



T LIBERTARIAN

The Party of Principle™

Thank you for stepping forward instead of sitting on your hands. Thank you for speaking up instead of being silent. Thank you for fighting and not giving up. We do this because we believe in personal freedom, personal responsibility, private property, free markets, and non-aggression.

The first step in any campaign is to look at what you want to accomplish with your campaign and then tailor your tactics to accomplish that goal. Are you looking to provide voters with a Libertarian choice on the ballot? Perhaps you want to educate voters on what Libertarians are and what our solutions look like? Or is your goal to win the election?

Those are three very different goals with very different commitment levels.

This workbook was written primarily for those who want to win their election and are willing to put in the time and effort required to do so. If that's you, this workbook walks you through what you need to do to run a campaign as a Libertarian and speaks to the specific challenges Libertarian candidates face. This is a work in progress and relies on feedback, tips, and ideas from candidates after they complete their run. We will update it each year.

You may want to print only the workbook not print the appendix to save on ink.

Good luck!

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Communicating Libertarian Principles

Libertarian candidates need to have strong interpersonal skills and be able to clearly communicate libertarian principles to voters.

Harry Browne, the Libertarian Party's presidential nominee in 1996 and 2000, wrote one of the best guides for communicating the message of liberty. Keep these guidelines in mind as you prepare your campaign.

Libertarian New Year's Resolutions

By Harry Browne

- I resolve to sell liberty by appealing to the self-interest of each prospect, rather than preaching to people and expecting them to suddenly adopt my ideas of right and wrong.
- I resolve to keep from being drawn into arguments or debates. My purpose is to inspire people to want liberty not to prove that they're wrong.
- I resolve to listen when people tell me of their wants and needs, so I can help them see how a free society will satisfy those needs.
- I resolve to identify myself, when appropriate, with the social goals someone may seek a cleaner environment, more help for the poor, a less divisive society and try to show him that those goals can never be achieved by government, but will be well served in a free society.
- I resolve to be compassionate and respectful of the beliefs and needs that lead people to seek government help. I don't have to approve of their subsidies or policies but if I don't acknowledge their needs, I have no hope of helping them find a better way to solve their problems. No matter what the issue, I resolve to keep returning to the central point: how much better off the individual will be in a free society.
- I resolve to acknowledge my good fortune in having been born an American. Any plan for improvement must begin with a recognition of the good things we have. To speak only of America's defects will make me a tiresome crank.
- I resolve to focus on the ways America could be so much better with a very small government not to dwell on all the wrongs that exist today.
- I resolve to cleanse myself of hate, resentment, and bitterness. Such things steal time and attention from the work that must be done.
- I resolve to speak, dress, and act in a respectable manner. I may be the first Libertarian someone has encountered, and it's important that he get a good first impression. No one will

hear the message if the messenger is unattractive.

– I resolve to remind myself that someone’s “stupid” opinion may be an opinion I once held. If I can grow, why can’t I help him grow?

– I resolve not to raise my voice in any discussion. In a shouting match, no one wins, no one changes his mind, and no one will be inspired to join our quest for a free society.

– I resolve not to adopt the tactics of Republicans and Democrats. They use character assassination, evasions, and intimidation because they have no real benefits to offer Americans. We, on the other hand, are offering to set people free and so we can win simply by focusing on the better life our proposals will bring.

– I resolve to be civil to my opponents, and treat them with respect. However anyone chooses to treat me, it’s important that I be a better person than my enemies.

CHAPTER 1 - PLANNING

There are three very important things you must do before you do anything else.

1. Contact your state chapter
2. Get on the ballot - start the process of getting on the ballot
3. Find out the campaign laws and regulations you must follow - and follow them

If you haven't already, contact the Chair, Political Director, or Candidate Specialist in your state chapter of the Libertarian Party. They provide invaluable information on ballot access requirements, filing deadlines, inexpensive vendors, and much more. They may also assist you with volunteers and mentors. In some states, you cannot run as a Libertarian candidate unless the state chapter signs off on your form to file for candidacy.

