfr/ej_compilation/2011/notice_2011-02.pdf.

FEC Recommended



Designate all contributions to candidates



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- C. Avoiding Excessive Contributions**
- 1. Designate election for all contributions – highly recommended.**
 - 2. Designation Required if:**
 - a) PAC intends contribution to count toward a future election, beyond the upcoming election.
 - b) Making debt retirement contribution for past election.

Best Practice: Avoid Excessive Contributions – Designate All Contributions!

Reporting Example #4A & B: Itemizing Monetary Contributions Made to Federal Candidates and Committees

Example: SSF Contributions Made

- ▣ Itemizing Monetary Contributions Made and Refunded
 - How does the SSF disclose the transaction?
 - What information do we need to disclose?



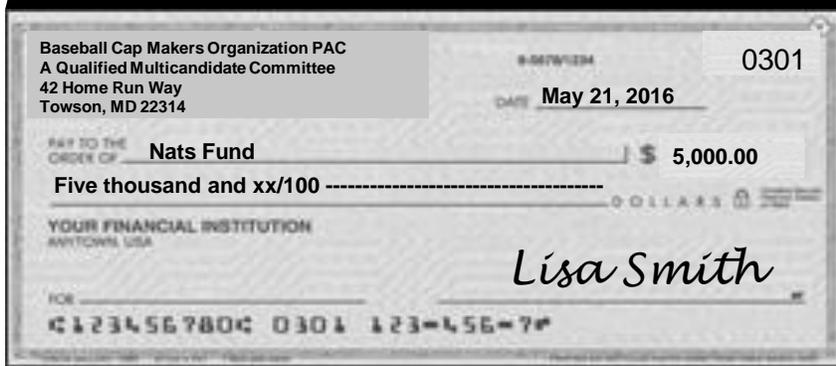
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The Baseball Cap Makers Organization PAC, a multicandidate committee based in Maryland, really likes Senator Jayson Werth, a former professional baseball player now representing the neighboring state of Virginia. On May 21, 2016, the PAC made out two checks; one to Senator Werth's campaign committee, and one to his leadership PAC, the Nats Fund. (Note: The PAC had not previously contributed to the Senator or to the Leadership PAC.)

- 1. What types of transactions are these?**
- 2. How must the committee disclose the transaction(s)?**
- 3. What information from the scenario do we need to disclose this correctly?**

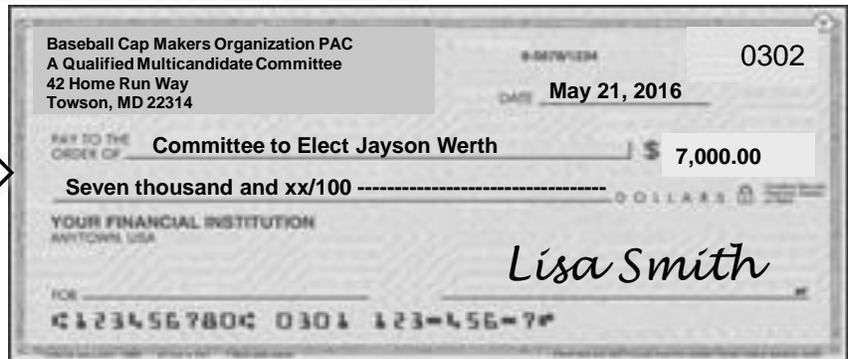
**Answers to Reporting Example #4A: Monetary Contribution to Federal PAC
(Check #301)**

Example: SSF Contributions Made



Contribution to
Leadership PAC

Contribution to
Campaign



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1. What type of transaction is this?

Answer: This check represents a contribution made by the Baseball Cap Makers Organization PAC (Baseball Cap PAC). The \$5,000 check is a contribution to a Senate Leadership PAC. Note that the Leadership PACs and the campaign committee of the Leadership PAC sponsor are not considered affiliated.

2. How must the committee disclose the transaction(s)?

Answer: The Baseball Cap PAC must itemize the contribution on its June Monthly report (covering the month of May) on a Schedule B for Line 23.

3. What information from the scenario do we need to disclose this correctly?

Answer: Disclose the Leadership PAC’s name and address, the date made and the amount. For purpose, note “contribution.” The candidate and election information is not required because the Leadership PAC is not an authorized committee that is affiliated with the campaign.

Disclose Contribution to Leadership PAC on June Monthly Report

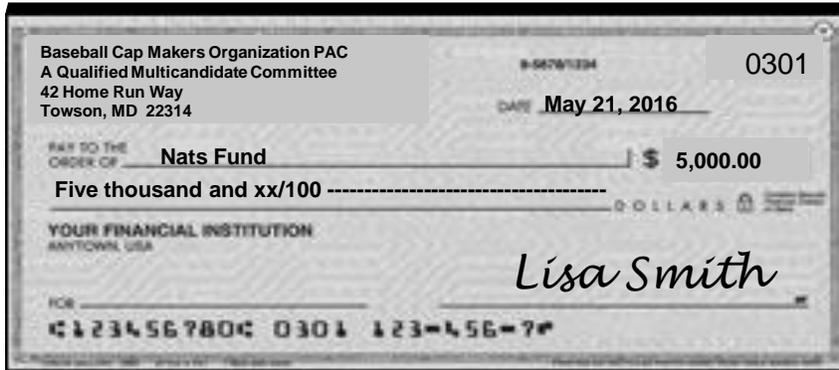
FEC Form 3X: Schedule B, Line 23

Contribution to Leadership PAC

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one)	PAGE
			<input type="checkbox"/> 21b <input type="checkbox"/> 22 <input checked="" type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28a <input type="checkbox"/> 28b <input type="checkbox"/> 28c <input type="checkbox"/> 29 <input type="checkbox"/> 30b	
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC				
Full Name (Last, First, Middle Initial)				
A. Nats Fund			Date of Disbursement	
Mailing Address 333 West Camden Street			05 / 21 / 2016	
City Vienna VA 22180			State Zip Code	
Purpose of Disbursement Contribution			Amount of Each Disbursement this Period	
Candidate Name			5,000.00	
Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President <input type="checkbox"/> State <input type="checkbox"/> District			Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Con. (opportunity)	
Not Applicable				

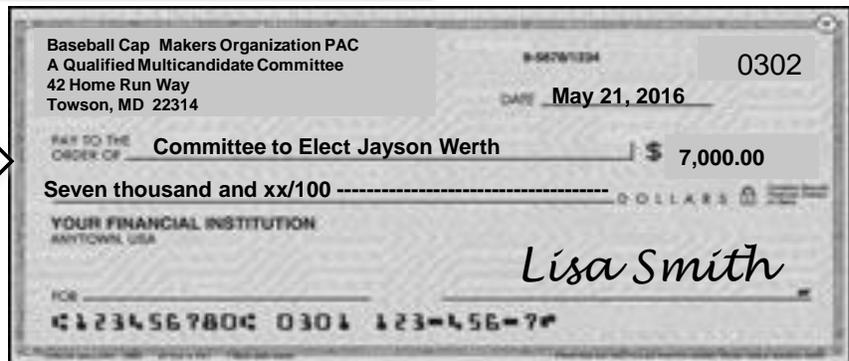
**Answers to Reporting Example #4B: Contribution to Federal Candidate
(Check #302)**

Example: SSF Contributions Made



Contribution to
Leadership PAC

Contribution to
Campaign



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The Werth campaign receives the PAC check on May 24, 2016, and notes that the undesignated \$7,000 check is an excessive contribution. As such, the campaign sends the Baseball Cap Makers Organization PAC a redesignation request. As a big supporter of the Senator, the PAC does not want a refund. On June 2, the PAC treasurer sends the campaign a redesignation letter which is received by the campaign treasurer on June 5.

1. What type of transaction is this?

Answer: This check represents two separate contributions made by the Baseball Cap PAC. The check for \$7,000 represents contributions to both the primary and the general election campaign of the Committee to Elect Jayson Werth. However, as an undesignated contribution, it's an excessive primary contribution. To remedy this, the campaign has asked the PAC to redesignate the excessive portion (\$2,000) to the general election.

2. How must the committee disclose the transaction(s)?

Answer: The PAC is required to disclose the original disbursement since the close of books for the June Monthly report (covering the month of May) falls before the redesignation letter is sent by the PAC. Then the PAC then must disclose the redesignation on the July Monthly report (covering the month of June) since the redesignation occurred during that reporting period.

3. What information from the scenario do we need to disclose this correctly?

Answer: Report original disbursement (June Monthly) - show reporting on Schedule B for Line 23. The itemization information includes candidate committee’s name and address, the date made, amount, the candidate’s name and office sought (including state and Congressional district), the election (including year) for which the contribution was made (check appropriate box). For purpose, note “contribution.” Note that FECFile allows users to get the committee’s information from a database. Include notation “Redesignation pending.”

**Part 1 of 2: Disclose Contribution on
 June Monthly Report**

FEC Form 3X: Schedule B, Line 23

**Contribution to
 Campaign**

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one) <input type="checkbox"/> 21b <input type="checkbox"/> 22 <input checked="" type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26a <input type="checkbox"/> 26b <input type="checkbox"/> 26c <input type="checkbox"/> 27 <input type="checkbox"/> 28 <input type="checkbox"/> 29 <input type="checkbox"/> 30c	PAGE
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC				
Full Name (Last, First, Middle Initial)		Date of Disbursement		
A. Committee to Elect Jayson Werth		MM / DD / YYYY 05 / 21 / 2016		
Mailing Address 873 Long Drive		Amount of Each Disbursement this Period		
City State Zip Code Vienna VA 22180		<input type="text" value="7,000.00"/> Redesignation Pending		
Purpose of Disbursement Contribution		Category/Type 011		
Candidate Name Jayson Werth		Disbursement For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		
Office Sought: <input type="checkbox"/> House <input checked="" type="checkbox"/> Senate <input type="checkbox"/> President State: VA District:				

Report Redesignation (July Monthly): Show reporting on Schedule B for Line 23.
 There will be two separate entries.

- \$7,000 contribution as disclosed on June monthly – MEMO entry.
- \$2,000 contribution shown with general checked – REDESIGNATION; MEMO entry.

Disclose both entries as MEMO entries since this is not new money leaving the PAC account, but new information on a previous disbursement.

Part 2 of 2: Disclose Redesignation on July Monthly Report

Redesignation

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		FOR LINE NUMBER: (check only one)	PAGE OF
Use separate schedule(s) for each category of the Detailed Summary Page		<input type="checkbox"/> 21b <input type="checkbox"/> 22 <input checked="" type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28a <input type="checkbox"/> 28b <input type="checkbox"/> 29 <input type="checkbox"/> 30b	
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC			
A. Committee to Elect Jayson Werth Full Name (Last, First, Middle Initial) Mailing Address: 873 Long Drive City: Vienna VA 22180 State: Zip Code: Purpose of Disbursement: Contribution Candidate Name: Jayson Werth Office Sought: <input checked="" type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President VA State: District: Disbursement For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)		Date of Disbursement: 05 / 21 / 2016	Amount of Each Disbursement this Period: 7,000.00 MEMO; as disclosed in June Monthly
B. Committee to Elect Jayson Werth Full Name (Last, First, Middle Initial) Mailing Address: 873 Long Drive City: Vienna VA 22180 State: Zip Code: Purpose of Disbursement: Contribution Candidate Name: Jayson Werth Office Sought: <input checked="" type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President VA State: District: Disbursement For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)		Date of Disbursement: 06 / 05 / 2016	Amount of Each Disbursement this Period: 2,000.00 MEMO Redesignation

**FEC Form 3X:
 Schedule B,
 Line 23**

Points to Remember:

- Itemize contributions to all federal campaigns and committees on Schedule B for Line 23, regardless of amount.
- For contributions to federal campaign committees, include candidate information.
- **Memo entries** are transactions that are itemized, but the dollar total is excluded from the committee's total receipts or expenditures.

- **For example**, committees would use memo entries when itemizing a credit card bill on a Schedule B. The lump sum payment for the bill is itemized as a regular expenditure. The committee would use memo entries to list any specific charges that meet the itemization threshold. By using memo entries, the specific charges are not included in calculations for total expenditures.
- If redesignated after the close of books, show the redesignation on the next report and indicate the report on which it was previously itemized.
- Previous report should not be amended.

- Strongly recommended that PACs designate contributions to campaigns for particular elections (use year and type of election to properly designate).
- If designating for prior election, also note “debt” (e.g., “2014 general debt”).
- Treat contributions to a leadership PAC as a contribution to a PAC, not a contribution to a campaign.

Returned vs. Refunded

- ▣ Returned, Lost or Voided Checks
 - Negative entry on line number transaction was originally disclosed (Schedule B)

- ▣ Refunded
 - Refund check from another committee appears on Schedule A for Line 16



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Reporting Example #4C: Itemizing Refunded, Lost and Returned Contributions Made to Federal Candidates and Committees

On July 10, the Baseball Cap Makers Organization PAC treasurer realizes that the check to the Nats Fund never cleared the bank, and decides to void the check and add the money back into the PAC's checking account.

On the same day, the PAC receives a refund check from the Werth Campaign for \$2,000. Senator Werth lost in the primary and has refunded the PAC's general election contribution.

