



INTERACTIVE ONLINE TRAINING PROGRAM

Basics & Best Practices

February 24, 2016
10:30 a.m.

 FECConnect LIVE
2015-16 Election Cycle

Basics & Best Practices

Objectives

- ▣ Review Basic Provisions of FECA
- ▣ Examine Recordkeeping and Filing Requirements
- ▣ Recommend “Best Practices”
- ▣ Highlight Compliance Resources



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Basics & Best Practices

PART 1: BASIC PROVISIONS OF THE FEDERAL CAMPAIGN FINANCE LAW

Federal Election Campaign Act

- ▣ Limits sources and amounts of funds used to finance federal elections
- ▣ Requires candidates and committees that support them to register and report activity
- ▣ Establishes FEC to administer and enforce law

Contribution Source Limits

- ▣ Prohibited Sources of Contributions
 - Corporations and Unions
 - Federal Government Contractors
 - Foreign Nationals
 - Contributions in Name of Another

I. Contribution Prohibitions

- A. Corporations (including incorporated membership, trade and cooperative organizations or associations), labor organizations and national banks** are prohibited from making contributions in connection with federal elections. **11 CFR 114.2**. Therefore, they may not:
1. **Act as conduit for earmarked contribution.**
 2. **Give discount to campaign or committee that is not in normal business practice.**
 3. **Allow use of facilities or resources without reimbursement, and, in some cases, advance payment.**
- B. Federal Government Contractors (11 CFR Part 115)**
- C. Foreign Nationals (11 CFR 110.20)**
1. **American subsidiary of foreign corporation may establish SSF only if:**
 - a) Foreign nationals do not control or participate in decisions of SSF; and
 - b) SSF is not administered or otherwise funded with foreign revenues.
 2. **Ban does not apply to permanent resident aliens (green card holders).**
 3. **Individuals who are foreign nationals may:**
 - a) Volunteer for Congressional campaign and participate in decision-making, (Note: because volunteer is engaged to candidate.) AO 2004-26.
 - b) Attend campaign fundraising events (Note: because attendee is engaged to candidate). AO 2004-26.
 - c) They may not, however, participate in decision-making regarding election activities for a corporation or a political committee. AO 2004-32.
- D. Contributions in Name of Another (11 CFR 110.4(b))**
1. Cannot reimburse or be reimbursed for contributions.
 2. Parents cannot give in names of children.
 3. BCRA increased penalties for violations of this ban.

Contribution Source Limits

- ▣ Prohibited in All U.S. Elections
 - Foreign Nationals
 - National Banks
 - Federally Chartered Corporations



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E. Certain Prohibitions Apply to All Elections (11 CFR 114.2(a))

1. Foreign nationals
2. National banks
3. Federally chartered corporations

II. Handling Questionable Contributions to Federal Account (11 CFR 103.3)

Questionable Contributions



THE MOM & POP SHOP, LLC
123 HICKORY LANE 555-1234
COLORADO SPRINGS, CO 80901

101

Feb. 1 2016

PAY Your State Party Committee \$ 5,000.00
to the order of Five thousand

YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION

for Sam "Pop" Jones

⑆123456789⑆ 123456 101

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Questionable Contributions



MICHAEL OR LISA SMITH
123 HICKORY LANE 555-1234
MONTREAL, CANADA

101

Feb. 1 2016

PAY Your State Party Committee \$ 5,000.00
to the order of Five thousand

YOUR FINANCIAL INSTITUTION
ADDRESS OF YOUR INSTITUTION

for Lisa Smith

⑆123456789⑆ 123456 101

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Questionable Contributions

- ▣ Deposit or return ≤ 10 days of receipt
- ▣ Determine legality ≤ 30 days
- ▣ Seek oral or written evidence for files
- ▣ Retain or refund, as appropriate



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- A. Deposit While Checking**
If unsure whether contribution is from a permissible source, party may deposit it while confirming permissibility.
- B. Refund After 30 Days If Unable to Verify Legality**
Within 30 days of receipt, must refund if unable to determine if contribution is permissible.

Contribution Amount Limits

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	\$2,700	\$5,000	\$10,000 (combined)	\$33,400 x 3	= \$100,200
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
PAC: multicandidate	\$5,000	\$5,000	\$5,000 (combined)	\$15,000 x 3	= \$45,000
PAC: Nonmulticandidate	\$2,700	\$5,000	\$10,000 (combined)	\$33,400 x 3	= \$100,200
National Party Committee	\$5,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	



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III. Contribution Amount Limits (11 CFR 100.52)

A. Broad Definition

Anything of value given or loaned to influence a federal election.

B. Types

1. Money
2. In-Kind (goods and services)
3. Loans of money or advances of goods and services
4. Bank loan endorsements and guarantees
5. Advances of personal funds by staff and volunteers
6. Proceeds from sales of fundraising items
7. Extension of credit to committee outside ordinary course of business

Contribution Amount Limits

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C. Contribution Limits (11 CFR 110.1 and 110.2)

1. Certain Limits Increased and Indexed for Inflation

- a) Candidate and party limits increased and indexed; multicandidate committee limits unchanged.
- b) Indexing began in 2005 – odd-numbered years.

2. How Applied

- a) Limits apply to contributions received and contributions made by committee.
- b) If made by an individual, counts against the limit of the person signing the check or accompanying note.

3. Presidential

- a) Primaries – One limit for all.
- b) General – No contributions if candidate accepts public funds. (See AO 2007-03, Obama)
- c) General Election Legal and Compliance (GELAC) Fund – OK if donations comply with limits.

Limits to Party Committees

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	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
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National Party Committee	\$5,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	

Limits from Party Committees

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	\$2,700	\$5,000	\$10,000 (combined)	\$33,400	\$100,200
Candidate Committee	\$2,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
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National Party Committee	\$5,000	\$5,000	Unlimited Transfers	Unlimited Transfers	
State, District & Local Party Committee	\$5,000 (combined)	\$5,000 (combined)	Unlimited Transfers	Unlimited Transfers	

Multicandidate Status

- ▣ Registered with FEC 6 months
- ▣ Received contributions >50 donors
- ▣ Made contributions to \geq 5 candidates
- ▣ Alternative: **affiliated** with one/more multicandidate committees



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D. Multicandidate Committee Status (11 CFR 100.5(e))

1. Why Important:

Determines whether PAC or party committee can give up to \$5,000 to candidate, per election (and whether candidate can accept it).

2. Criteria

- a) Registered with FEC 6 months.
- b) Received contributions from more than 50 contributors.
- c) Has made contributions to at least 5 federal candidates (not needed for state party committee).
- d) Alternative: be affiliated with multicandidate committee.

Affiliated Committees

Committees established, financed, maintained or controlled by same entity:

- Principal Campaign Committee and Other Authorized Committees
- ★ State Party and Registered Local Party Committees in that State
- Corporate Parent and Subsidiaries
- National Membership Organization and its State and Local Units



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E. **Affiliated Committees (11 CFR 100.5(e) and 110.3(a)(3))**

1. **How to Determine:**

- a) Principle: committees established, financed, maintained, or controlled by same entity or group of persons.
- b) Others may also be affiliated depending on various factors, such as similar patterns of contributions, common officers, etc. See 11 CFR 100.5(g) & 110.3(a).

2. **Example:**

State party committees normally affiliated with local party committees in same state; national party and state party have separate limits, but may transfer between each other.

Affiliated Committees

Generally treated as one committee for purposes of federal campaign finance law:

- Share limits on contributions made and received



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- 3. Why Important:**
 - a) Same contribution limit applies to contributions received and made by affiliated committees.
 - b) If one committee qualifies as multicandidate, all its affiliated committees qualify.
 - c) No limit on transfers between affiliated committees.