The second thing is to discover what you need to do to get on the ballot. Do not ignore this. Do not put it off. Do not spend money, time, or effort on things which don't get you on the ballot before you secure being on the ballot. If you don't get on the ballot, everything else you have done has gone to waste. Depending on the position and ballot access rules in your state, getting on the ballot can be as simple as an Affidavit of Candidacy, or as complicated as gathering thousands of signatures during a set period of time.

In the appendix of this workbook you'll find a bit of information about current ballot access laws to run as a Libertarian in your state. However, this is a summary of very complicated laws. The very best place to go for this information is your state chapter of the Libertarian Party. There is also contact information for each state included in the appendix.

Some candidates, after looking at what is needed to get on the ballot for federal or state offices, choose to look at county and municipal offices. Ballot access for these offices is often far easier.

There may be another possible benefit to running for county and municipal offices, if you look beyond city council, county commissioners, and mayoral races. Water Boards, Land and Soil Commissions, Cable TV Commission races are often non-competitive, which means anyone who files wins by default. These elected officials often hold immense power and discretion. If this interests you, look up previous races and check which ones seldom have a challenger or have even gone unfilled. You can do this on your Secretary of State's website.

Also on your Secretary of State's website are some of the rules, regulations, and laws candidates must follow. These can be complicated and govern most every aspect of campaigning. From the size and placement of yard signs, to the legal disclaimers on ads, how to form a committee, and finance reporting. Even a minute violation of any of these laws can have severe results.

Opponents often hire someone to look for violations in everything Libertarian candidates do and every piece of paperwork filed. They can use this to remove you from the ballot, remove your advertising from media channels, or fine your campaign. Work with your state chapter and an attorney well versed in campaign law to ensure you understand the rules.

My Point of Contact in my state LP Chapter is _____

To get on the ballot I need to: _____

By this date: _____

Do I need to get approval from my state LP chapter to file for office as a Libertarian?

Will I need to run in a Primary? _____

If so, the date for the Primary Election is _____

CHAPTER 2 - SETTING YOUR GOALS

Having clearly defined goals with timelines and measurable results is the key to creating a plan to win your campaign.

Goal #1: Win the election

This one is obvious, isn't it? If your goal is to win the election, calculate your win number by looking at historical data from previous elections for your race. You'll find this data on the Secretary of State's website.

A win number is the number of votes you need to win your election. If it's an election between two people the number is easy - half of the total votes plus one. It becomes a bit difficult with more than three candidates running or if your race has multi-candidate voting, but the number can still be calculated. Look at the last three elections and note the trend of what number of votes the winning candidate received. You can take an average of the three, but you may want to pick the largest number to allow for some cushion. That number is your win number.

My win number is _____.

This is truly the only number that matters.

Goal #2: Build your staff

For some very small, local elections you may be the only staff person needed. However, it is better to have people in specific staff roles. It may be legally necessary to have at least a Treasurer.

I want to announce my candidacy on _____ date. So I'll need my staff in place, ready to help create my campaign plan, by _____ date.

Tip: Ideally, a campaign has key staff in place a year before election day. The candidate and staff take 1 to 2 months to get everything in place to launch the campaign, and then the campaign is announced to the public 9 to 10 months before election day. For races such as U.S. Senator or even a state level Representative, candidates may assemble key staff 2 years before election day. This is usually called an exploratory committee and is governed by strict laws and regulations.

Here are a few of the basic staff persons you may need for your campaign:

My Campaign Manager is _____

My Treasurer is _____

My Marketing Director is _____

My Volunteer Coordinator is _____

My PR Director is _____

My Data and IT person is _____

Other staff needed

You may have additional campaign goals such as media coverage, fundraising, etc.