- 1. What types of transactions are these?**

- 2. How must the committee disclose the transaction(s)?**

- 3. What information from the scenario do we need to disclose this correctly?**

Answers to Example #4C: Itemizing Refunded, Lost and Returned Contributions Made to Federal Candidates and Committees

1. What types of transactions are these?

Answer: The uncashed check to the Nats Fund that was voided by the Baseball Cap Makers Organization PAC treasurer represents a lost, voided or returned contribution (in this case lost/voided) and thus, a negative expenditure. The check containing the refund from the Committee to Elect Jayson Werth represents a refund, and thus, a receipt.

2. How must the committee disclose the transaction(s)?

Answer: Voided or returned/uncashed checks should be disclosed as negative entries on the Line number the transaction was originally disclosed (in this case, Schedule B for Line 23). On the other hand, when a refund check is actually received from another committee and deposited into the federal account, it should be disclosed on Schedule A for Line 16 as a receipt.

3. What information from the scenario do we need to disclose this correctly?

Answer: The committee will need the information that was originally disclosed on a previous report regarding the transaction and will also need to reference that report on its disclosure. The committee should also reference the original contribution date in the “purpose” section of the report.

Reporting Example Continues on Next Page

Report Lost/Voided/Returned Contribution:

**Disclose Returned Check as Negative
Entry on August Monthly Report**

FEC Form 3X: Schedule B, Line 23

**Returned, Lost
Or Voided**

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS	Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one) <input type="checkbox"/> 21b <input type="checkbox"/> 22 <input checked="" type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28a <input type="checkbox"/> 28b <input type="checkbox"/> 28c <input type="checkbox"/> 29 <input type="checkbox"/> 30b	PAGE OF
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NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC			
Full Name (Last, First, Middle Initial)		Date of Disbursement	
A. Nats Fund		MM / DD / YYYY 07 / 10 / 2016	
Mailing Address 333 West Camden Street		Amount of Each Disbursement This Period	
City State Zip Code Vienna VA 22180		- 5,000.00	
Purpose of Disbursement Check returned – original contribution 5/21/16		Category/Type	
Candidate Name		Office Sought: <input type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President	
Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General		State: District:	
<input type="checkbox"/> Other (specify)		Uncashed check from 2016 June Monthly	



Report Refunded Contribution Received:

**Disclose Contribution Refund to the SSF
 on August Monthly Report**

FEC Form 3X: Schedule A, Line 16

**Refund of
 Contribution**

SCHEDULE A (FEC Form 3X) ITEMIZED RECEIPTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one)	PAGE	OF
<input type="checkbox"/> 11a	<input type="checkbox"/> 11b	<input type="checkbox"/> 11c	<input type="checkbox"/> 12		
<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15	<input checked="" type="checkbox"/> 16		<input type="checkbox"/> 17
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC					
Full Name (Last, First, Middle Initial) A. Committee to Elect Jayson Werth			Date of Receipt MM / DD / YYYY 07 / 10 / 2016		
Mailing Address 873 Long Drive			Amount of Each Receipt this Period 2,000.00		
City Vienna VA 22180			FEC ID number of contributing federal political committee. C 00000001		
Name of Employer			Occupation		
Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)			Aggregate Year-to-Date 2,000.00		

**Contribution itemized in
 June Monthly**



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Points to Remember:

- If SSF receives its original check, not deposited (or if its check is lost or otherwise not deposited)
 - Report amount as negative entry on Schedule B for Line 23.
 - Subtract from the total amount for that schedule.
 - Note that check is lost, voided, etc. (FECFile users: use description field).
- If SSF receives refund check issued by candidate,
 - Itemize on Schedule A for Line 16 (check appropriate election designation box).
 - Reference previous report of contribution made. (FECFile users: use description field).

Supporting Federal Candidates

- ▣ Direct Contributions
 - Curing Excessive
 - Refunds and Returns
- ▣ **Earmarked Contributions**



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Earmarked Contributions

- ▣ Definition:
Contribution to a candidate that donor directs (orally or in writing) through intermediary or conduit
- ▣ Conduit
Anyone who receives and forwards earmarked contribution to a candidate (including SSF)
 - Organization may not be a conduit
 - Subject to special reporting obligations



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SSF Operations, Part 3

D. Earmarked Contributions (11 CFR 110.6 and 114.2(f)(3)(ii))

1. Definition

A contribution to a candidate that the contributor directs (either orally or in writing) through an intermediary or conduit.

2. Conduit/Intermediary

a) Definition: Anyone who receives and forwards an earmarked contribution to a candidate.

This includes individuals, political committees (such as the organization's PAC), unregistered committees and partnerships. Special reporting required. See details below.

b) Associations, corporations, unions and other prohibited sources are prohibited from acting as conduits; only the PAC may collect and forward earmarked contributions.

11 CFR 114.2(f)(3)(ii) and (4)(iii).

c) Persons exempt from requirements at 11 CFR 110.6 for conduits:

- (1) Employee or full time volunteer working for campaign committee; and
- (2) Individual expressly authorized to raise money on behalf of the candidate. (Note: This is the **situation most likely to apply to an organization executive (acting as a private individual).**)
- (3) Committee affiliated with campaign committee; and
- (4) Commercial fundraising firm retained by campaign committee.

Effect on Contribution Limits

- ▣ Contribution counts against donor's limit for the recipient candidate
- ▣ PAC limit affected only if:
 - PAC exercised direction or control over the choice of recipient candidate
 - Contribution made through deferred earmarking through PAC via payroll deduction program
 - Solicitation for earmarked contribution:
 - ▣ Sent by organization to restricted class
 - ▣ Collected by PAC



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3. Effect on Contribution Limits

- a) An earmarked contribution always counts against the original contributor's limit for the recipient candidate.
- b) **An earmarked contribution may count against PAC's limits for the recipient candidate in these situations:**
 - Exercised direction or control over the contributor's choice of the recipient candidate. 11 CFR 110.6.
 - Deferred earmarking done through PAC via payroll deduction program. AO 1995-15.
 - Solicitation by the connected organization for an earmarked contribution to a candidate, sent to the restricted class and collected by PAC. 11 CFR 114.2(f)(4)(iii).

Other Requirements

Transmittal to Campaign

- ☐ SSF must:
 - Forward earmarked contribution to recipient campaign within 10 days of receiving it
 - Include contributor information for FEC report

Reporting by PAC / Conduit to FEC

- ☐ PAC or individual must:
 - Disclose earmarked contributions to FEC on report (for PAC, this goes on regular Form 3X)



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SSF Operations, Part 3

4. Older Requirements Still in Effect

a) Transmittal to Campaign

The conduit must forward an earmarked contribution to the recipient campaign committee within 10 days of receiving the contribution **along with** the contributor information needed to disclose on FEC report.

b) Disclosure

PAC or individual must disclose earmarked contributions to FEC on report (for PAC, this goes on regular report).

c) Reporting

Reporting differs whether PAC deposits check or forwards contributor's original check.

Reporting Example #5: Disclosing Earmarked Contributions to Candidates

Example: Earmarked Contributions

- ▣ Itemizing Earmarked Contributions
 - How does the SSF disclose the transaction?
 - What information do we need to disclose?

The CEO of the Baseball Cap Makers Organization (BCMO), Bryce Harper, is a close friend of Stephen Strasburg, who is running for the Senate in Virginia's general election. On October 20, Harper gives BCMO PAC treasurer Jennifer Boyd a personal check for \$500.00 made out to the PAC. He tersely tells her in an email, "That check is really from me for Stephen Strasburg, but I don't know how to make out the check and you do." Jennifer deposits the funds and mails a PAC check to Strasburg's campaign on October 22, along with a note that the check represents a contribution from his friend, the Baseball Cap Makers Organization CEO Bryce Harper.

- 1. What type of transaction is this?**
- 2. How must the committee disclose the transaction(s)?**
- 3. What information from the scenario do we need to disclose this correctly?**

Reporting Example #5 Answers:

1. What type of transaction is this?

Answer: Bryce Harper has made an earmarked contribution to Stephen Strasburg. The Baseball Cap Makers Organization PAC in this case is acting as a conduit.

2. How must the committee disclose the transaction(s)?

Answer: Because the PAC deposited the contribution, it must disclose the receipt from Bryce Harper on a Schedule A for Line 11(a)(i) (*Itemized Contributions*), along with a note that it is earmarked for Stephen Strasburg and the candidate information. The PAC must forward the contribution to the campaign within 10 days.

Part 1 or 2: Disclose Deposit of Earmarked Contribution into PAC

FEC Form 3X: Schedule A, Line 11(a)

Earmarked Contribution

SCHEDULE A (FEC Form 3X) ITEMIZED RECEIPTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one)	PAGE	OF
			<input checked="" type="checkbox"/> 11a	<input type="checkbox"/> 11b	<input type="checkbox"/> 11c
			<input type="checkbox"/> 13	<input type="checkbox"/> 14	<input type="checkbox"/> 15
			<input type="checkbox"/> 16	<input type="checkbox"/> 17	<input type="checkbox"/> 18
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC					
Full Name (Last, First, Middle Initial) A. Bryce Harper			Date of Receipt 10 / 20 / 2016		
Mailing Address 1920 Slugger Way			Amount of Each Receipt this Period 500.00		
City Arlington		State VA	Zip Code 22206		
FEC ID number of contributing federal political committee. C		Name of Employer Baseball Cap Makers Org.			
Occupation Chief Executive Officer		Receipt For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)			
Aggregate Year-to-Date		Earmarked for Stephen Strasburg, Senate, VA			

It discloses the forwarding of the contribution as a disbursement on Schedule B for Line 23 (*Contributions Made*) with all of the normal information required on that page plus a notation that it is an earmarked contribution from Bryce Harper, a notation that it was transmitted with a PAC check and a notation that the PAC's contribution limit is unaffected.

3 What information from the scenario do we need to disclose this correctly?

Answer: We need to know that Bryce directed the PAC to forward the contribution from him to Stephen's campaign. We also need the date of receipt by the PAC, whether the check forwarded was a personal check or a PAC check, whether the PAC triggered FEC rules at 11 CFR 110.6(d) or 114.2(f) that would cause the contribution to count against PAC limits, and all of the candidate/election/contributor information required for identification.

Part 2 of 2: Disclose Forwarding of Earmarked Contribution by PAC Check

FEC Form 3X: Schedule B, Line 23

Earmarked Contribution

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one) <input type="checkbox"/> 21b <input type="checkbox"/> 22 <input checked="" type="checkbox"/> 23 <input type="checkbox"/> 24 <input type="checkbox"/> 25 <input type="checkbox"/> 26 <input type="checkbox"/> 27 <input type="checkbox"/> 28a <input type="checkbox"/> 28b <input type="checkbox"/> 28c <input type="checkbox"/> 29 <input type="checkbox"/> 30b	PAGE OF
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.				
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC				
Full Name (Last, First, Middle Initial) A. Strasburg for Congress		Date of Disbursement 10 / 22 / 2016		
Mailing Address 72 Washington Street		City State Zip Code Alexandria VA 22314		
Purpose of Disbursement Earmarked contribution by Bryce Harper		Amount of Each Disbursement this Period 500.00		
Candidate Name Stephen Strasburg		Category/Type		
Office Sought: <input checked="" type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President	Disbursement For: <input type="checkbox"/> Primary <input checked="" type="checkbox"/> General <input type="checkbox"/> Other (specify)			
State: VA	District:			

**Transmitted w/ PAC check;
PAC limit unaffected**

Points to Remember:

1) If Check Deposited:

- Itemize receipt on Schedule A for Line 11(a)(i) regardless of amount.
- Note on Schedule A the candidate designated as the recipient of the contribution.
- Itemize forwarding of contribution to candidate on Schedule B for Line 23.
(Forward within 10 days.)
- Note on Schedule B: That a PAC check was used to transmit and whether the PAC limit is affected (e.g., direction or control; deferred earmarking programs). See AO 1995-15; facilitation rules at 11 CFR 114.2(f).

2) If Check Not Deposited:

- Report the same information as above on Schedules A and B, but as memo entries; do not include in totals.
- Note on Schedule B that contributions were forwarded using contributor checks.

**USE OF COMMUNICATIONS AND CORP/LABOR/MEMBER/TRADE
ORGANIZATION FACILITIES/
FOR ELECTION-RELATED ACTIVITIES**

Objectives – Part 3

- ▣ Highlight Methods for Supporting Federal Candidates
- ▣ Evaluate Communications: Audience, Message, Payment and Disclosure
- ▣ Identify and Apply Rules for Use of Organization Facilities



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2015-16 Election Cycle

SSF Operations, Part 3

Communications and Resources



Shifting gears now to also discuss the connected organization ...

Making the most of corporate / labor / trade/ member resources and communications for election-related activities



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2015-16 Election Cycle

SSF Operations, Part 3

Prohibition

Corporate/Labor/Member/Trade organizations are prohibited from using treasury funds to make contributions in connection with federal elections.



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2015-16 Election Cycle

SSF Operations, Part 3

I. Use of Communications and Corp/Labor/Member/Trade Organization Resources

A. General Prohibition

Organizations are generally prohibited from making contributions (direct or in-kind) to influence federal elections. They may make independent expenditures and electioneering communications to the general public using general treasury funds, provided that they do not coordinate those communications with candidates or political party committees.