2. How to Inform the Campaigns

- a) Multicandidate committee must inform recipients that it has qualified as multicandidate committee.
- b) Call FEC's Public Records Office to verify status as *qualified* multicandidate committee.

Contribution Amount Limits

- ▣ Cash contribution cannot exceed \$100



- ▣ Maximum anonymous contribution \$50

G Other Contribution Limits

- 1. Cash Contributions – \$100**
- 2. Anonymous Contributions – \$50**

Supporting Candidates



- ▣ Contributions
- ▣ **Coordinated Party Expenditures**

Coordinated Party Expenditures

Limited amounts state and national party committees may spend on behalf of—and in coordination with—general election nominees

2016 Coordinated Party Expenditure Limits	
Presidential Nominees	\$23,821,100
Senate Nominees	\$96,100 - \$2,886,500
House Nominees*	\$48,100

- IV. Coordinated Party Expenditures (11 CFR 109.32 through 109.37)**
Expenditures made by a party committee on behalf of its nominee in the general election. Committees have a “coordinated party expenditure” limit (calculated each election cycle) that is *separate* from its contribution limit to the candidate. Expenditures may range from paying bills for candidate to

paying for “coordinated communications” on behalf of the candidate.
Click here for a chart listing 2016 coordinated party expenditure limits:
http://www.fec.gov/info/charts_cpe_2016.shtml (See *Party Operations, Part 1* for more details)

Supporting Candidates



- ▣ Contributions
- ▣ Coordinated Party Expenditures
- ▣ **Independent Expenditures**

Independent Expenditure

Payment for communication that expressly advocates election or defeat of clearly identified candidate, but is not made in cooperation, consultation or in concert with, or at the request or suggestion of, the candidate or his/her campaign, or a political party committee or the agents of either.

V. Independent Expenditures (11 CFR 100.16)

A. 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.

Independent Expenditure

- No limit on amount of expenditure
- Corporations and labor organizations may make IEs, but prohibited in-kind contribution results if coordinated

B. The Basics

1. **No Limits if Definition Met**
One may spend an unlimited amount because the expenditure is not coordinated (and thus, a contribution).
2. **If Coordinated, In-kind Contribution Results (11 CFR 109.21)**
Corporation prohibited from making (coordinated) in-kind contribution.
3. **Disclaimer required**

Supporting Candidates



- ❑ Contributions
- ❑ Coordinated Party Expenditures
- ❑ Independent Expenditures
- ❑ **Disclaimers**

Disclaimers

- ❑ Identify who paid for a communication
- ❑ Clarify whether a campaign authorized it
- ❑ Appear on all “public communications,” widely distributed emails, public websites

VI. Disclaimer Notices on Communications (11 CFR 110.11)

A. Basic Rules

1. Identifies who paid for a public communication
2. Clarifies whether a campaign authorized it
3. Required on all “public communications,” widely distributed emails and public websites

Public Communication

- ☐ Cable, satellite or broadcast communication;
- ☐ Newspaper or magazine;
- ☐ Mass mailing (> 500 pieces);
- ☐ Outdoor advertising facility;
- ☐ Phone bank (> 500 calls w/same info);
- ☐ Communications placed for a fee on another person’s website (but not any other Internet or email activity);
- ☐ Any other form of general public political advertising

B. Public Communication Defined (11 CFR 100.26)

Includes communications made using the following media:

1. Broadcast, cable or satellite;
2. Newspaper or magazine;
3. Outdoor advertising facility;
4. Mass mailing (>500 substantially similar mailings w/in 30 days);
5. Phone bank (>500 substantially similar calls w/in 30 days);
6. Communications placed for a fee on another person’s web page.

C. Disclaimer Also Required On:

1. Electronic mail (> 500 substantially similar communications sent by a campaign committee); and
2. Websites of political committees.

Disclaimer Examples

- ▣ Party Ad Authorized by Candidate:
“Paid for by State Party and authorized by the Jane Doe for Congress committee.”

- ▣ Party Ad Not Authorized by Candidate:
“Paid for by State Party (www.state.com) and not authorized by any candidate or committee.”



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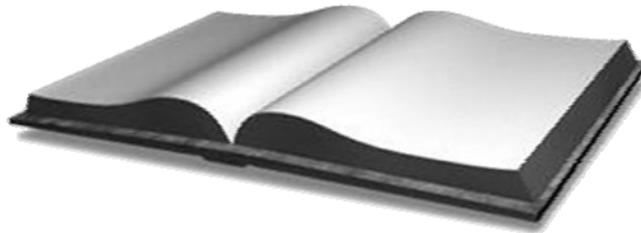
D. Wording of Disclaimer (11 CFR 110.11(b))

1. **Authorized but Not Financed by Campaign**
“Paid for by New York State Party and authorized by the Cosmo Kramer for Congress Committee.”
2. **Not Authorized by Campaign (i.e., Independent Expenditure, Electioneering Communication)**
“Paid for by New York State Party (www.nystateparty.com) and not authorized by any candidate or candidate committee.”
3. **Clear and Conspicuous Placement of Disclaimer Notice**
Disclaimer notices must be clearly and conspicuously displayed. Cannot be difficult to read or placed where it is easily overlooked.

Clear and Conspicuous

A disclaimer must be presented in a clear and conspicuous manner to give the reader, observer or listener adequate notice of who is responsible for the message

- 11 CFR 110.11(c)(1)



Clear and Conspicuous

▶ Printed Materials

Disclaimer must be contained
within a printed box set apart
from content of communication

E. Special Rules for Printed Communications

1. Disclaimer must be contained within a printed box set apart from content of communication.

2. Print must be of sufficient type size to be “clearly readable” and must have a reasonable degree of color contrast between the background and the printed statement.
3. Safe Harbor: 12 point type in newspapers; magazines; flyers; signs; and other printed communications no larger than 24” x 36.”

Clear and Conspicuous

▼ Radio and Television

- Audio approval statement voiced by candidate/sponsor
- TV: Full screen view or photo of candidate or sponsor and 4 x 4 written disclaimer



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- F. Special Rules for TV and Radio Ads Not Authorized by a Candidate’s Committee (11 CFR 110.11(c)(4))**
Identify the committee responsible for the communication (e.g., “*The New York State Party is responsible for the content of this ad.*”)

Disclaimer Exceptions

- ☐ Not required on small items or when impractical



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G. Disclaimer is Not Required When:

1. It cannot be conveniently printed (e.g., pens, bumper stickers, campaign pins and buttons);
2. Its display is not practical (e.g., wearing apparel, skywriting, water towers); or
3. Item is of minimal value, does not contain a political message and is used for administrative purposes (e.g., committee checks and receipts).

PART 2: REGISTRATION AND REPORTING REQUIREMENTS

Committee Registration

- ▣ National/State Parties
 - Raise / Spend > \$1,000

- ▣ Local Party Organizations
 - Spend > \$1,000 contributions/expenditures
 - Raise > \$5,000 in federal contributions
 - Spend > \$5,000 on exempt activities

 Basics & Best Practices

I. Committee Registration (11 CFR 102.1(c) and 102.2)

A. FEC Form 1 (Statement of Organization)

1. When to File

a) Registration Thresholds

(1) **National and State Party Organizations** - becomes a political committee when, during a calendar year, it:

- (a) Spends more than \$1,000 in contributions and other expenditures or
- (b) Raises more than \$1,000 in contributions

(2) **Local Party Organizations** - becomes a political committee when, during a calendar year, it:

- (a) Spends more than \$1,000 in contributions and other expenditures
- (b) Raises more than \$5,000 in contributions;
- (c) Spends more than \$5,000 on exempt activities.

b) Political committees (other than campaign committees) file within 10 days of triggering registration.