Goal #4: _____

How you'll achieve the goal: _____

Goal #5 _____

How you'll achieve the goal: _____

Other things you need to do immediately include:

- Get an Employer Identification Number (EIN) for your campaign from the IRS
- Get a separate checking account for your campaign
- Have your Treasurer become familiar with campaign finance rules, reporting forms, dates
- Have a professional headshot taken
- Have a more casual looking, but still professionally done, family photo taken
- Order the voter data file from the Secretary of State for ALL voters in your area

CHAPTER 3 - BEFORE YOU ANNOUNCE YOUR CANDIDACY

You've taken care of the paperwork, have key staff in place, know what you need to do to get on the ballot and are taking care of it. Now what?

Money.

Initial Budget

Below is an initial budget sheet. This allows you to estimate how much you need to raise to start your campaign. You'll come back to this page to fill in the blanks as you work through the rest of this chapter.

Checklist

- _____ Filing fee
- _____ Ballot access
- _____ Voter data from Secretary of State
- _____ Professional Headshot
- _____ URL
- _____ Web hosting
- _____ Web design
- _____ Yard sign design
- _____ Initial run of yard signs
- _____ Yard sign placement specialist
- _____ Palm cards/door knocking lit, design
- _____ Palm cards/door knocking lit, printing cost
- _____ Policy sheets, printing
- _____ Walking route software or app
- _____ Office supplies
- _____ Postage
- _____ Press Kit

Initial Fundraising

You'll need to do some initial fundraising, ideally before you publicly launch your campaign. This is your campaign's seed money. You'll use it to fund all the activities we've talked about so far. This money will primarily come from three sources; you, your extended family, and close friends and business associates.

This is very straightforward. You have face to face conversations with those closest to you about why you wish to run and how you plan to win the seat. Then you ask if they can donate to your campaign and explain what the money is going for. People are more apt to donate if they believe you have a realistic plan and will spend the money on tangible line items. Highlighting budget line items also encourages people to fund that specific line item. A good friend may agree to purchase your first printing of yard signs. Or, a parent may want to donate for your palm literature to be professionally designed. Be open, transparent, and answer any questions.

Tip: The key to asking for donations: after you ask a person if they will donate to your campaign don't say another word until they say something back to you. Too many times candidates continue talking to fill the silence or because they are nervous and they talk themselves out of getting a donation. Ask, then remain respectfully silent until they answer you or ask you a question.

List out family, friends, and business associates whom you'll ask for donations to get your campaign started. Twenty is the absolute minimum number of people you should ask. The total estimated budget amount is your fundraising goal minimum.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Data Management System

You need a method for keeping track of prospective voters, donors, and volunteers. You want their contact information, how and when you interact, and the results of that interaction. It could be as simple as an excel spreadsheet loaded with voter information you purchase from the Secretary of State, all the way to a customized CRM, and lead generation software package.

At a minimum, you need to be able to sort voters from non-voters along with a way to record interactions. This will keep you organized and efficient. You can use this to sort voters from residents and turn supporters into volunteers and donors.

Name	Address	Phone	Likely Voter	Door Knock	Main Issue	Phone Call	Yard Sign	Donor	Vote 4 Me
John	22 Ash lane	555 555 5555	yes	4/22 home	Public Safety	6/13 Voice mail	no	no	yes
Jane	24 Ash Lane	666 666 6666	yes	4/22 home	taxes low		yes	\$50	yes

When choosing a system, make sure it is one that is easy enough to use that you, your staff, and your key volunteers, do use it. A data management program no one uses is worthless.

Three Main Issues

It's time to decide which method you'll use to choose the issues for your campaign. This dictates the order of your next steps. Keep it to three issues. This is an important step as your entire campaign is centered upon these issues. .

There are two ways a candidate can approach choosing the top issues for campaign focus. They can either:

1. Select issues the *candidate* designates as important
2. Select issues the *voters* designate as important

If you wish to focus on issues you feel are most important, list them on the next page now. Then go ahead and completely create and print your marketing materials, announce your candidacy, and start your ground game.