See updated FEC rules on corporate/labor communications at [79 FR 62797 \(October 21, 2014\)](#).

Prohibition



Key Point:

Most permissible Corporate/Labor/Member/Trade activity at the federal level is a result of exceptions to the ban on corporate contributions.

Exceptions:

Communications and Use of Facilities



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2015-16 Election Cycle

SSF Operations, Part 3

What is Permitted?

Organizations CAN:

- ▣ Pay for express advocacy communications to restricted class
- ▣ Coordinate communications to restricted class with campaign or party
- ▣ Allow the use of association facilities under certain conditions
- ▣ Pay for independent expenditures to the general public



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2015-16 Election Cycle

SSF Operations, Part 3

B. Exceptions

1. Establishment of an SSF (as discussed in SSF Operations, Part 1)

2. Use of organization facilities for election-related activities.
3. Financing certain election -related communications to the restricted class (coordination with candidates OK for restricted class communications)
4. Financing certain expenditures to support candidates beyond the restricted class (i.e, independent expenditures, etc.).
See new 11 CFR 114.10.

Evaluating Communications

1. Audience

Restricted Class / General Public

2. Message

Express Advocacy / Coordinated / Independent

3. Payment

Organization / SSF / Campaign

4. Reporting

Form 3X / Form 5 / Form 7



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2015-16 Election Cycle

SSF Operations, Part 3

Restricted Class: Communications

- **Corporations**
Stockholders, executive/administrative personnel, families
- **Labor Organizations**
 - ▶ Members, executive/administrative personnel, families
- **Membership Organizations**
 - ▶ Noncorporate members, representatives of corporate members, executive/administrative personnel, family of all three groups
- **Trade Associations**
 - ▶ Executive/administrative personnel and noncorporate members
 - ▶ Representatives of corporate members with whom association normally conducts business



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2015-16 Election Cycle

SSF Operations, Part 3

II. Communications

A. Definition: Restricted Class for Communications

1. Corporations

Stockholders, executive and administrative personnel, and families of both groups.

2. Labor Organizations

Members, executive and administrative personnel of organization, and family of both groups.

3. Membership Organizations

a) Who is Included

Noncorporate members, representatives of corporate members, executive and administrative personnel, and family of all three groups.

b) AO 1996-21:

- (1) Membership organization could send express advocacy communications to member representatives with whom member organization usually did organization business.
- (2) Not more than 2 or so representatives per corporate member.

4. Trade Associations

- a) Restricted class, defined for purposes of receiving communications, is not identical to group that can be solicited for contributions to the Trade Association's PAC.
- b) **Who is Included**
 - (1) Executive and administrative personnel and noncorporate members,
 - (2) Representatives of corporate members with whom association normally conducts business.
 - (3) AO 1991-24: Representatives of member corporations could distribute communication to corporation's restricted class.

Evaluating Communications

1. Audience

Restricted Class / General Public

2. Message

Express Advocacy / Coordinated / Independent

3. Payment

Organization / SSF / Campaign

4. Reporting

Form 3X / Form 5 / Form 7



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2015-16 Election Cycle

SSF Operations, Part 3

Express Advocacy

Message unmistakably urges election or defeat of clearly identified federal candidate.

- ▣ Two Part Definition:
 - Part A: Specific Call to Action
 - Part B: Only Reasonable Interpretation Test



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2015-16 Election Cycle

SSF Operations, Part 3

B. **Definition: Express Advocacy**

Two Part Definition of Unmistakably Urging Election or Defeat

1. Part A: Specific Call to Action (11 CFR 100.22(a))

a) Explicit Words of Advocacy For or Against a Federal Candidate

Examples: “Re-elect your Congressman,” “support your Democratic nominee,” “reject the incumbent.”

b) Urging Action with Respect to Candidates Associated with a Particular Issue

Example: “Vote Pro-Environment,” when accompanied by names or photographs of candidates identified as supporting the issue.

c) Campaign Slogan or Words (e.g., on bumper stickers & ads) that can have No Other Reasonable Meaning than to Support or Oppose Candidate

Examples: “Bush/Cheney!”; “Obama 2012!”

2. Part B: Express Advocacy by Context – “Only Reasonable Interpretation Test” (11 CFR 100.22(b))

Absent explicit words of advocacy for or against a candidate, the communication, when taken as whole and with limited reference to context, can only be interpreted by reasonable person as “encouraging action to elect or defeat” federal candidate.

Coordination

- ▣ Treated as in-kind contribution
 - Subject to limitations and prohibitions
- ▣ Disclaimer required
- ▣ Reportable by committees making and receiving the contribution



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SSF Operations, Part 3

C. Definition: Coordination (11 CFR 109.20)

Coordination means “made in cooperation, consultation or concert with, or at the request or suggestion of, a candidate, a candidate’s authorized committee, or their agents, or a political party committee or its agents.”

1. Why Important? Coordination = In-Kind Contribution (11 CFR 109.21(b)(1))

- a) **Connected organization** prohibited from making contributions.
- b) **Subject to contribution limitations.**
- c) **Appropriate disclaimer required.**
- d) **Reporting**

In many cases, reportable by campaign or party committee as in-kind contribution received (and by PAC if in-kind contribution made by PAC).

Three-Part Coordination Test

- ▣ Source of Payment
 - Paid for by someone other than campaign
- ▣ Content Standard
 - Election-related message and timing
- ▣ Conduct Standard
 - Interaction/sharing of information



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2015-16 Election Cycle

SSF Operations, Part 3

2. **Coordinated Communications - Three-Part Test (11 CFR 109.21(d))**

All three parts must be satisfied to justify conclusion that payments for a coordinated communication are for the purpose of influencing a federal election (and that costs incurred are in-kind contributions).

a) **Source of Payment**

- (1) To be considered coordinated, communication must be paid for by someone other than a candidate, an authorized committee or a political party committee. (If campaign paid for it themselves, coordination wouldn't be an issue.)
- (2) Payment prong is satisfied if communication is paid for by the PAC.

b) **“Content Standard”(11 CFR 109.21(c)(1)-(5))**

Will satisfy prong if communication meets any one of these five standards:

- (1) **Electioneering Communication;**
- (2) **Public Communication that Republishes, Disseminates or Distributes Campaign Materials;**
- (3) **Public Communication with Express Advocacy;**

(4) Communication that is “Functional Equivalent of Express Advocacy;”

A communication is the “functional equivalent of express advocacy” if it is susceptible of no reasonable interpretation other than as an appeal to vote for or against a clearly identified Federal candidate.

- Applies without regard to the timing of the communication or the targeted audience.
- In its application of this test, Commission will follow Supreme Court’s reasoning in *FEC v. Wisconsin Right to Life*. See explanation and justification for this rule for more information at 75 FR 55947.

(5) Public Communication Referring to Candidate within Certain Time Frame before Election (No Express Advocacy required);

Communication meets content standard, even without express advocacy if it:

- Refers to clearly identified candidate
- Is directed to voters in the jurisdiction of the clearly identified candidate or to voters in a jurisdiction where one or more candidates of the political party appear on the ballot; and
- Is publicly disseminated during certain time frames:
- **Senate and House candidates** = 90 days before a primary or general election.
- **Presidential candidates** = entire period from 120 days before the clearly identified candidate’s primary in that jurisdiction where disseminated up through the date of the general election.
- **Political parties** = 120 days before a primary or general election (presidential cycle).
- See Compliance Map for coordination dates <http://www.fec.gov/info/ElectionDate>.

Example: Not Meeting the Content Prong from AO 2011-14

The Project’s website and email communications to the general public soliciting contributions to certain Federal candidates did not result in a “coordinated communications” to those referenced candidates because the content prong was not satisfied. This is because the Project’s communications appeared only on the Project’s own website and by email, so the communications did not fit into the definitions of either public communications or electioneering communications.

c) **“Conduct Standard”**

Test satisfied if communication meets any one of these standards:

- (1) **Request or Suggestion (11 CFR 109.21(d)(1))**
- (2) **Material Involvement (11 CFR 109.21(d)(2))**
- (3) **Substantial Discussion (11 CFR 109.21(d)(3))**
- (4) **Employment of Common Vendor (11 CFR 109.21(d)(4))** Safe harbor of 120 days applies.
- (5) **Former Employee/Independent Contractor (11 CFR 109.21(d)(5))** Safe harbor of 120 days applies.

Coordination Equation

Source + Content + Conduct = Coordination

Coordination = Contribution

Contribution = Limits + Prohibitions

No Coordination (plus Express Advocacy) =
Independent Expenditure



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2015-16 Election Cycle

SSF Operations, Part 3

3. Takeaways:

- **Source + Content + Conduct = Coordination**
 - **Coordination = In-kind Contribution**
 - **Subject to Limits and Prohibitions**
- **No Coordination (plus Express Advocacy) = Independent Expenditure**
 - **Unlimited**
 - **Disclosure Required**

Independent Expenditure

Definition

- ▣ Expenditure for a communication:
 - Expressly advocating the election or defeat of a clearly identified candidate
 - Not made in cooperation, consultation, in concert with, or at the request or suggestion of a candidate or his/her agents



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2015-16 Election Cycle

SSF Operations, Part 3

D. **Definition: Independent Expenditure**

1. **General Definition**

Expenditure for communication that “expressly advocates” the election or defeat of a clearly identified candidate and that is not made in cooperation with, or at the request or suggestion of, the candidate or his/her campaign or its agents, or a political party or its agents.

2. **Elements of Definition**

a) **Clearly Identified (11 CFR 100.17)**

A candidate's name, nickname, photograph or drawing appears or identity is otherwise apparent through references such as “the President,” “your Congressman,” “the incumbent.”

b) **Express Advocacy (11 CFR 100.22)**

Message unmistakably urges election or defeat of one or more clearly identified candidates.

Independent = Unlimited

- ▣ No limit on amount of expenditure if communication meets definition (express advocacy + not coordinated)
- ▣ Disclaimer required
- ▣ Reporting required