Committee Registration

The image shows a screenshot of the FEC Form 1, 'STATEMENT OF ORGANIZATION'. A large grey circle with the word 'NEW' in white is overlaid on the left side of the form. To the right of the circle, the text reads: 'Web form now available for easy online filing!'. The form itself includes fields for '1. NAME', 'CITY', 'STATE', 'ZIP CODE', 'COMMITTEE'S E-MAIL ADDRESS', and 'COMMITTEE'S WEB PAGE ADDRESS'. There are checkboxes for '(Check if address is changed)' next to the email and web page address fields. The top left of the form says 'FEC FORM 1' and the top center says 'STATEMENT OF ORGANIZATION'. A small box with the number '12FE4M5' is visible in the top right corner of the form area.

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2. How to File

- a) Forms may be downloaded and printed from the FEC website: <http://www.fec.gov/info/forms.shtml>
- b) Link to Form 1 webform: <https://webforms.fec.gov/webforms/form1/index.htm>

3. Requirements

Committees that file electronically must include their email address. Others are encouraged to do so.

4. Amendments

Amend Statement of Organization (and other filings) when necessary within 10 days of change.

B. Name and Address of Committee

1. Party Committees

Name cannot include the name of any candidate.

2. Use Committee's Official Name on:

- a) FEC reports and statements.
- b) Disclaimer notices for public advertising.

Committee Registration

▼ E-Mail Address:

- Required for E-Filers
- Necessary to receive report notices and other FEC notifications

The screenshot shows a registration form with several fields. At the top, there are labels for 'CITY', 'STATE', and 'ZIP CODE'. Below these is a large text input field labeled 'COMMITTEE'S E-MAIL ADDRESS (Please provide only one e-mail address)'. A red arrow points to this field. To the left of the input field is a checkbox labeled '(Check if address is changed)'. Below the email field is another text input field labeled 'COMMITTEE'S WEB PAGE ADDRESS (URL)', also with a checkbox labeled '(Check if address is changed)'.



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- 3. Street Address, Email, Website**
 - a) E-Mail required for electronic filers; necessary to receive FEC report notices and other courtesy materials.
 - b) URL required if committee has web page.

Committee Registration

List Affiliated Committees

6. Name of Any Connected Organization, Affiliated Committee, Joint Fundraising Representative, or Leadership PAC Sponsor

Local Party Committee

Mailing Address 123 City Circle

Anytown US 00000-0000

CITY STATE ZIP CODE

Relationship: Connected Organization Affiliated Committee Joint Fundraising Representative Leadership PAC Sponsor

Committee Registration

► Treasurer & Assistant Treasurer

8. Treasurer: List the name and address (phone number – optional) of the treasurer of the committee, and the name and address of any designated agent (e.g., assistant treasurer).

Full Name of Treasurer

Mailing Address

Title or Position CITY STATE ZIP CODE Telephone number

Full Name of Designated Agent

Mailing Address

Title or Position CITY STATE ZIP CODE Telephone number



FEC Recommended

Committee Registration

- ▼ Treasurer & Assistant Treasurer
 - Deposits receipts
 - Authorizes all expenditures
 - Monitors contributions
 - Keeps all required records
 - Signs reports
 - Files accurate reports on time



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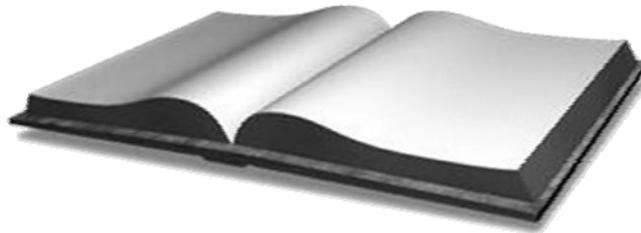
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- C. Treasurer & Assistant Treasurer (11 CFR 102.7, 102.9 and 104.14)**
- 1. Treasurer Required – Asst. Treasurer Recommended**
 - a) Identify on Form 1.
 - 2. Duties:**
 - a) Depositing receipts.
 - b) Authorizing all expenditures.
 - c) Monitoring contributions.
 - d) Keeping all required records.
 - e) Signing reports.
 - f) Filing accurate reports on time.

Treasurer Required

Committee cannot raise or spend funds
when office of treasurer is vacant.

- 11 CFR 102.7(b)



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- D. Amendments to Form 1 (11 CFR 102.2(a)(2))**
1. Required within 10 days after change in information.
 2. Paper filers may amend by letter or Form 1; E-filers must amend electronically by submitting a replacement Form 1.

Treasurer's Liability

- ▶ Treasurer generally named as enforcement respondent in official capacity
- ▶ Personal liability possible if:
 - Knowingly & willfully violated the Act;
 - Recklessly failed to fulfill duties; or
 - Intentionally ignored information that led to the violation



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3. **Treasurer Responsible for Compliance.**
 - a) Usually named in enforcement actions.
 - b) Policy statement on when treasurer may be found personally liable (online at <http://www.fec.gov/law/policy/2004/notice2004-20.pdf>)
 - c) Embezzlement policy (online at <http://www.fec.gov/law/policy/embezzlepolicy.pdf>)

Recordkeeping

Contributions over \$50, record:

- Amount
- Date received
- Donor's name and address
- Full-size photocopy or digital image of check



Contributions aggregate over \$200, record:

- Above information plus occupation and employer for individual donors

E. Recordkeeping (11 CFR 102.8 and 102.9)

1. For Receipts

- a) For any amount, need date received and amount.
- b) Over \$50, name and address of contributor/payor.
- c) Over \$200, above plus occupation and employer.

Recordkeeping – Best Efforts

Party committees must make “best efforts” to obtain, maintain and report the name, address, occupation and employer of each contributor who gives more than \$200 in a calendar year

Recordkeeping – Best Efforts

- ✓ Request contributor information when soliciting contribution
- ✓ If information is missing, make follow-up request within 30 days
- ✓ Amend report to disclose missing information once received

2. **Best Efforts (11 CFR 104.7)**
 - a) Required to make “best efforts” to obtain, maintain and report required information.

- b) To show “best efforts,” committee must:
- (1) Request information in solicitation materials, along with applicable disclaimer informing contributors that information is required under federal law;
 - (2) Make follow-up request within 30 days of receipt of contributions lacking required information, keep written documentation of follow-up request (with no additional solicitation made); and
 - (3) Amend reports to disclose information received but not previously disclosed (or include information in memo reports on the next report filed).

Recordkeeping

All disbursements, record:

- Amount
- Date
- Name and Address of Payee
- Purpose of Disbursement



For contributions:

- Above information, plus name of candidate, state, district and election designation

3. For Disbursements

- a) For any amount, need name of payee, address, purpose, date made.
- b) For contributions made, also need name of candidate, state, district, and election designation.

Recordkeeping

Retain records for three years from the date of the report to which the records relate



Any time after
January 31, 2019



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4. Record Retention

Retain each record for three years from the date of the report on which it was last disclosed.