However, I suggest you give strong consideration to method #2, selecting the issues the *voters* designate as important. You can raise a ton of money, have great marketing materials, and an excellent ground game - but if you don't address the issues voters care about, you won't win. Worse than that, they won't even pay attention to you.

Other political parties have the funds and built in infrastructure to do advanced polling to ascertain what issues voters care about. They host focus groups to test messaging and hire experts to design appealing marketing materials.

While Libertarians don't yet have that in place, we can get the same information using different tactics. You'll do it through door knocking a sample area of your campaign territory.

The steps for this method are to create some basic marketing materials, take a week to identify issues voters care about, and then come back and finish and refine your marketing materials. Then announce and launch your campaign. A delay of just 1 week is worth getting this crucial step right.

Below, write down the three issues your campaign will focus on. Then craft a clear, concise solution which is caring and positive.

Issue 1:

My Libertarian Solution:

Issue 2:

My Libertarian Solution:

Issue 3:

My Libertarian Solution:

Crafting a Campaign Slogan

If you could pick only one thing you want voters to think of when they think of you, what would that be? That's your campaign slogan. It should play up a personality strength, give voters an idea of your philosophical approach to government, and/or sum up your solutions to major issues. It should be short and most importantly, memorable.

Campaign slogans Libertarians have used in the past are:

"Socially Accepting. Fiscally Responsible."

"Smaller government is better government."

"Less government, more freedom."

"Not Left. Not Right. Libertarian."

"An Honest Candidate for Auditor"

"Get Involved!"

Come up with three possible slogans for your campaign

1. _____
2. _____
3. _____

Next, ask close friends, family, or associates to come up with possible slogans

1. _____
2. _____
3. _____

To select the one you'll use, ask people you don't know what they think of when they hear that slogan for the office you are running for. An easy way to do this is to have volunteers or staff persons stop people on a busy public sidewalk and simply ask them "Each of these phrases describe a candidate for X office. What's the first thing you think of when you hear XXX". Say each slogan in turn and wait for their feedback. Write it down next to each slogan.

This should only take 1 day if you can get at least 50 responses. More is better, but 50 will work. The one with the most favorable reaction from strangers is the one you should strongly consider choosing.

My Campaign Slogan Is:

Creating a Basic Marketing Kit

The elements of a basic marketing kit include, at a minimum, a website, social media channels, generic palm literature, and yard signs.

Website

You can create a website for yourself for free on sites such as Wordpress, have a volunteer create a website for you, or hire it done. At the top end, both in price and functionality, are also sites such as Nationbuilder which combine a website, social media, and a database.

For now, you need a very basic website which can be easily changed and updated. Start with your name, office you're running for, a bio, your slogan, a few sentences on why you're running, and a donate button. Do not add any policy or issue statements yet. You'll add those sections to your website later. You can also connect your social media channels into your website so they automatically populate on your site. Focus on making your website visually appealing. More photos, less text is a good guideline.

Social Media

You'll also want, at a minimum, a Facebook page specific to your campaign. Again, keep this simple. A photo, preferably with your family or you speaking at a gathering, for the header. A professional headshot for your profile photo. Remember to activate the donate button.

Other social media can include a YouTube channel, Instagram, Twitter, and Reddit. These should be campaign accounts, not personal accounts (although you'll utilize your personal accounts to promote them). You can create secret Facebook groups or Slack channels as places to interact with your staff and volunteers.

Checklist

- Custom URL _____ purchased
- Website created with method to donate which complies with campaign finance reporting laws
- FB candidate page created, with donate button

I will interact with staff using _____

I will interact with volunteers using _____

Literature

Palm literature (palm lit) or door knocking literature is a high priority.

Traditionally, palm lit is about the size of half a sheet of normal sheet of paper. It would have a photo or image on the front and policy positions on the back. It isn't a very flexible tool when done this way.