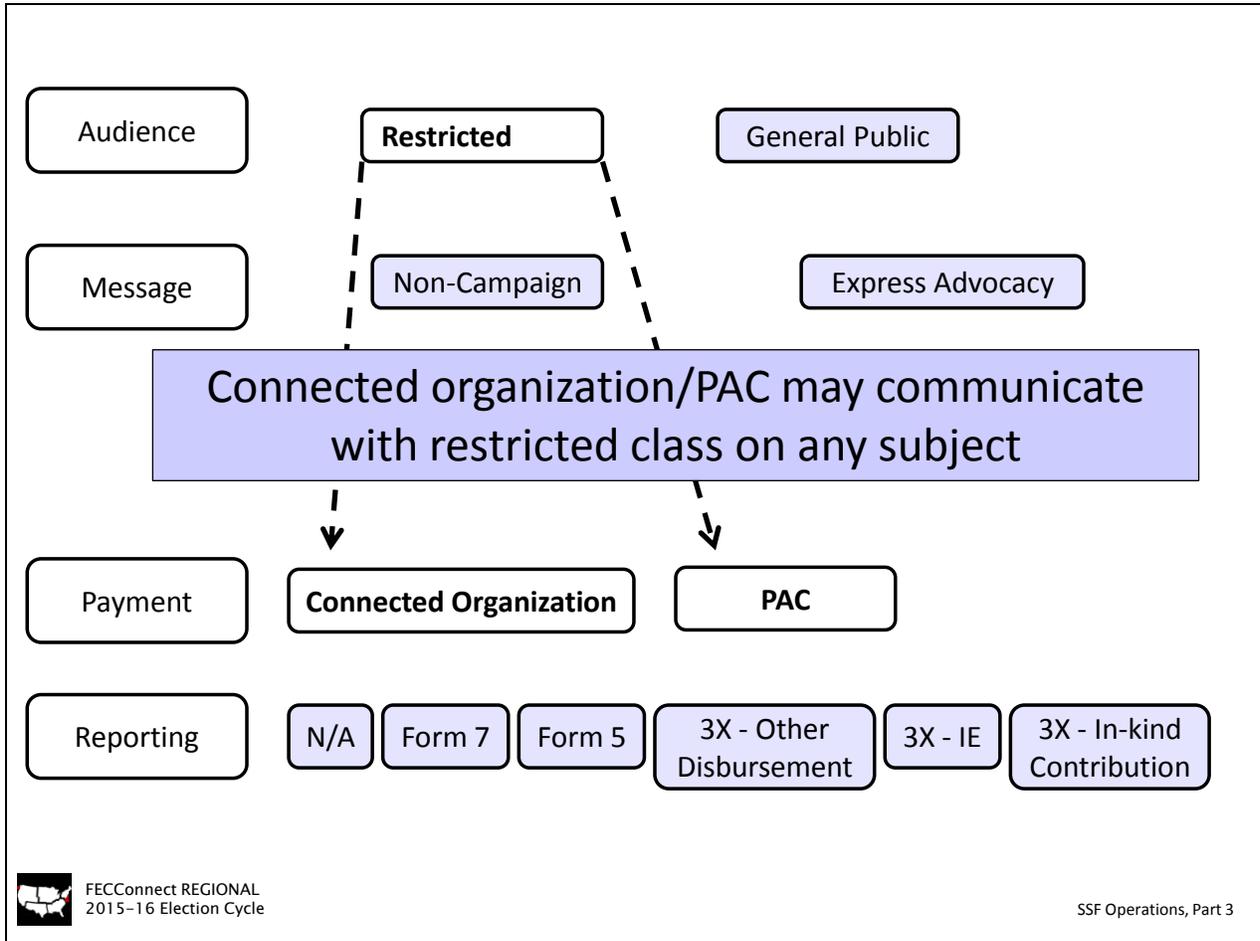
Evaluating Communications

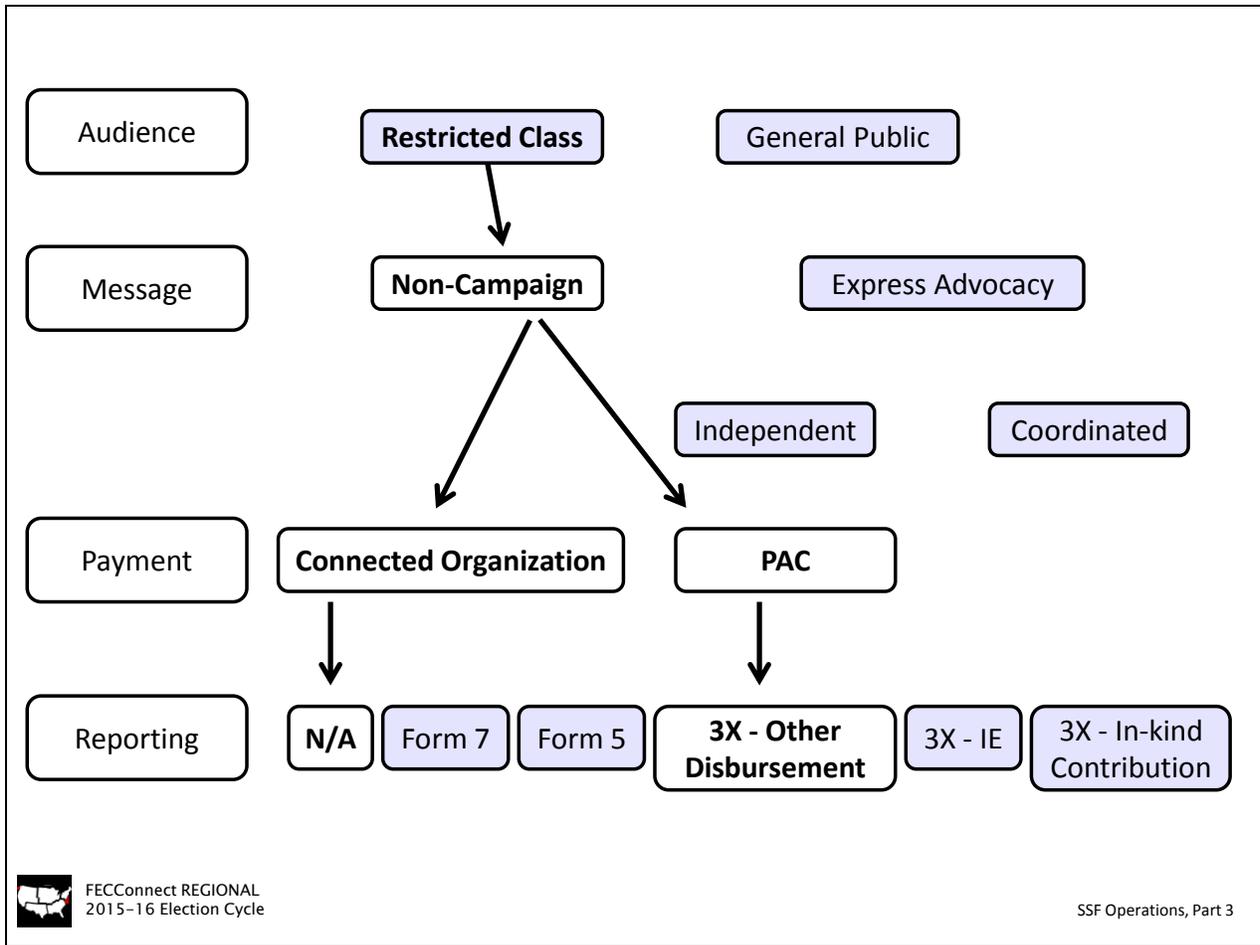
1. Audience?
Restricted Class / General Public
2. Message?
Express Advocacy / Coordinated / Independent
3. **Payment?**
Organization/ SSF / Campaign
4. **Reporting?**
Form 3X / Form 5 / Form 7



**COMMUNICATIONS / USE OF CORPORATE/LABOR ORGANIZATION FACILITIES
 SCENARIOS EVALUATING COMMUNICATIONS**

I. Communications to Restricted Class





- A. Reporting Non-Campaign Communications Before the Restricted Class**
- 1. By Organization - None**
 - 2. By SSF**
 - a) As a political committee registered with the FEC, the SSF must report all disbursements from its account, even if not related to federal elections.
 - b) **Use Form 3X**
Such costs are reported on Line 29, "Other Disbursements."

Scenario: Candidate Appearance

Skip, Executive Director of The Baseball Cap Makers Organization, invites all organization members to a luncheon where Senate Candidate Adam Jones delivers a campaign speech.



As Skip introduces the candidate, he tells all to “Vote for Adam!”



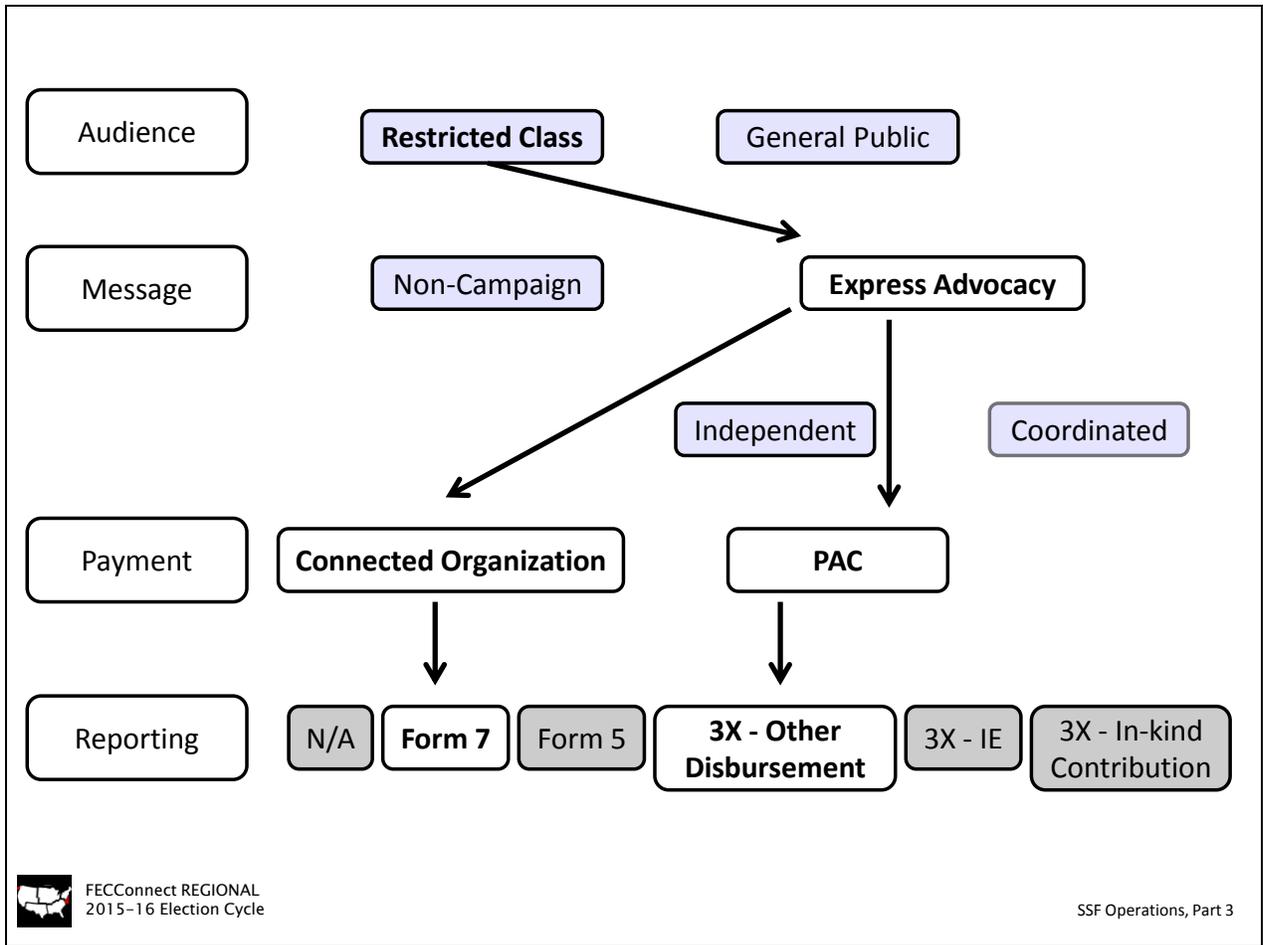
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SSF Operations, Part 3

Skip, the Executive Director of the Baseball Cap Makers Organization (BCMO) wants to do all he can to help Senate Candidate Adam Jones get elected to Congress. He has a number of ideas to make this happen.

His first idea is to invite Senate Candidate Jones to meet the trade association members. Skip organizes a meet and greet luncheon at the BCMO Headquarters. As the members settle in, Skip calls Candidate Jones up to the dais to address the crowd and in his introduction, Skip tells the crowd to, “Vote for Adam!”

What factors do we need to consider for this event?



Restricted Class Appearance

- ❑ Candidate and organization may expressly advocate
- ❑ Candidate and organization may solicit contributions
- ❑ Candidate may collect contributions
- ❑ Organization's SSF may act as conduit for earmarked contributions; special rules apply



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2015-16 Election Cycle

SSF Operations, Part 3

- B. Express Advocacy Communications Before the Restricted Class**
- 1. General Guidelines for Candidate Appearance**
 - a) Candidate and organizations can expressly advocate for candidate and both can solicit contributions.
 - b) Candidate/campaign may collect contributions at event.
 - c) Organization's SSF may act as conduit for earmarked contributions (limits count all the way around).
See 11 CFR 110.6 and 114.2(f), as well as preceding section on SSF.

Reporting Costs

- ☐ If guidelines followed, no prohibited contribution results.
- ☐ Organization files FEC Form 7 if it spends more than \$2,000 for election.
- ☐ PAC may pay for expenses; no contribution results.

REPORT OF COMMUNICATION COSTS BY CORPORATIONS AND MEMBERSHIP ORGANIZATIONS

1. NAME OF ORGANIZATION: _____ 2. IDENTIFICATION NUMBER (Assigned by FEC): _____

3a. ADDRESS (Number and Street): _____ 3b. TYPE OF ORGANIZATION (Check Appropriate Box)
 Corporation Trade Association
 Labor Organization Cooperative
 Membership Organization Corporation without capital stock

4. TYPE OF REPORT (Check One):
 April 15 Quarterly Report July 15 Quarterly Report October 15 Quarterly Report
 15 Day Pre-General Election Report held on _____ in the State of _____
 January 31 Year-End Report

5. Is this Report an Amendment? YES NO

6. THIS REPORT COVERS THE PERIOD _____ THROUGH _____

SUMMARY OF COMMUNICATION COSTS					
Type of Communication	Class or Category of Communication	Check One: Direct or Indirect	Check One: Report or Support	Number of Candidates, Office Holders, Members or Officers, and Officers for Primary or General Election	Cost of Communication (See Comments)
<input type="checkbox"/> Direct Mail	<input type="checkbox"/> Donor Identification Materials				
<input type="checkbox"/> Telephone	<input type="checkbox"/> Booklets				
<input type="checkbox"/> Signage	<input type="checkbox"/> Newsletters				
<input type="checkbox"/> Other					
<input type="checkbox"/> Direct Mail	<input type="checkbox"/> Donor Identification Materials				
<input type="checkbox"/> Telephone	<input type="checkbox"/> Booklets				
<input type="checkbox"/> Signage	<input type="checkbox"/> Newsletters				
<input type="checkbox"/> Other					
<input type="checkbox"/> Other					

NOTE: For additional communications, attach separate sheets containing the same information as above.

TOTAL COMMUNICATION COSTS FOR THIS PERIOD: \$ _____

I certify that I have examined this report and, to the best of my knowledge and belief, it is true, correct and complete.

Signature of Person Designated to Sign This Report: _____ Date: _____

NOTE: Submission of false, erroneous, or incomplete information may subject the person signing the report to penalties of 2 U.S.C. 9470g.