Filing Requirements & Best Practices



Mike Hartsock
PAC/Party Branch Chief
Reports Analysis Division

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II. Filing Dates (11 CFR 104.5(c))

Quarterly Filers - 2016

Report Type	Coverage and Due Dates
April Quarterly	Covers 1/1 - 3/31; Due 4/15/16
July Quarterly	Covers 4/1 - 6/30; Due 7/15/16
October Quarterly	Covers 7/1 - 9/30; Due 10/15/16
Pre-Election	Covers 1st day of current period to 20 days before election; Due 12 days before election (12G covers 10/1 - 10/19; Due 10/27/16)
Post-General	Covers from 1 st day of period to 11/28; Due 12/8/16
Year-End	Covers 11/29 - 12/31/16; Due 1/31/17

Quarterly Filers - 2016

Pre-Primary Reports

- ☐ Due 12 days before any primary in which the committee makes previously undisclosed contributions or expenditures
- ☐ Required for campaign committees in connection with candidate's primary

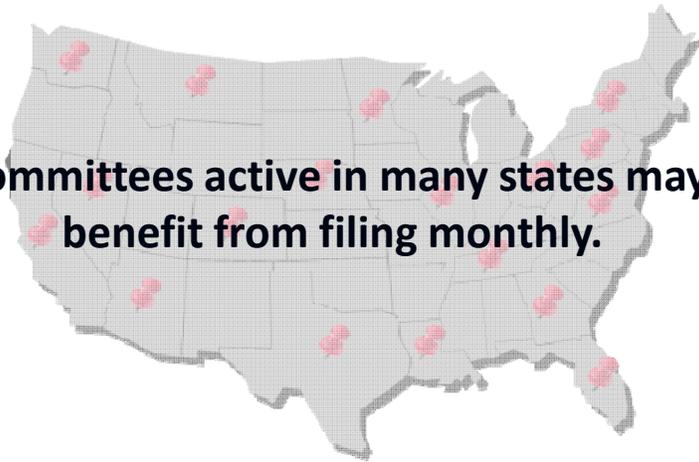
A. During Election Year (even-numbered year)

Party committees file quarterly or monthly See *Reports Due in 2016* at http://www.fec.gov/info/report_dates_2016.shtml.

1. Quarterly Reporting Schedule

- a) Quarterly reports due April 15, July 15 and October 15 and January 31; Pre-Primary, Pre-General (if applicable), and a Post-General Report.
- b) Reporting period begins the day after close of books of last report filed.

Choosing a Filing Schedule



Committees active in many states may benefit from filing monthly.

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Monthly Filers - 2016

Reporting Period	Due Date
January 1-31	February 20
February 1-29	March 20
March 1-31	April 20
April 1-30	May 20
May 1-31	June 20
June 1-30	July 20
July 1-31	August 20
August 1-31	September 20
September 1-30	October 20
October 1-19 (Pre-General)	October 27
October 20-November 28 Post-General	December 8
November 29-December 31 (Year-End)	January 31, 2017

NO PRE-PRIMARY REPORTS



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2. Monthly Reporting Schedule

- a) Required for:
 - (1) All national party committees; and
 - (2) State, district and local party committees that engage in reportable federal election activity.
- b) Monthly filers must file report on 20th of each month, except Pre-General and Post-General in lieu of November and December monthly reports.
- c) Reporting period begins the day after close of books of last report filed.

B. During Non-Election Year (odd-numbered year)

Party Committees file quarterly (semi-annually) or monthly.

1. Quarterly Reporting Schedule

Committees that file quarterly in election years file on a semi-annual schedule in non-election years.

2. Monthly Reporting Schedule

- a) Required for:
 - (1) All national party committees; and
 - (2) State, district and local party committees that engage in reportable federal election activity.
- b) File reports on the 20th of each month.
- c) Monthly filers must file a Year-End Report on January 31 of each year.

Changing Filing Frequency

- ▶ Request on or before next report
 - Electronic filers must submit request electronically
- ▶ No more than once per year



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C. Changing Filing Schedule

1. Timing

- a) Party committees that are not required to file monthly may change their filing schedule from quarterly to monthly or from monthly to quarterly only after notifying the Commission in writing (or electronically if an e-filer), of its intention at the time it files a required report under its current filing schedule or in a separate miscellaneous text submission (Form 99) filed at any time.
- b) Such political committee will then be required to file the next required report under its new filing schedule and will receive a letter which lists the subsequent filing requirements.

2. **May only change filing schedule once per calendar year.**

3. A party committee that filed semi-annually in 2015 automatically files quarterly in 2016. No need to notify FEC (unless switching to monthly).

III. Where to File FEC Financial Reports (11 CFR 108.4)

Where to File

Federal Election Commission
999 E Street, NW
Washington, DC 20463



Where to File – Senatorial Only

Office of Public Records
P.O. Box 77578
Washington, DC 20013-7578



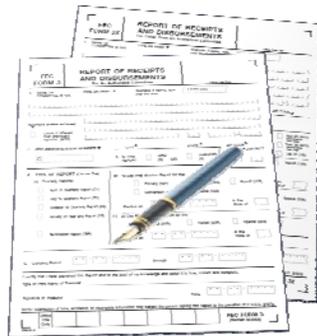
IV. Other Filing Issues

Filing on Time

- ☐ No Extensions
 - Filing dates not extended for weekends or holidays.
 - Must be received on business day preceding filing date.
- ☐ Registered/Certified vs. Overnight Mail
 - If filing using USPS registered/certified mail, keep receipt.
 - “Overnight Mail” means next-day express or priority mail with delivery confirmation or overnight service with online tracking system. Same terms as registered/certified mail. (Keep receipt/tracking number.)

How to File FEC Reports

On Paper

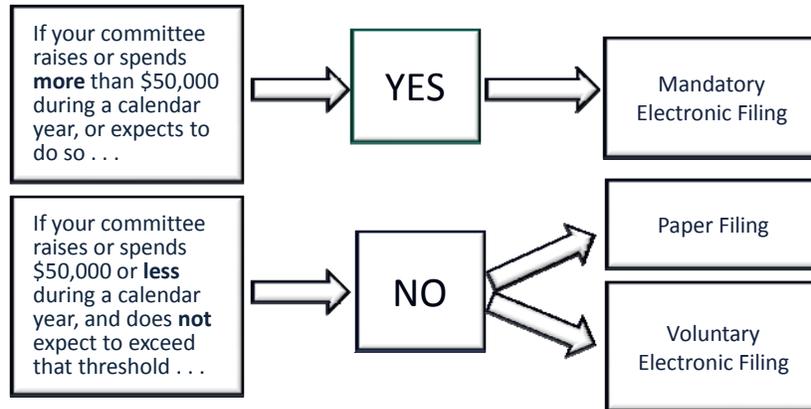


Electronically*



* Party committees filing with the Senate may voluntarily submit an unofficial electronic copy of their reports to the FEC, but their official filings must be filed on paper with the Secretary of the Senate.

