

IMPORTANT THINGS TO REMEMBER

Excerpt from the FPPC Website

1. **Be Informed:** Study FPPC Manual “2” and the Addendum. Ask your election official about any local campaign restrictions. Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.
2. **Before Raising or Spending Any Money:** File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing Form 410.
3. **Mark Your Calendar:** Know the due dates for campaign statements and file on time.
4. **Keep Good Records:** Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in Manual A.
5. **\$100 or More in Cash?** Never accept or spend \$100 or more in cash.
6. **Using Personal Funds for Campaign Expenses:** All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.
7. **Report Late Contributions:** If \$1,000 or more is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.
8. **Itemize Contributors:** For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
9. **Agent or Consultant Buys Goods or Services for the Campaign:** Itemize expenditures of \$500 or more made by the agent or consultant.
10. **Identify Candidate/Committee on Mailings:** Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.
11. **No Personal Use of Campaign Funds:** Use campaign funds only for political, legislative, or governmental purposes.

Proposition 34

Proposition 34, passed in 2000, contains many regulations on campaign contributions and expenditures that apply to candidates and committees for local office.

The full text of Proposition 34 and many useful support documents are available on the FPPC's website, at <http://www.fppc.ca.gov/index.html?id=243>.