WHERE TO FILE: Federal Election Commission, 999 E Street, N.W., Washington, D.C. 20543

FOR FURTHER INFORMATION CONTACT: Federal Election Commission, Toll Free: 800-424-9600, Local: 202-462-1100

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2015-16 Election Cycle

SSF Operations, Part 3

2. **Reporting Express Advocacy Communications Before Restricted Class**
 - a) **By Corporate/Labor Organization**
 Required if express advocacy communication costs exceeds \$2,000 when aggregated for all candidates running in the same election (primaries or general elections).
 - (1) **Use Form 7**
 Download at <http://www.fec.gov/info/forms.shtml#other>
 - (2) **Continuous Filing**
 If additional express advocacy communication expenses for primaries or general elections.
 - b) **By SSF**
 - (1) If the communication costs are paid for by the SSF, they will not result in a contribution or expenditure.
 - (2) **Use Form 3X**
 Such costs are reported on Line 29 as “Other Disbursements.” See AO 2000-03.

II. Campaign-Related Communications Before the General Public (Coordinated)

Scenario: Candidate Fundraiser

Skip wants to contact other industry executives and invite them to a breakfast in the main reception room at the organization headquarters to meet with Adam Jones.



Skip directs his secretary to reserve the room and email the invitation that asks the guests to bring their checkbooks.



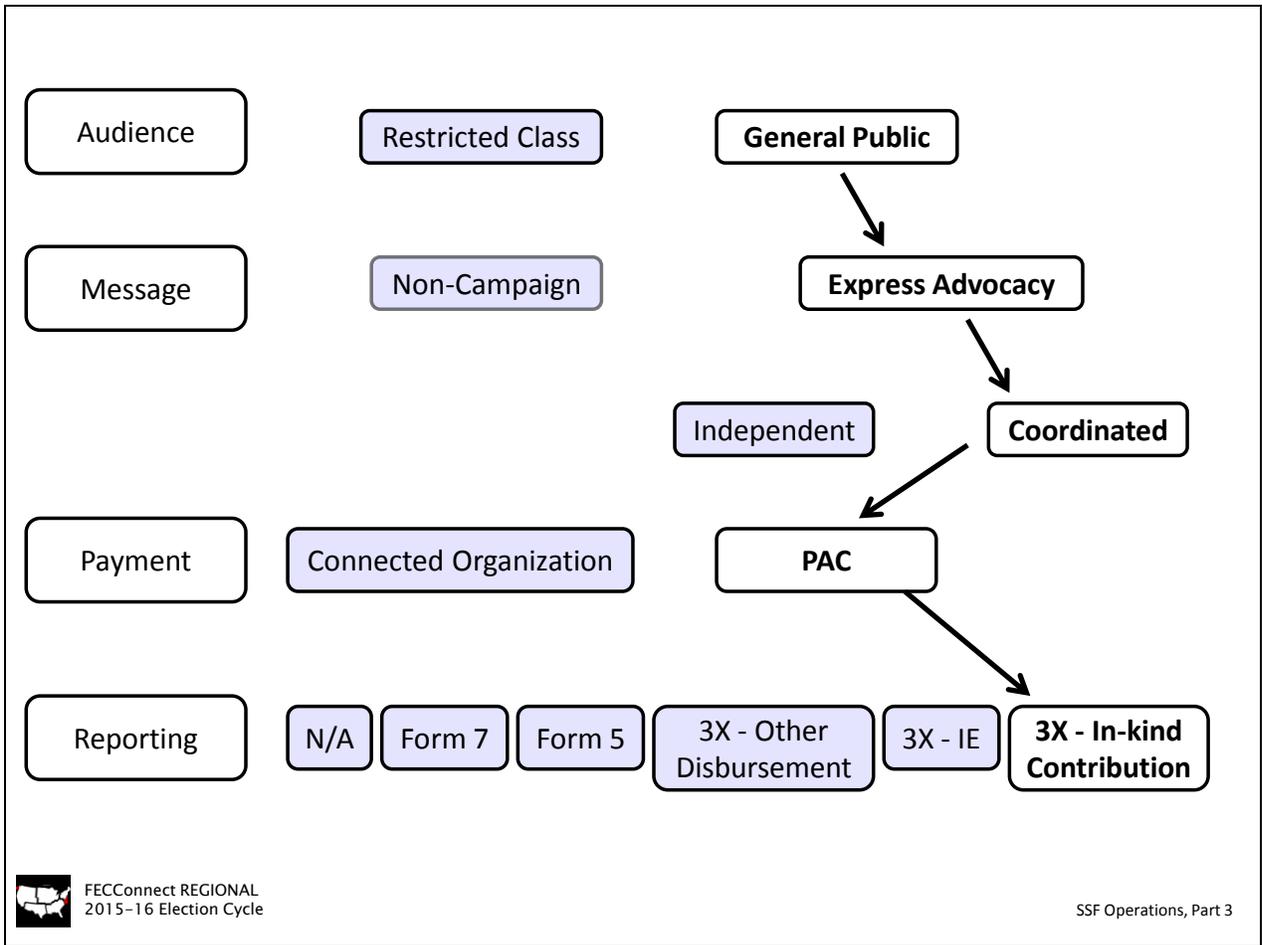
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2015-16 Election Cycle

SSF Operations, Part 3

Skip has another idea to help broaden the support base for Candidate Jones. Skip would like to have another meet and greet event at the BCMO Headquarters but this time, he would like to invite other industry executives who are not affiliated with the BCMO. Skip discusses his idea with the Jones Campaign Manager and they agree that a mimosa breakfast held at the BCMO Headquarters on March 30, 2016, would work best for Candidate Jones.

On March 14th, a couple weeks prior to the scheduled event, Skip enlists his secretary to assist with event logistics. He directs her to reserve the largest reception room at BCMO Headquarters for March 30th and to draft the email invitation. He reviews the invitation to ensure it includes a note for the invited guests to bring their checkbooks. Skip signs off on the draft and his secretary emails the invitation out that same afternoon.

What factors do we need to consider for this event?



Use of Facilities: Campaign Event

- ☐ Organization SSF may host fundraiser/event for candidate at organization's facilities
- ☐ Costs Incurred by SSF = In-Kind Contribution
- ☐ Advance payment is required for:
 - Staff: fair market value of salary and benefits
 - Mailing list: fair market value
 - Catering or food services: fair market value
 - Meeting room/other org. facilities: fair market value



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2015-16 Election Cycle

SSF Operations, Part 3

A. Use of Facilities/Resources in Candidate/Party Fundraising (11 CFR 114.2(f) and 114.9)

1. As part of the broad prohibition on corporate and labor contributions, corporate, labor and membership organizations (including trade associations) are generally prohibited from providing goods or services at less than the usual or normal charge.
2. This includes permitting the SSF's use of their facilities or other resources for fundraising or other activities in connection with federal elections, without proper payment made in advance.

B. Use of Corporate/Labor Facilities

1. Candidate Fundraiser/Event Coordinated with Campaign

a) Results in In-Kind Contribution

An SSF may hold a fundraiser or other event for a campaign and invite the general public (e.g., other SSFs and PACs, individuals outside its restricted class); however, any costs incurred are in-kind contributions, including personnel, invitations, food, equipment, etc.

b) Advance Payment Required

- (1) The connected organization of the SSF must receive **advance** payment for the use of its staff, mailing list and/or food services (regardless of who is paying for them). See AOs 1984-37 and 1984-24;

- (2) **Advance** payment to connected organization also required if SSF is paying for use of other connected organization facilities (e.g., meeting rooms, phones); and
- (3) **Payment by SSF counts as an in-kind contribution (reported by campaign and SSF).**

Use of Facilities: Directed Staff

- ▣ Advance payment for value of services, including salary, benefits and overhead
- ▣ No coercion
- ▣ No collecting or forwarding of contributions by staff



2. **Use of Directed Staff for SSF Events on Behalf of Candidates**
Organization officials or employees may direct subordinate staff to work on fundraising for candidate or party, using organization's resources, provided that the following rules are observed:
 - a) **Advance Payment**
Organization must receive advance payment for value of staff services, including benefits and overhead.
 - b) **No Coercion**
No threats of force, detrimental job actions or financial reprisal if employee refuses to engage in fundraising.
 - c) **Collection and Forwarding Prohibited (Except Through SSF)**
Employees may not collect or forward contributions to candidate or party. If the corporation wishes to collect and forward contributions, this must be done using the SSF.

Use of Facilities: Volunteer Activity

- ☐ Incidental Use
 - Work that doesn't prevent normal work
 - Safe Harbor: One hour/week or four hours/month
- ☐ Reimbursement
 - For increased overhead; or
 - If more than incidental use, reimburse entire cost of using facilities
- ☐ Employee "Asked" to Volunteer – Incidental Use Exceptions do NOT apply!



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2015-16 Election Cycle

SSF Operations, Part 3

- 3. Employee/Member Use of Facilities for Volunteer Activity: Incidental Use (11 CFR 114.9(a))**
OK for employees of association (and members and officials of the association) to make "incidental use" of facilities for their own individual volunteer activity in connection with federal election.
- a) What is "Incidental Use?"**
- (1) "Incidental use" means use that does not prevent employee or association from completing normal work that would be completed during that period.
 - (2) Safe Harbor: 1 hour per week or 4 hours per month.
- b) Reimbursement**
- (1) Individual must reimburse association for any increased overhead (e.g., no need to pay for regular local phone bill, but would have to pay for long distance calls).
 - (2) If more than incidental use: Individual must reimburse association the entire cost of using the facilities within commercially reasonable time.
- c) Employee "Asked" to "Volunteer"**
The "incidental use" allowance does not apply if the employee is asked by a superior to do the work as part of his/her regular duties.

Example: In MUR 5573, corporate executives that collected contributions intended for specific candidates claimed that they were doing so as individual volunteers. The Commission rejected this claim, as the evidence indicated that the executives “solicited, collected and bundled the contributions . . . using corporate resources” at the direction of the corporation, without any indication that they “devised the contribution plans on their own or that, absent their employment, they would have solicited contributions” from other corporate executives.

Use of Facilities: Lists/Food Services

Must pay fair market value in advance for:

- ▣ Use of customer/client lists
- ▣ Use of food services or catering arrangements

4. **Use of Customer/Client Lists**
 - a) **Organization May Permit Use with Advance Payment**

Organization may allow use of the organization’s lists of members, employees, vendors or others to send invitations or solicit the contributions, provided that the organization receives advance payment for fair market value of lists.
 - b) **Application to Email Address Lists of Corporation**
 - (1) Advance payment required under 114.2(f).
 - (2) Counts as in-kind contribution by payee.
 - (3) Not exempt from definition of contribution:
 - (a) Payment for email list made at direction of political committee; or

- (b) Email list that is transferred to political committee. 11 CFR 100.94(e)(2) and (3) and 100.155(e)(2) and (3).
- c) **Use of Catering or Food Services**
In connection with fundraising for candidate or party's federal account, the corporation may operate or arrange for catering or other food services, provided that the organization receives advance payment for fair market value of services.

Use of Facilities: Meeting Rooms

- ▣ **General Rule:**
Reimburse at the fair market value within commercially-reasonable time
- ▣ **Exception:**
Free/discounted rate if normally offered to civic groups under same conditions and available to any other political committee upon request
- ▣ **If PAC pays:**
Must pay in advance unless civic group exemption applies



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2015-16 Election Cycle

SSF Operations, Part 3

- 5. **Use of Meeting Rooms (11 CFR 114.9 and 114.13)**
 - a) **General Rule**
Campaigns and political parties may rent meeting rooms of a corporation if they reimburse the organization at the normal rental charge, within a commercially reasonable time.
 - b) **Exception**
An organization may offer meeting room to candidate or party at discount or for free if organization customarily makes meeting room available to civic, community or other groups under the same conditions and if it makes it available to any other candidate or committee on the same terms, upon request.

- c) **PAC Paying for Room**
If a PAC pays for its connected organization's meeting room for an event as an in-kind contribution, the payment must be made in advance.
- 6. **Other Uses (e.g., office equipment)**
The organization's office equipment and other resources may be used for an SSF event on behalf of a candidate/party, provided the organization is reimbursed as follows:
 - a) **If Campaign/Party Pays:**
Campaign or Party must reimburse the usual and normal charge within a commercially reasonable time – generally 30 days.
 - b) **If PAC Pays**
If organization's SSF is paying as in-kind contribution, must pay in advance.

Scenario: Candidate Fundraiser

- ☐ Collection of Campaign Checks at Event
 - Organization may NOT collect contributions
 - If PAC collects contributions, campaign and PAC will need to report earmarked contributions
 - Avoid earmarking rules by having campaign representative collect contributions



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SSF Operations, Part 3

- C. **Campaign Event: Rules on Collecting Campaign Contributions**
 - 1. **Corporate/Labor Organization**
Organization personnel MAY NOT collect the checks - prohibited facilitation.

2 Corporate/Labor SSF

Individual representing the PAC may collect campaign contributions at the event. In that instance, the PAC must follow the rules for reporting earmarked contributions. 114.2(f)(3).

3. Campaign

The campaign may collect checks at the event. Reported by campaign only; no reporting by association or SSF necessary.

4. Lobbyist Bundling Disclosure (11 CFR 104.22)

If the organization employs a registered lobbyist the requirements for lobbyist bundling disclosure could be a factor.

a) Reporting by the Campaign

Campaign would need to determine if the contributions raised were either (1) forwarded to the campaign by a lobbyist / registrant / registrant PAC, or (2) credited by the campaign to a lobbyist / registrant PAC through “records, designations or other means of recognizing.” If so, the event contributions would be applied toward the lobbyist bundling disclosure threshold to determine if the campaign must disclose the activity on FEC Form 3L.

b) Reporting by Corporate/Labor Organization or SSF

Organization and the SSF have no reporting responsibilities under the lobbyist bundling disclosure rules. SSF must disclose on Form 1 its status as a lobbyist/registrant PAC.