Mandatory Electronic Filing



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A. Electronic Filing (11 CFR 104.18)

1. Mandatory v. Voluntary

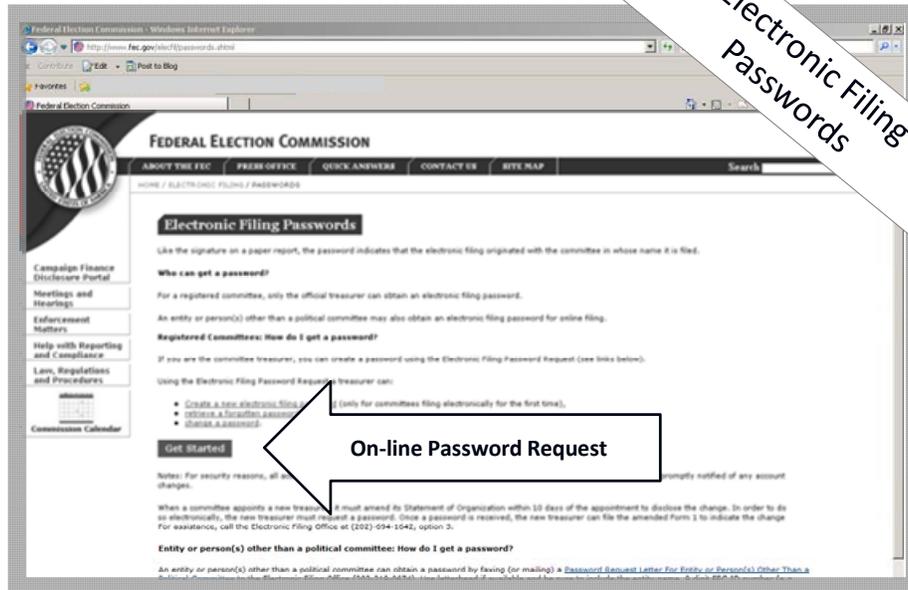
- a) **Mandatory:** Presidential and House Campaigns, PACs and Party Committees that raise or spend more than \$50,000 in calendar year or have reason to expect to do so.
- b) **Voluntary:** All Other Filers.
- c) **Note:** Senate Campaigns (or PACs/Parties that only support Senate candidates) must file paper copy of report with Secretary of Senate - this is a statutory requirement.

Electronic Filing



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2. Passwords

a) Required

Before you can electronically file your report, you will have to obtain a password. You cannot file without one.

b) Who Can Get a Password?

For registered committees, only the official treasurer can obtain an electronic filing password. It is important that the committee has provided a valid e-mail address on its Statement of Organization, as a validation e-mail will be sent to the Committee.

c) How Do You Get a Password?

(1) Most committees may obtain or change their password on-line at

<http://www.fec.gov/electfil/passwords.shtml>

(2) Existing committees that have not previously used the on-line system should contact the Electronic Filing Office for assistance at 202-694-1307.

3. Use Updated Software

a) Software revised when forms changed – always use the latest version. Auto update feature makes it simple.

b) Latest version of FECFile 8 – build 8.0.1.11 available for download at <http://www.fec.gov/electfil/updatelist.html>.

4. Paper Filing by E-Filer

Committees that submit a report on paper that should have been filing electronically will be treated as non-filers and may be subject to enforcement actions (including Administrative Fines).

5. For more information: <http://www.fec.gov/electfil/electron.shtml>.

B. Other Reporting Considerations for Paper Filers

1. Statute Prohibits Extensions (Applicable to Paper and Electronic Filers).

2. Weekends and Holidays

Filing dates not extended for weekends or holidays. Must be received on business day preceding filing date.

3. Registered vs. Overnight Mail

a) If filing using USPS registered mail, keep receipt.

b) “Overnight Mail” means express or priority mail with a delivery confirmation or an overnight service with an on-line tracking system. File using same terms as certified/registered mail. (Keep receipt.)

C. Filing Amendments Required For:

1. Errors

Committee discovers that an earlier report contained erroneous information or mathematical errors.

2. Disclosure of Late Information

Committee obtains required reporting information concerning a particular transaction after the transaction has been reported.

3. Response to Request for Additional Information (RFAI)

FEC sends letter (e-mail) and requests amendment. Response due date appears in upper right corner of RFAI.

4. **Procedures for Filing Amendments:**
 - a) **Paper Filers**
 - (1) It is not necessary to resubmit the entire report.
 - (2) Complete the signature page of the Summary Page, checking box indicating that it is an amended report.
 - (3) Attach corrected schedules, if necessary.
 - (4) Attach cover letter explaining change (recommended).
 - b) **Electronic Filers**
 - (1) Must submit amendments in electronic format (if original was filed electronically).
 - (2) Amendment must include complete report (as opposed to just the portion requiring an amendment).

Administrative Fine Program

- ❑ Civil money penalties for filing late, or not filing at all.
- ❑ Size of fine depends on various factors.

D. **Administrative Fine Program (AFP)**

1. **Background**

Program for assessing civil money penalties for violations for failure to file reports on time and/or at all.
2. **Applies to:**
 - a) Late filers
 - b) Non-filers
 - c) Regulations found at 11 CFR 111.30-111.45

Administrative Fine Program

- ▣ **Election-sensitive reports:**
 - **Late filer** – filed after due date, but prior to four days before the applicable election
 - **Non-filer** – filed later than that or not at all
- ▣ **Non-sensitive reports:**
 - **Late filer** – filed \leq 30 days after the due date
 - **Non-filer** – filed $>$ 30 days late or not at all



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3. **Civil Money Penalties -- Factors in determining:**

The interaction of several factors will determine the size of the penalty (also see calculator on website at http://www.fec.gov/af/af_calc.shtml).

a) **Election Sensitivity**

- (1) Election sensitive reports include:
 - October Quarterly of election year,
 - October Monthly of election year, and
 - Pre-election reports for primary, general and special elections.
- (2) All other reports are considered nonsensitive.

b) **Whether Committee is a Late filer or a Non-filer**

(1) For Sensitive Reports

- (a) Late filer – when report is filed after the due date but more than four (4) days prior to the election.
- (b) Non-filer - report filed after due date and four (4) days or less before the election, or not at all.

(2) For Nonsensitive Reports

- (a) Late filer – when report is filed within 30 days after the due date.
 - (b) Non-filer – when report is filed 31 or more days after due date, or not at all.
- (3) Can still be considered a “nonfiler” even if report is eventually filed.

Administrative Fine Program

- ▣ Prior civil money penalties for reporting violations
- ▣ Financial activity in report
- ▣ Smaller penalties for activity < \$50,000
- ▣ Penalty calculator on FEC website at http://www.fec.gov/af/af_calc.shtml



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- c) **Prior civil money penalties for reporting violations under the AFP.**
- d) **Financial Activity**
 - (1) Amount of financial activity in the report – total amount of receipts and disbursements.
 - (2) Committees with less than \$50,000 in financial activity during the reporting period in question are subject to reduced penalties under the AFP pursuant to April 2003 revisions to the regulations.
 - (3) July 2013 revisions to the AFP regulations adjusted penalties for inflation.
 - (4) Campaign Finance Analysts will not be able to tell you if you will be fined or how much. You can use the Administrative Fine calculator (http://www.fec.gov/af/af_calc.shtml) to estimate your fine. Your committee will be notified in writing if the FEC assesses a civil penalty against your committee under the AFP.

Best Efforts to File on Time

- Best efforts may be used as a defense for late filing if:
 - Committee was prevented from filing report on time by reasonably unforeseen circumstances beyond committee's control
 - Filed the report no later than 24 hours after the end of those circumstances



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- E. Timely Filing/Using Best Efforts (not the same as “best efforts” for obtaining contributor information)**
- 1. Reports required on time;** no extensions.
 - 2. If report not filed on time,** committees may use “best efforts” defense if committee took normal precautions and trained staff, but failure to report was due to circumstances beyond committee's control and the late report was filed within 24 hours after those circumstances ended (pursuant to April 2007 revisions to AFP regulations).

Best Efforts to File on Time

- Committee may use best efforts defense if late filing is due to:
 - Failure of FEC computers/Commission-provided software, despite committee seeking technical assistance from FEC personnel and resources
 - Widespread disruption of information transmissions over internet
 - Severe weather or other disaster-related event



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3. **When can best efforts defense be used:**
 - a) Committee may use best efforts defense if failure to report is due to failure of Commission computers or software, despite receiving Commission technical assistance, widespread disruption of information transmissions over the internet, or severe weather or other disaster-related event.

Best Efforts to File on Time

- Committee may **not** use best efforts defense if late filing is due to:
 - Negligence;
 - Illness, inexperience or unavailability of treasurer or committee staff;
 - Committee computer, software or ISP failures;
 - Delays caused by committee vendors/contractors;
 - Failure to know; or
 - Failure to use filing software properly.



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- b) Committee may **not** use best efforts defense if failure to report is due to unavailability, inexperience or negligence of staff, counsel or organization, failure of committee's computer system, delays caused by vendors, failure to understand or know the law or failure to use filing software properly.

4. For more information, review:

http://www.fec.gov/law/cfr/ej_compilation/2007/notice_2007-7.pdf
(rules) and

http://www.fec.gov/law/cfr/ej_compilation/2007/notice_2007-13.pdf
(policy statement) and the May and July 2007 *Record* issues.

PART 3: BEST PRACTICES FOR FILING

Best Practices: Filing

- ✓ Ensure your staff and vendors understand filing rules and deadlines
- ✓ Update your software regularly
- ✓ Have a current email address on Form 1 to receive courtesy email reminders

Best Practices:

- Ensure your staff, vendors and counsel understand reporting and filing rules and deadlines.
- Update your software regularly.
- To keep up with filing deadlines, make sure your committee has a current email address on its Form 1 (for receiving courtesy reminders). (To do this, submit a complete electronic Form 1 with a new email address.) Deadlines are also posted online at http://www.fec.gov/info/report_dates.shtml and in the January *Record* each year.

I. RAD Review Process

RAD Review and Referral Policy

- ▣ Categories of review include:
 - Mathematical discrepancies
 - Failure to provide supporting schedules
 - Failure to properly itemize contributions from individuals
 - Prohibited, excessive and impermissible contributions
 - Improper itemization of disbursements
- ▣ RFAI threshold
- ▣ Thresholds are confidential and policy is approved by the Commission

A. RAD Review of Reports

1. RAD Review and Referral Policy

- a) Internal policy contains categories of review the analyst checks, such as: prohibited, excessive and impermissible contributions, mathematical discrepancies, failure to provide supporting schedules and failure to properly itemize contributions from individuals and disbursements, to name a few.
- b) Policy has established thresholds for making determinations on whether to send a Request for Additional Information (RFAI).
- c) Thresholds are confidential and policy is approved by the Commission. A redacted version of the RAD Review and Referral Policy can be found on the RAD web page.

Review of Reports

- ▣ Thresholds are applied on a per report basis.
 - If reoccurring reporting issues exist on multiple reports, committee may receive multiple RFAIs on same issue
 - RAD does not consider previous responses to RFAIs, except responses apply for the two year election cycle for:
 - ▣ Best efforts procedures; and
 - ▣ Foreign address inquiries that indicate safe harbor guidelines are followed for all contributions
- ▣ It's possible to see an issue questioned on one report, but not on another



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- d) Review is conducted on a per report basis, meaning the thresholds are applied to each report reviewed.
 - (1) This means a committee may receive a RFAI which includes the same issue already addressed in response to a RFAI referencing a different report.
 - Exceptions include outlining Best Efforts procedures which would apply to the two-year cycle and responses relating to foreign address inquiries that indicate safe harbor guidelines are followed for all contributions apply for the two-year election cycle.
 - (2) There may be several issues that are aggregated together to meet a single threshold, so it's possible to see an issue questioned on one report that isn't included in an RFAI on for another report.
- e) Policy is reassessed every election cycle and revisions/changes made based on input from RAD and other offices (such as OGC), and Commissioners.

II. Request for Additional Information (RFAI)

Request for Additional Info

- ▣ If internal thresholds are met:
 - Analyst sends RFAI with response due date in upper right corner
- ▣ No extensions
- ▣ Responses assessed by analysts, team leaders
- ▣ Analysts do not reply to committee responses



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A. If internal thresholds are met, an RFAI is sent.

1. RFAI has a “Response Due Date” in the upper right hand corner of the letter, extensions are not granted. The committee analyst’s name and contact telephone number are also provided in the letter.
2. **Tip:** You can find out who your analyst is by visiting:
<http://www.fec.gov/rad/index.shtml>

RFAIs via Email

- ▣ RAD is now emailing RFAIs to email address on Form 1 (Statement of Organization).
 - Opt-Out Option: File a Form 99 to request that RFAIs be mailed via USPS.
- ▣ Committees can now list up to two email addresses on Form 1.
- ▣ Ensure current contact information (mailing address, email address, and phone number) appear on FEC Form 1.

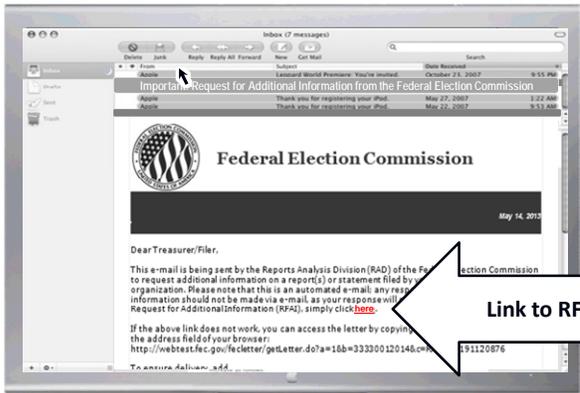


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B. RFAI via email

1. Most RFAIs are now sent via email to the Committee's official email address, as disclosed on the Statement of Organization (FEC Form 1).
2. Up to two email addresses can now be provided (both will be used for emailing RFAIs).
3. Committees will the option to continue to receive RFAIs on paper through the mail.



Request for Additional Info

Link to RFAI

Federal Election Commission

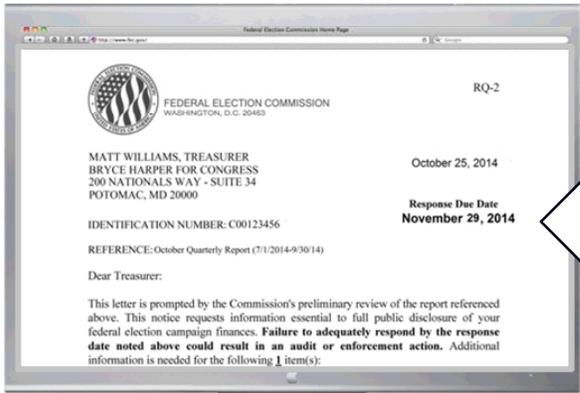
Dear Treasurer/Filer,

This e-mail is being sent by the Reports Analysis Division (RAD) of the Federal Election Commission to request additional information on a report(s) or statement filed by your organization. Please note that this is an automated e-mail; any response or information should not be made via e-mail, as your response will not be received. For a Request for Additional Information (RFAI), simply click [here](#).