Reporting Example #6: Itemizing SSF Payment for Use of Corporate/Labor Resources for Candidate Fundraiser

Example: Candidate Fundraiser

- ▣ Itemizing SSF Payment for Use of Organization Resources for Candidate Fundraiser
 - How does the SSF disclose the transaction?
 - What information do we need to disclose?



SSF Operations, Part 3

Skip has another idea to help broaden the support base for Candidate Jones. Skip would like to another meet and greet event at the BCMO Headquarters but this time, he would like to invite other industry executives who are not affiliated with the BCMO. Skip discusses his idea with the Jones Campaign Manager and they agree that a mimosa breakfast held at the BCMO Headquarters on March 30, 2016, would work best for Candidate Jones.

On March 14th, a couple weeks prior to the scheduled event, Skip enlists his secretary to assist with event logistics. He directs her to reserve the largest reception room at BCMO Headquarters for March 30th and to draft the email invitation. He reviews the invitation to ensure it includes a note for the invited guests to bring their checkbooks. Skip signs off on the draft and his secretary emails the invitation out that same afternoon.

- 1. What types of transactions are these?**
- 2. How must the committee disclose the transaction(s)?**
- 3. What information from the scenario do we need to disclose this correctly?**

Answers to Example #6: Itemizing SSF Payment for Use of Corporate/Labor Organization Resources for Candidate Fundraiser

1. What types of transactions are these?

Answer: The payment for the use of the Baseball Cap Makers Organization's (BCMO's) meeting room and staff time to organize the event represent in-kind contributions to the federal candidate, Adam Jones.

In order to avoid prohibited facilitation of contributions, association officials or employees may direct subordinates to plan, organize or carry out fundraising as part of their work, using organization resources, only if the association receives advance payment for the fair market value of the services, including compensation, benefits and overhead. See 11 CFR 114.2(f)(2)(i)(A) and (iv). This requirement extends to the SSF. See AO 1984-24.

Also, an organization's may use organization meeting rooms. Like other resources, if the SSF pays for them, it must pay in advance. See AO 1984-24.

2. How must the committee disclose the transaction(s)?

Answer: Disclosure of this activity has two parts.

Part 1: Disclosure of Advance Payment

BCMO PAC will report the advance payment on their Schedule B for Line 21b as an "Operating Expenditure." Note that the payment was made to BCMO on March 14, 2016, as the date the room was reserved and the staff time was spent organizing the event -- a couple weeks prior to the March 30th event. The SSF itemizes:

- \$1,000.00 advance payment on March 14, 2016, to the association for staff time and use of the meeting room.
- -\$1,000.00 contribution shown as a negative entry. The entry will use the date the candidate receives the benefit of the resources provided, which is the date of the event - March 30, 2016. The SSF reports the entry as a negative entry to negate the in-kind contribution reported on the committee's Schedule B, Line 23 (see Part 2 below). All candidate and election information for Senate Candidate Jones is noted in the appropriate boxes.

Reporting Example Continues on Next Page

Report Date of Advance Payment

FEC Form 3X: Schedule B, Line 21(b)

**SSF Payment for
Facilities Use**

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		FOR LINE NUMBER: (check only one)	PAGE OF
Use separate schedule(s) for each category of the Detailed Summary Page		<input checked="" type="checkbox"/> 21b	
		<input type="checkbox"/> 22	
		<input type="checkbox"/> 23	
		<input type="checkbox"/> 24	
		<input type="checkbox"/> 25	
		<input type="checkbox"/> 26	
		<input type="checkbox"/> 27	
		<input type="checkbox"/> 28a	
		<input type="checkbox"/> 28b	
		<input type="checkbox"/> 28c	
		<input type="checkbox"/> 29	
		<input type="checkbox"/> 30a	
		<input type="checkbox"/> 30b	
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.			
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC			
Full Name (Last, First, Middle Initial) Baseball Cap Makers Organization			
A. Baseball Cap Makers Organization		Date of Disbursement 03 / 14 / 2016	
Mailing Address 42 Home Run Way			
City State Zip Code Towson MD 22314			
Purpose of Disbursement Use of Meeting Room/Staff Time		Amount of Each Disbursement this Period 1,000.00	
Candidate Name Adam Jones		Category/Type 011	
Office Sought: <input checked="" type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	
State: MD District:			
Full Name (Last, First, Middle Initial) Baseball Cap Makers Organization			
B. Baseball Cap Makers Organization		Date of Disbursement 03 / 30 / 2016	
Mailing Address 42 Home Run Way			
City State Zip Code Towson MD 22314			
Purpose of Disbursement Use of Meeting Room/Staff Time (in-kind)		Amount of Each Disbursement this Period - 1,000.00	
Candidate Name Adam Jones		Category/Type 011	
Office Sought: <input checked="" type="checkbox"/> House <input type="checkbox"/> Senate <input type="checkbox"/> President		Disbursement For: <input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)	
State: MD District:		In-kind See Sch. B, Line 23	



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SSF Operations, Part 3

Part 2: Disclosure of In-Kind Contribution

For in-kind contributions, the date the contribution is “made” is the date the candidate receives the benefit of the goods or services. Here, the in-kind contribution was made on March 30, 2016, the date of the candidate fundraiser, and must be disclosed on a Schedule B for Line 23. BCMO is listed as the payee (provider of the resources), and the purpose box includes a notation that it is an in-kind contribution. All candidate and election information for Senate Candidate Jones is noted in the appropriate boxes.

Reporting Example Continues on Next Page

Report Date of Event = Contribution
FEC Form 3X: Schedule B, Line 23

**SSF Payment for
 Facilities Use**

SCHEDULE B (FEC Form 3X) ITEMIZED DISBURSEMENTS		Use separate schedule(s) for each category of the Detailed Summary Page	FOR LINE NUMBER: (check only one)		PAGE
			<input type="checkbox"/> 21b	<input type="checkbox"/> 22	<input checked="" type="checkbox"/> 23
			<input type="checkbox"/> 27	<input type="checkbox"/> 28a	<input type="checkbox"/> 28b
			<input type="checkbox"/> 24	<input type="checkbox"/> 25	<input type="checkbox"/> 29
Any information copied from such Reports and Statements may not be sold or used by any person for the purpose of soliciting contributions or for commercial purposes, other than using the name and address of any political committee to solicit contributions from such committee.					
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC					
Full Name (Last, First, Middle Initial)			Date of Disbursement		
A. Baseball Cap Makers Organization			MM / DD / YYYY 03 / 30 / 2016		
Mailing Address 42 Home Run Way					
City Towson		State MD	Zip Code 22314		
Purpose of Disbursement Use of Meeting Room/ Staff Time (In-Kind)			Amount of Each Disbursement this Period		
Candidate Name Adam Jones			1,000.00		
Office Sought:		Disbursement For:			
<input checked="" type="checkbox"/> House <input checked="" type="checkbox"/> Senate <input type="checkbox"/> President		<input checked="" type="checkbox"/> Primary <input type="checkbox"/> General <input type="checkbox"/> Other (specify)			
State: MD		District:			
			See Sch. B, Line 21b		



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SSF Operations, Part 3

3. What information from the scenario do we need to disclose this correctly?

Answer: We need both the date of the advance payment to the connected organization for the use of resources and the date of the contribution (the date that the candidate benefited from the use of facilities, in this case, the date of the fundraising event. Also needed: itemization of the name/address of the entity providing the resources (BCMO), purpose of disbursement, a notation of “in-kind” and all of the candidate and election information.

Points to Remember:

- Date on Schedule B, Line 21b = date on which the advance payment for the good/service is provided.
- Negative entry date on Schedule B, Line 21b = date on which the good/service is provided.
- Date on Schedule B, Line 23 = date on which good/service is provided.

- Negative entry for the amount of the good or service provided to the candidate on Schedule B, Line 21b. Electronic filers will need to contact their software providers to work through the negative entry in their software. FECFilers contact your Analyst.
- Indicate all candidate and election information for entries on Schedule B, Line 21b and 23 in the appropriate fields.
- Remember with advance payment, there is no initial disbursement of the trade association's treasury funds because that constitutes an illegal member/labor loan, advance, or anything of value to either the candidate or the SSF
- PAC must pay the fair market value of the services, which includes compensation, benefits and overhead. PAC must also pay the fair market value of meeting rooms, catering/food services or mailing/phone lists. All payments must be made in advance to avoid illegal facilitation by the connected organization.
- Must report each payment as an expenditure for the reporting period in which it is made and provide allocation of such expenditure (as a contribution in-kind) per candidate on Schedule B, Line 21b.

III. Campaign-Related Communications to the General Public (Independent)

Scenario: Independent Expenditures

House candidate Derek Jeter would not accept PAC checks and his campaign would not speak to representatives of the Baseball Cap Makers Organization PAC.



Nevertheless, BCMO PAC wants to support Jeter and plans a series of radio ads in support of his special election campaign.

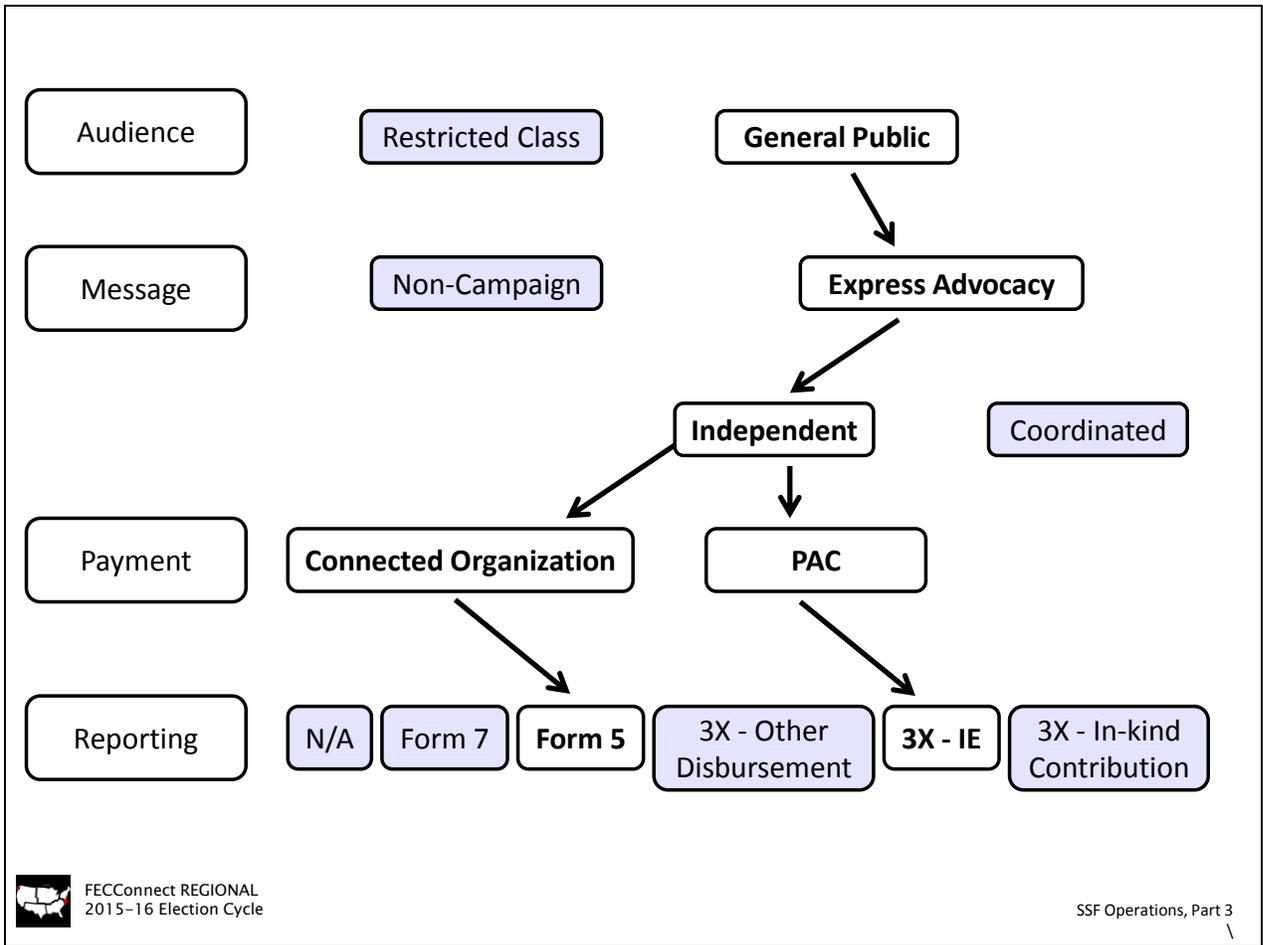


SSF Operations, Part 3

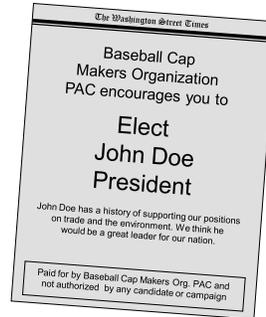
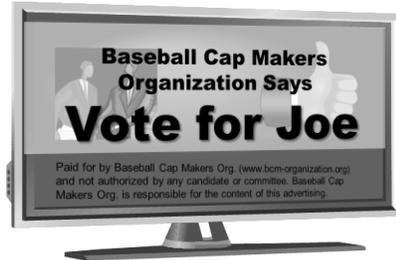
Skip would like to help Derek Jeter who is running in a special election for New York's 10th district in November 2015. The Jeter Campaign would not accept a contribution check from the BCMO PAC, nor would they speak to Skip or any other representative of BCMO or the PAC.