If the above link does not work, you can access the letter by copying the address field of your browser: <http://vebtest.fec.gov/fecletter/getLetter.do?w=16b=333300120146.com&id=931120876>

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Request for Additional Info

Response Due Date

FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

MATT WILLIAMS, TREASURER
BRYCE HARPER FOR CONGRESS
200 NATIONALS WAY - SUITE 34
POTOMAC, MD 20090

October 25, 2014

Response Due Date
November 29, 2014

IDENTIFICATION NUMBER: C00123456

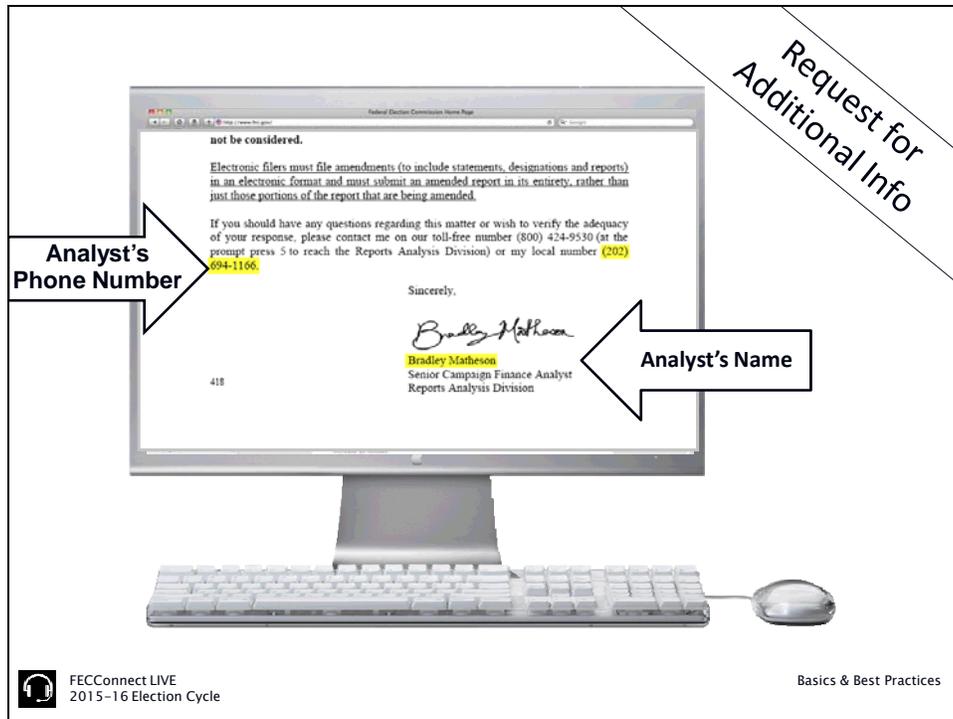
REFERENCE: October Quarterly Report (7/1/2014-9/30/14)

Dear Treasurer:

This letter is prompted by the Commission's preliminary review of the report referenced above. This notice requests information essential to full public disclosure of your federal election campaign finances. **Failure to adequately respond by the response date noted above could result in an audit or enforcement action.** Additional information is needed for the following 1 item(s):

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Basics & Best Practices



Responding to RFAs

- ❑ Analysts do not contact committees in every case when a response is not sufficient
- ❑ Committee should contact its analyst before and/or after filing a response
- ❑ Analysts do not make legal conclusions
- ❑ Analysts cannot categorize your activity
- ❑ In some cases, RAD consults OGC before sending an RFAI and when assessing a committee's response

- C. **Responses are assessed by the analysts and in some cases, team leaders.**
1. Analysts do not reply to responses.
 2. Contact is not made with committees in every case when a response is not sufficient. Further explanation below.

3. Committees are encouraged to contact their assigned analyst prior to responding if unsure about how to respond or after a response is filed to ensure an adequate response is received.
4. Keep in mind that analysts can't make legal conclusions or give guidance on a legal conclusion being made by a committee. In addition, they cannot determine what category your activity falls under (i.e., independent expenditures or coordinated party expenditures).
5. In some cases, RAD consults with OGC before sending a RFAI and when making a response assessment.

Responding to RFAs

- ▣ File amendment to:
Add, Change or Delete actual entries on
FEC report
- ▣ Use miscellaneous text submission
(Form 99) for:
Narrative responses that do not affect actual
entries within a report
(e.g., demonstrating best efforts, demonstrating safe harbor
guidelines are followed for all contributions with a foreign address)

- D. Must amend report when changing information that affects entries on a report.**
This would include additions, changes or deletions.
- E. Miscellaneous Text Submission (Form 99)**
Used for narrative responses that do not affect actual entries within a report. (For example, when outlining procedures for “Best Efforts” in obtaining contributor information.)

Responding to Misappropriation

- ▣ Contact the FEC
 - RAD Analyst can help with reporting challenges
 - OGC can help with *sua sponte* submission
- ▣ Consult with Counsel
 - Determine if *sua sponte* submission is appropriate
- ▣ Notify law enforcement
- ▣ Do best to file complete and accurate reports by the established deadlines



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Internal Controls Resources

- ▣ Best Practices for Committee Management (Brochure)
- ▣ Best Practices: Internal Controls & Recordkeeping (Video)
- ▣ Internal Controls for Political Committees (Audit Handout)
- ▣ Policy: Safe Harbor for Misreporting Due to Embezzlement
 - *Record* Summary of Policy Statement



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Audit Consideration Factors

- ▣ Level of financial activity
- ▣ Responses to RFAs
 - ✓ Late or no response
 - ✓ Inadequate response
- ▣ Number of amendments filed is NOT a factor
- ▣ Election results (Authorized committees only)
- ▣ Number of RFAs received is NOT a factor if responses were adequate and timely



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F. Referrals to the Audit Division

1. Factors for making referrals to the Audit Division

- a) Level of financial activity;
- b) Responses to RFAs:
 - (1) Late or no response,
 - (2) Inadequate response.

2. The number of amendments filed is not a factor.

3. The number of RFAs is not a factor if responded to adequately and on time.

OGC & ADRO Referrals

- ▣ Policy includes referral thresholds
- ▣ RAD calls committee before referring to OGC or ADRO to explain RFAI and request response
- ▣ Adequate and timely response may prevent referral



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G. Referrals to OGC (Office of General Counsel) and ADRO (Alternative Dispute Resolution Office)

1. Internal policy includes thresholds for determining whether a matter should be referred to OGC or ADRO.
2. Committee will receive a phone call from RAD prior to a referral to ADRO or OGC to explain RFAI and request a response.
3. An adequate response is required by the timeframe given to prevent the matter from being referred.

PART 4: HIGHLIGHT COMPLIANCE RESOURCES

Objectives

- ▣ Review Basic Provisions of FECA
- ▣ Examine Recordkeeping and Filing Requirements
- ▣ Recommend “Best Practices”
- ▣ **Highlight Compliance Resources**



Compliance Help



www.fec.gov



1-800-424-9530



info@fec.gov

Compliance Help

The screenshot shows the Federal Election Commission website. The header includes the FEC logo, the text 'FEDERAL ELECTION COMMISSION', and navigation links: 'ABOUT THE FEC', 'PRESS OFFICE', 'QUICK ANSWERS', 'CONTACT US', 'SITE MAP', and a search bar. Below the header is a breadcrumb trail: 'HOME / HELP WITH REPORTING AND COMPLIANCE'. The main content area is titled 'Help with Reporting and Compliance' and contains the following sections: 'Compliance Map', 'Filing Information' (with links for Reporting Dates, Electronic Filing, Registration and Reporting Forms, and Filing With Other Agencies -- IRS), 'Publications' (with links for Campaign Guides, Brochures, Record Newsletter, and BCRA Information), and 'Educational Outreach'. A left sidebar contains links for 'Campaign Finance Disclosure Portal', 'Meetings and Hearings', 'Enforcement Matters', 'Help with Reporting and Compliance', 'Law, Regulations and Procedures', and 'Commission Calendar'. At the bottom left, there is a speaker icon and the text 'FECConnect LIVE 2015-16 Election Cycle'. At the bottom right, it says 'Basics & Best Practices'.

Compliance Help

The screenshot shows the Federal Election Commission website, specifically the 'Publications' page. The header and navigation are identical to the previous screenshot. The breadcrumb trail is 'HOME / HELP WITH REPORTING AND COMPLIANCE / PUBLICATIONS'. The main content area is titled 'Publications' and contains the following text: 'The FEC's Information Division produces a variety of free publications that explain the election finance law. Many of those publications are available on this page:'. This is followed by a bulleted list: 'The campaign guides are compliance manuals for committees registered with the FEC; The brochures and articles offer brief summaries of particular provisions of the law; The Record is the Commission's free monthly newsletter; and The BCRA page consolidates information regarding the Bipartisan Campaign Reform Act (Feingold)'. Below this is a note: 'If you don't find what you're looking for on these pages, please contact the FEC's Information Division at 800-424-9530 or by e-mail at info@fec.gov.' and a link to 'Sign-up to receive e-mail updates regarding FEC publications.'. The text continues: 'The PDF files on this web site may be viewed or printed using Acrobat Reader from Adobe Systems Inc.'. This is followed by another bulleted list: 'Campaign Guides' (with sub-links for Congressional Candidates and Committees, Corporations and Labor Organizations, Nonconnected Committees, and Political Party Committees), and 'Brochures and Articles' (with sub-links for The Record and BCRA Information). A 'Related Items' section is partially visible at the bottom. On the right side, there is a large image of a document cover titled 'Political Party Committees' with the date 'August 2013'. A vertical banner on the left side of the image reads 'Federal Election Commission Campaign Guide'. The left sidebar is identical to the previous screenshot. At the bottom left, there is a speaker icon and the text 'FECConnect LIVE 2015-16 Election Cycle'. At the bottom right, it says 'Basics & Best Practices'.

Compliance Help

FEDERAL ELECTION COMMISSION

ABOUT THE FEC | PRESS OFFICE | QUICK ANSWERS | CONTACT US | SITE MAP | FEC Search

HOME / HELP WITH REPORTING AND COMPLIANCE / EDUCATIONAL OUTREACH

Educational Outreach

Click on the links to receive e-mail updates regarding FEC conferences and workshops.

The PDF files on this web site may be viewed or printed using Acrobat Reader from Adobe.

Conferences

- Conferences
- FECCONNECT Online Services
 - OnDemand
 - Live
 - One2One
 - Public Appearances

Conferences

Each year, the Federal Election Commission sponsors two day, regional conferences where Commissioners and staff conduct a series of technical workshops on the law. Discussion topics include fundraising, reporting and communications. Workshops are designed for those seeking an introduction to the basic provisions of the law as well as for those more experienced in campaign finance law. For questions about the conference program, call the FEC's Information Division at 1-800-426-7420 (in locally, 703-548-1100) or email us at conferences@fec.gov. Include your name, contact information and bank of interest (candidate, party, nonconnected or corporate/labor/Trade PAC). Please direct questions about regional conference registration to Solicitor Management Corporation at 1-800-246-7277. [Click here to go to the website](http://www.fec.gov) to receive email updates regarding FEC conferences and workshops.

2015 Conference Schedule			
Program Information	Date	Location	Registration
Conference for House & Senate Campaigns, Public Party Committees and Corporate/Labor/Trade PACs	August 25-26	Chicago, IL	Please subscribe to our email list to be notified about registration opens.
Conference for House & Senate Campaigns, Public Party Committees and Corporate/Labor/Trade PACs	October 20-21	San Diego, CA	Please subscribe to our email list to be notified when registration opens.

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HOME / HELP WITH REPORTING AND COMPLIANCE / EDUCATIONAL OUTREACH

FECConnect OnDemand

Welcome to FECCONNECT OnDemand, the Federal Election Commission's streaming video. As part of its effort to provide voters a convenient way to use the Federal Campaign Finance Law, the Commission is pleased to provide access to a wealth of educational materials including video analysis and legislative explanations. These online resources are available for downloading, streaming, and other educational and training purposes. Should you have questions, please contact us at conferences@fec.gov. Click on the links to receive e-mail updates as new e-Learning materials become available.

Categories of Materials

- BASIC, EXPLANATORY AND OTHER EDUCATIONAL MATERIALS
- Candidate Appearances, Candidates, Parties, PACs
- Workshops, Hearings and Hearings Excerpts (if available)
- Popular Talks and Special Appearances

Basics: FEC and the Campaign Finance Law

E-File Participation
A Citizen's Guide to Supporting Federal Candidates (Interactive) - A series of interactive exercises about reporting and compliance.

Candidate Expenses
A description of the many responsibilities committee treasurers have under the Federal Election Campaign Act.

Contributions
An overview of the limitations and prohibitions that apply to contributions.

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Compliance Help

The screenshot shows the Federal Election Commission (FEC) website. The main heading is "Administering and Enforcing Federal Campaign Finance Laws". A navigation menu on the left includes: Campaign Finance Disclosure Portal, Meetings and Hearings, Enforcement Matters, Help with Reporting and Compliance, Law, Regulations and Procedures, Commission Calendar, Recent Developments in the Law, FEC Jobs, and Documents on Enforcement & Compliance Practices. The top navigation bar includes: ABOUT THE FEC, PRESS OFFICE, QUICK ANSWERS, CONTACT US, SITE MAP, and a search bar. A dropdown menu is open under "QUICK ANSWERS" with options: General, Disclosure, Compliance, Filing, Candidates, PACs, Parties, and Public Funding. The main content area features a search bar, a "Search our RULEMAKINGS, ADVISORY OPINIONS and ENFORCEMENT CASES" section, and a "Recent Legal Developments" list: Corporate Spending - Citizens United, Hybrid PACs - Casey, and Super PAC - SpeechNow. The page number "5 / 6" is visible in the top right.

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Compliance Help

The screenshot shows the Federal Election Commission (FEC) website's "FECMail Subscription Service" page. The main heading is "FECMail Subscription Service". The page includes a "Subscribe Now:" section with an "Enter Email" input field and a "Subscribe" button. Below this, a paragraph explains: "FECMail offers subscribers personalized e-mail updates on the latest FEC news and information. Subscribers can choose to receive messages regarding a specific topic, entire categories of information, multiple categories or all subscription items. Topics include regulations, advisory opinions, news releases, campaign finance data, FEC conferences and more. To see the complete list, simply enter your e-mail address in the space above and click the 'Subscribe' button." To the right of this text is an image of a laptop displaying the "FEC Mail" logo. A "How to Subscribe" section follows, with the instruction "To subscribe to FECMail:" and a numbered list: 1. Enter your e-mail address in the box at the top of this page. 2. Click on the "Subscribe" button. 3. Select the FEC.gov topics that interest you. At the bottom, it states: "Individual pages throughout FEC.gov also offer subscription links, marked with a [icon]. To receive updates for a particular page, simply click on the link." The top navigation bar includes: ABOUT THE FEC, PRESS OFFICE, QUICK ANSWERS, CONTACT US, SITE MAP, and a search bar. The page number "5 / 6" is visible in the top right.

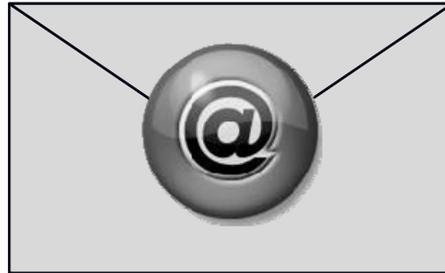
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1-800-424-9530



info@fec.gov

Toll-free Information Line

- ▣ For tech support with e-filing, press 4 for the Electronic Filing Office
- ▣ For reporting help, press 5 to reach your RAD Analyst
- ▣ For other questions, press 6 for an Information Specialist



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RAD FAQs Web Page

Click here



<http://www.fec.gov/rad/index.shtml>



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