Nevertheless, Skip would like BCMO PAC to do something to help and decides to run a series of radio ads to support Jeter's election campaign. Just before the November 3 special general election, the BCMO PAC contracts with WBAT-FM to run a \$7,500 radio ad on October 26, supporting Jeter. The bill for the ads was paid on November 26, 2015.

What factors do we need to consider for this communication?



Reporting Independent Expenditures



- ❑ Express Advocacy Message
- ❑ No Coordination with Candidate/Party
- ❑ Disclaimer and Disclosure Required

Reporting Independent Expenditures

- ❑ Organization reports uses FEC Form 5
SSFs report using Schedule E, Form 3X
- ❑ Date made = Date disseminated
- ❑ Aggregate on per calendar year, per election,
per office sought basis

- A. Disclosure of Independent Expenditures by PACs**
- 1. By the Connected Organization: report using FEC Form 5**
 - 2. By the PAC: report using FEC Form 3X/Schedule E during appropriate reporting period.**

3. **Date made = Date disseminated**
 - a) An independent expenditure is considered made when it is publicly distributed or otherwise publicly disseminated.
 - b) See the FEC's interpretive rule at 76 FR 16233 (October 4, 2011) (online at http://www.fec.gov/law/cfr/ej_compilation/2011/notice_2011-13.pdf.)
4. **Aggregation**

Done on a per calendar year, per election, per office sought (race) basis.

Reporting Independent Expenditures

- ▣ 48-Hour Reports Required for IEs
 - Aggregating ≥ \$10,000
 - Made 20 days or more before an election
- ▣ 24-Hour Reports Required for IEs
 - Aggregating ≥ \$1,000 made
 - < 20 days but more than 24 hours before an election

**** Disclose again on next regular report ****



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SSF Operations, Part 3

5. **Additional reporting on 48- and 24- hour basis:**
 - a) **24-Hour Reporting (11 CFR 104.5(g)(2))**
 - Must file a **24-Hour Report** for independent expenditures aggregating \$1,000 or more made less than 20 days but more than 24 hours before the day of an election.
 - A 24-Hour Report is required each time an additional \$1,000 is aggregated in independent expenditures.
 - b) **48-Hour Reporting (11 CFR 104.5(g)(1))**
 - Must file a **48-Hour Report** for independent expenditures aggregating \$10,000 or more, anytime during a calendar year up to and including the 20th day before an election.
 - A 48-Hour Report is required each time an additional \$10,000 is aggregated in independent expenditures.

- c) **24-Hour and 48-Hour Reports** are filed using stand-alone Schedule Es; check appropriate box to note type of report.
- d) **The 24-Hour Report and 48-Hour Report time frames** are located on our website at http://www.fec.gov/info/report_dates_2015.shtml#ie.

Reporting Independent Expenditures

Connected Organization:

- ▣ Reports using FEC Form 5
- ▣ Files on quarterly basis
- ▣ Files 48-Hour and 24-Hour Reports, as required

FEC FORM 5
 REPORT OF INDEPENDENT EXPENDITURES MADE AND CONTRIBUTIONS RECEIVED
 To Be Used by Persons (Other Than Political Committees) Including Qualified Nonprofit Corporations

1. Name of Individual, Corporation or Organization

2. Address (Public and Postal) Check if different than previously reported

3. City, State and ZIP Code

4. Corporate filer only: Is the filer a qualified nonprofit corporation? Yes No

5. TYPE OF REPORT (check appropriate box):
 April 15 Quarterly Report
 July 15 Quarterly Report
 October 15 Quarterly Report
 January 31 Year-End Report
 24-Hour Report
 48-Hour Report

6. IS THIS REPORT AN AMENDMENT? Yes No

7. COVERING PERIOD: FROM [] [] [] [] [] [] THROUGH [] [] [] [] [] []

8. TOTAL CONTRIBUTIONS: [] [] [] [] [] []

9. TOTAL INDEPENDENT EXPENDITURES: [] [] [] [] [] []

10. TYPE OR PRINT NAME OF PERSON COMPLETING FORM SIGNATURE DATE

NOTE: Submission of this, or any other, information may subject the person signing the report to the penalties of 18 U.S.C. 951g.

FOR FURTHER INFORMATION, CONTACT:
 Federal Election Commission, 1100 E Street, N.W., Washington, D.C. 20543. Toll-Free: 800-424-9546. Local: 202-693-5413

- B. **Reporting Independent Expenditures Made by Connected Organization**
 1. **Reported Using FEC Form 5**
 Download at <http://www.fec.gov/info/forms.shtml#other>
 2. **Filed on Quarterly Basis**
 No pre- or post- election reports for connected organization.
 3. **Must File 24-Hour and/or 48-Hour Reports as Needed**
 Same guidelines as for SSF; for deadlines see http://www.fec.gov/info/report_dates_2015.shtml#ie.

Reporting Example #7: Disclosing Large Last Minute Independent Expenditures

Example: Independent Expenditures

Last-Minute Reporting:

- ▣ What type of transaction is this?
ANSWER: Last-minute independent expenditure
- ▣ How must the committee disclose transaction(s)?
ANSWER: 24-hour report; again on Nov. monthly
- ▣ What information from the scenario do we need to disclose this correctly?



SSF Operations, Part 3

Skip would like to help Derek Jeter who is running in a special election for New York's 10th district in November 2015. The Jeter Campaign would not accept a contribution check from the BCMO PAC, nor would they speak to Skip or any other representative of BCMO or the PAC.

Nevertheless, Skip would like BCMO PAC to do something to help and decides to run a series of radio ads to support Jeter's election campaign. Just before the November 3 special general election, the BCMO PAC contracts with WBAT-FM to run a \$7,500 radio ad on October 26, supporting Jeter. The bill for the ads was paid on November 26, 2015.

- 1. What type of transaction is this?**

- 2. How must the committee disclose the transaction(s)?**

- 3. What information from the scenario do we need to disclose this correctly?**

Answers to Example #7: Disclosing Large Last-Minute Independent Expenditures

1. What type of transaction is this?

Answer: The PAC is making an independent expenditure, defined as an expenditure for a communication that “expressly advocates” the election or defeat of a clearly identified candidate and that is not made in cooperation with, or at the request or suggestion of, the candidate or his/her campaign or its agents, or a political party or its agents.

2. How must the committee disclose the transaction(s)?

Answer: An independent expenditure is considered made when it is publicly distributed or otherwise publicly disseminated. If it aggregates \$1,000 or more and is made less than 20 days but more than 24 hours before the day of an election, as this expenditure did, the PAC must file a 24-Hour Report on Schedule E disclosing the independent expenditure. The PAC must disclose the independent expenditure again, on Schedule E, for the next regular FEC report (November Monthly Report).

Initial Reporting – 24-Hour Report

FEC Form 3X: Schedule E, Line 24

24-Hour IE Report

**SCHEDULE E (FEC Form 3X)
 ITEMIZED INDEPENDENT EXPENDITURES**

PAGE **1** OF _____
 FOR LINE 24 OF FORM _____

NAME OF COMMITTEE (In Full)
Baseball Cap Makers Organization PAC

FEC IDENTIFICATION NUMBER
C 00000004

Check 24-hour report 48-hour report New report Amends report filed on _____

Full Name of Payee
WBAT-FM

Date of Public Distribution/Dissemination
10 / 26 / 2015

Mailing Address
12100 West Howard Avenue

Amount
7,500.00

City
Brooklyn State
NY Zip Code
11228

Purpose of Expenditure
Radio Ad Category/Type
004

Date of Disbursement or Obligation

Name of Federal Candidate
Derek Jeter Support Oppose

Office Sought: House President Senate District: **10** State: **NY**

Calendar Year-To-Date
 Per Election for Office Sought **7,500.00**

Disbursement For: Primary General Other (specify) **2015 Special General**



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3. What information from the scenario do we need to disclose this correctly?

Answer: Key facts in the scenario include the date of dissemination (10/26/15), the fact that it is an advertisement that contained express advocacy, and was not coordinated with the campaign. The PAC will also need to disclose the payee's name and address, the candidate information, the purpose of the expenditure, the amount and the calendar year-to-date per election for the office sought.

On the next report filed (November Monthly report covering 10/1/15-10/31/15, and due on 11/20/15), the PAC must report the same information disclosed on the 24-Hour Report on Schedule E as a MEMO entry because the payment has not been made as of the close of books for the November Monthly report. Accordingly, the PAC must report a debt on Schedule D to "WBAT-FM" until it is settled.

**Disclosure on Next Regular Report
 FEC Form 3X: Schedule E, Line 24**

**IE Disclosed
 (Nov. Monthly)**

SCHEDULE E (FEC Form 3X) ITEMIZED INDEPENDENT EXPENDITURES		PAGE 1 FOR LINE 24 OF	
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC		FEC IDENTIFICATION NUMBER C 00000004	
Check if <input type="checkbox"/> 24-hour report <input type="checkbox"/> 48-hour report <input type="checkbox"/> New report <input type="checkbox"/> Amends report filed on		M - M / D - D / Y - Y - Y - Y	
Full Name of Payee WBAT-FM		Date of Public Distribution/Dissemination M - M / D - D / Y - Y - Y - Y 10 / 26 / 2015	
Mailing Address 12100 West Howard Avenue		Amount MEMO 7,500.00	
City Brooklyn State NY Zip Code 11228		Date of Disbursement or Obligation M - M / D - D / Y - Y - Y - Y	
Purpose of Expenditure Radio Ad Category/Type 004		Name of Federal Candidate Derek Jeter <input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose	
Name of Federal Candidate Derek Jeter <input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose		Office Sought: <input checked="" type="checkbox"/> House District: 10 <input type="checkbox"/> President <input type="checkbox"/> Senate State: NY	
Calendar Year-To-Date Per Election for Office Sought 7,500.00		Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input checked="" type="checkbox"/> Other (specify) ▶ 2015 Special General	



Reporting Example Continues on Next Page

Other Reporting - Debt

FEC Form 3X: Schedule D, Line 10

**Debt Owed
(Nov. Monthly)**

SCHEDULE D (FEC Form 3X) DEBTS AND OBLIGATIONS Excluding Loans		(Use separate schedule(s) for each numbered line)	PAGE 1 OF FOR LINE NUMBER: (check only one)
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC		<input type="checkbox"/> 9	<input checked="" type="checkbox"/> 10
A. Full Name (Last, First, Middle Initial) of Debtor or Creditor WBAT-FM		Nature of Debt (Purpose): Radio Ad for Derek Jeter	
Mailing Address 12100 West Howard Avenue			
City Brooklyn	State NY	Zip Code 11228	
Outstanding Balance Beginning This Period <input type="text" value="0.00"/>			
Amount Incurred This Period <input type="text" value="7,500.00"/>		Payment This Period <input type="text" value="0.00"/>	
Outstanding Balance at Close of This Period <input type="text" value="7,500.00"/>			



When full payment is made to the vendor on 11/26/15, it should be reflected on Schedule E supporting Line 24, as well as Schedule D supporting Line 10 of the December Monthly Report (coverage period: 11/1/15-11/30/15) due Dec. 20, 2015. Note that the date of disbursement reflects the date of the payment to the vendor.

Reporting Example Continues on Next Page

Subsequent Payment

FEC Form 3X: Schedule E, Line 24

**IE Payment
(Dec. Monthly)**

**SCHEDULE E (FEC Form 3X)
 ITEMIZED INDEPENDENT EXPENDITURES**

PAGE **1** OF **1**
 FOR LINE 24 OF FORM 3X

NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC		FEC IDENTIFICATION NUMBER C 00000004
Check if <input type="checkbox"/> 24-hour report <input type="checkbox"/> 48-hour report <input type="checkbox"/> New report <input type="checkbox"/> Amends report filed on		M M / D D / Y Y Y Y
Full Name of Payee WBAT-FM	Date of Public Distribution/Dissemination 10 / 26 / 2015	
Mailing Address 12100 West Howard Avenue	Amount 7,500.00	
City Brooklyn State NY Zip Code 11228	Date of Disbursement or Obligation 11 / 26 / 2015	
Purpose of Expenditure Radio Ad	Category/ Type 004	
Name of Federal Candidate Derek Jeter	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Oppose	Office Sought: <input checked="" type="checkbox"/> House District: 10 <input type="checkbox"/> President <input type="checkbox"/> Senate State: NY
Calendar Year-To-Date Per Election for Office Sought	7,500.00	Disbursement For: <input type="checkbox"/> Primary <input type="checkbox"/> General <input checked="" type="checkbox"/> Other (specify) ▶ 2015 Special General



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 2015-16 Election Cycle

SSF Operations, Part 3

Reporting Example Continues on Next Page

Other Reporting - Debt

FEC Form 3X: Schedule D, Line 10

**Debt Owed
(Dec. Monthly)**

SCHEDULE D (FEC Form 3X) DEBTS AND OBLIGATIONS Excluding Loans		(Use separate schedule(s) for each numbered line)	PAGE 1 FOR LINE NUMBER: (check only one) <input type="checkbox"/> 9 <input checked="" type="checkbox"/> 10
NAME OF COMMITTEE (In Full) Baseball Cap Makers Organization PAC			
A. Full Name (Last, First, Middle Initial) of Debtor or Creditor WBAT-FM		Nature of Debt (Purpose): Radio Ad for Derek Jeter	
Mailing Address 12100 West Howard Avenue			
City Brooklyn	State NY	Zip Code 11228	
Outstanding Balance Beginning This Period 7,500.00			
Amount Incurred This Period 0.00	Payment This Period 7,500.00	Outstanding Balance at Close of This Period 0.00	

Points to Remember: Reporting Last-Minute Independent Expenditures

- **Debts**
 - Debts include ads that are contracted for but not paid for.
 - When payment for ad is made in subsequent reporting period, report payment on Schedule E, and include date of dissemination in purpose field.
 - Update Schedule D with payment; cross-reference Schedule E.
- **24-Hour Reporting**
 - Must file a **24-Hour Report** for independent expenditures aggregating (per calendar year, per election, per office) \$1,000 or more made less than 20 days but more than 24 hours before the day of an election.
 - Aggregation is done on per calendar year, per election, per office sought (race) basis.
 - Use Schedule E on Form 3X – check “24-hour” box.
 - Must be received by FEC within 24 hours after the independent expenditure is publicly distributed or otherwise publicly disseminated.

- Must be certified (signed) by treasurer (e-filers should type the treasurer's name following the certification on the report).
- For paper filers, can use overnight delivery, hand-delivery or fax to 202-219-0174 (certified or registered mail date will not be considered filed date for these).
- Last-minute independent expenditures must be disclosed again on Schedule E of the next scheduled report that the committee files.
- A 24-Hour Report is required each time an additional \$1,000 is aggregated in independent expenditures.
- The 24-Hour Report time frames are on the FEC website:
 - 2014 Primaries: http://www.fec.gov/info/charts_ie_dates_2014.shtml
 - 2015 Specials: http://www.fec.gov/info/charts_ie_dates_2015.shtml
- **48-Hour Reporting**
 - In addition, must file a **48-Hour Report** for independent expenditures that aggregate \$10,000 or more, anytime during a calendar year up to and including the 20th day before an election.
 - Use Schedule E on Form 3X – check “48-hour” box.
 - Must be received by FEC within 48 hours after expenditure is publicly distributed or otherwise publicly disseminated.
 - Must be certified (signed) by treasurer (e-filers should type the treasurer's name following the certification on the Report).
 - For paper filers, can use overnight delivery, hand-delivery or fax to 202-219-0174 (certified or registered mail date will not be considered filed date for these).
 - Last-minute independent expenditures must be disclosed again on Schedule E of the next scheduled report that the committee files.
 - Aggregation is done on a per calendar year, per election, per office sought (race) basis.
 - A 48-Hour Report is required each time an additional \$10,000 is aggregated in independent expenditures.

IV. Other Communications to the General Public (Electioneering Communications)

Scenario: Electioneering Communications

The Baseball Cap Makers Organization plans to run TV ads that urge the public to contact Congressman Jeter and “Tell Him to Vote NO on the Visor Bill.”



The ads will run three weeks before the November general election and will air in Jeter’s Congressional District.



SSF Operations, Part 3

Successful in the 2015 special election, Congressman Jeter is now up for re-election in the 2016 general election. A bill before Congress of great importance to the Baseball Cap Makers Organization is expected to be up for a vote in late October 2016. As such, the BCMO plans to run TV ads that urge the public to contact Congressman Jeter and tell him to, “Vote NO on the Visor Bill!” The ads will run in mid-October, three weeks before the November general election, and are targeted to air primarily in Jeter’s Congressional District.

What factors do we need to consider for this communication?

Electioneering Communications

Any broadcast, cable or satellite communication that:

- ▶ Refers to clearly ID'ed candidate;
- ▶ Is publicly distributed;
- ▶ Is distributed during certain time period before election; and
- ▶ Is targeted to the relevant electorate



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A. **Definition**

An electioneering communication is any broadcast, cable or satellite communication which fulfills **each** of the following conditions:

1. The communication refers to a clearly identified candidate.
2. The communication is publicly distributed (i.e., disseminated by a television station, radio station, cable television system or satellite system).
3. The communication is distributed during a certain time period before an election (i.e., within 60 days prior to a general election or 30 days prior to a primary election to federal office).
4. The communication is targeted to the relevant electorate; i.e., it can be received by 50,000 or more people in the district (in the case of a U.S. House candidate) or State (in the case of a Senate candidate) that the candidate seeks to represent, or in the case of presidential candidates, can be received by 50,000 or more people in a state where a presidential primary is being held within 30 days, OR within the period between 30 days before the first day of the national nominating convention and the conclusion of the convention.
11 CFR 100.29(b)(3) and (5).

B. **FCC Database for determining who can receive communication**

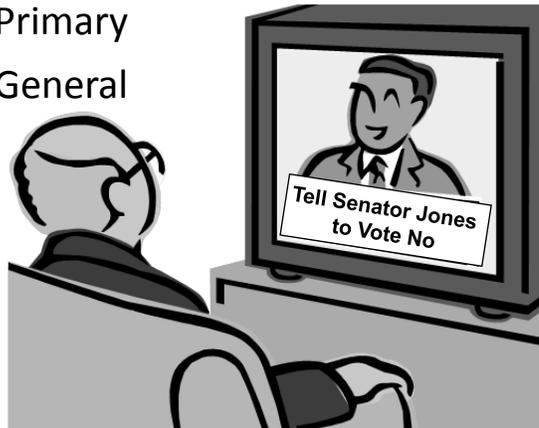
The Federal Communications Commission (FCC) provides on its website (<http://gullfoss2.fcc.gov/ecd/>) the information necessary to determine whether a communication can be received by 50,000 people.

Electioneering Communications

Lobbying/Issue Ads

≤ 30 days before Primary

≤ 60 days before General



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C. **May Affect Lobbying/Issue Ads**

Some associations develop messages designed to urge action for/against a particular issue or certain legislation. Depending upon how/when the message is conveyed (among other factors), such a message can fall within the definition of an electioneering communication above and thus be subject to FEC rules.

Reporting Electioneering Communications

- ❑ Electioneering communications aggregating \$10,000 or more must be disclosed to FEC within 24 hours of public distribution
- ❑ Disclosed on FEC Form 9

FEC FORM 9
24 HOUR NOTICE OF DISBURSEMENTS/OBLIGATIONS FOR ELECTIONEERING COMMUNICATIONS

1. Individual, Organization or Qualified Nonprofit Corporation Making the Disbursement/Obligations
(a) Name _____
(b) Address (number and street) check if different than previously reported _____
(c) City, State and ZIP Code _____
(d) Name of Employer or Principal Place of Business (or Occupation) _____

2. FEC Identification Number _____

3. Is This Statement New or Amended
4. Covering Period From _____ Through _____

5. (a) Date of Public Distribution: _____ (b) Communication Title _____

6. Is the Filer a Qualified Nonprofit Corporation under 11 CFR 114.157? Yes No

7. Were the disbursements for the electioneering communication made exclusively from donations to a segregated bank account? Yes No

8. Custodian of Records
(a) Name _____
(b) Address (number and street) _____
(c) City, State and ZIP Code _____
(d) Name of Employer or Principal Place of Business (or Occupation) _____

9. Total Donations This Statement: \$ _____

10. Total Disbursements/Obligations This Statement: \$ _____

Under penalty of perjury, I certify that this statement is true, correct and complete. In addition, if the electioneering communication identified herein was made by a corporation, I certify that the corporation is a qualified nonprofit corporation under the Corporation's bylaws.

TYPE OR PRINT NAME OF PERSON COMPLETING FORM _____

SIGNATURE _____ DATE _____

NOTE: Submission of false, erroneous or incomplete information may subject the person signing this statement to the penalties of 2 U.S.C. 8475.

FEC FORM 9 (REV. 10/2005)

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D. Disclosure Requirements

1. Requirement

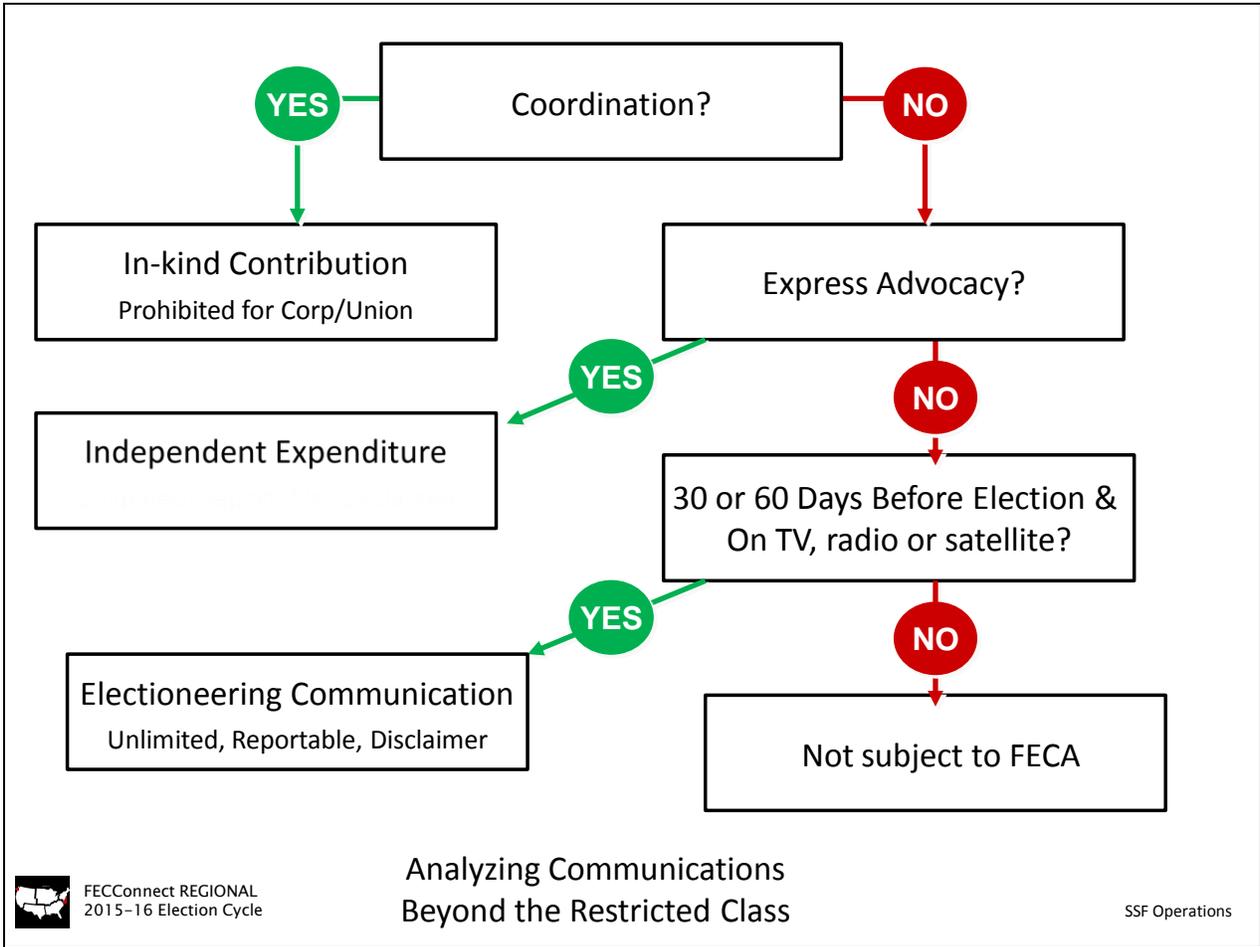
Electioneering communications made by trade associations are subject to disclosure rules. Electioneering communications aggregating \$10,000 or more must be disclosed to the FEC within 24 hours of the date of public distribution.

2. Disclosed on FEC Form 9.

Links to Form 9, its instructions and reporting dates are available online at

- http://www.fec.gov/info/charts_ec_dates_2015.shtml
(reporting dates)
- <http://www.fec.gov/info/forms.shtml#other>
(Form 9 and instructions)

3. Disclaimer under 11 CFR 110.11 required.



Key Point

Corp/Labor/Member/Trade organizations must avoid coordination when communicating beyond the restricted class



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Objectives – Part 3

- ▣ Highlight Methods for Supporting Federal Candidates
- ▣ Evaluate Communications: Audience, Message, Payment and Disclosure
- ▣ Identify and Apply Rules for Use of Organization Facilities



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Workshop Evaluation

Help Us Help You!

Please complete an evaluation
of this workshop.



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Next Workshop

Lunch
12:00 – 1:00 PM

Recent Developments
1:15 – 2:45 PM



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