This lack of flexibility isn't a major drawback for parties or candidates who have deep pockets. They have tested the policy positions, campaign slogans, and even the photo used with focus groups, polling data, and experts in the profession of campaigning. They know (or have a good idea) before they spend a large portion of their budget, if what they are doing will be effective - at least for their base. They will have a series of printed campaign materials printed for distribution at different events, for mailing, and for direct voter contact.

Libertarians don't usually have that information before they print, nor can we afford to print a series of campaign materials. We may know what appeals to other Libertarians, but may not know what appeals to general voters.

We can design our palm lit that maximizes flexibility and effectiveness and minimizes cost.

You'll create a more generic palm lit and separate policy sheets.

The palm lit is full color, professionally designed, and professionally printed. You can print a high number to reduce costs. These stay the same throughout your campaign, can be handed out at various direct voter contact situations, and are low risk. The policy sheets will be created later.

The palm lit front should have a photo of you or a photo of you and your family. Select a photo that is less posed, a bit more informal. Something which shows your personality, is attractive, and something voters can relate to. When choosing a photo, ask yourself if people will find you likable and trustworthy based on the photo. Include your name, office you're running for, and slogan on the front. You can also have things like your website or contact information.

On the back you can keep it simple. This is a good place to put testimonials, a general statement of your approach to government, or why you are running for office. Keep the amount of text low.

Or, you can put something on the back which encourages people to keep your lit rather than throw it away. A list of upcoming community events. A recipe. Something which adds value to their lives and they can use. The goal is to get them to put it on their refrigerator and not in the garbage. You can be creative on this and still be taken seriously.

Tip: Check out the internal printing press of private colleges for their print costs. Often times it is the least expensive printing you can find. They have to maintain the printing department to service the school's needs, but they look for ways to keep the department busy during slow times. They aren't looking to make a profit, but to break even. Before calling for an estimate, know what size you want the finished piece to be, the quantity, and be able to describe the paper you want to use (such as 65 # or 80 # Cover).

Palm lit design fee _____

Palm lit printing estimates:

Company:

Cost estimates:

Company:

Cost estimates:

Company:

Cost estimates:

The debate rages if yard signs are effective for getting votes (Suggest removing, paragraph focus is not the debate, rather the usefulness). Yard signs are highly effective for reinforcing the decision to vote for you. Not only does it firmly commit the person whose yard hosts the sign, it solidifies to those in the neighborhood or those driving by that they aren't the only person voting for you. The more signs people see, the more apt they are to vote for you if their vote isn't committed already to another candidate.

Design for yard signs is often done for free by the sign printing company, but the design they offer is extremely bland. If you know a professional designer willing to volunteer to design signs for you, take them up on the offer. Your website, palm lit, and yard signs should all look very similar. The signs should be readable at long distances and shouldn't be the same color as your opponent. However, sign design is a very low priority area to spend money on.

To have your yard signs printed, contact several companies to check prices. You can also look at different sign materials. For example, the sign "bags" which slip on over the posts are far less expensive than corrugated signs. They are less durable, though, and can't be reused. You'll also want to look at different sizes of yard signs. A large 4ft by 4ft sign in a prime location is expensive, but if it's in a high traffic area, it may be worth 50 signs in a private yards.

Check the local regulations on signs before you order them. There may be limitations of sizes and placement.

Don't forget to order the stands that fit the signs you order.

Estimates for sign printing:

Company: _____

Sizes and cost: _____

Estimates for sign printing:

Company: _____

Sizes and cost: _____

Estimates for sign printing:

Company: _____

Sizes and cost: _____

I'm having my yard signs designed by _____

for a cost of _____

The laws regarding sign sizes and placement are: _____

Initial Door Knocking to Identify Issues

With a basic website up and palm lit in hand, you're now ready to do one week of initial door knocking. This will tell you what issues voters care about, what questions they have for you, and help you begin to craft your responses.

Select a small area you can door knock for a week, about 28 hours of door knocking total. You'll do this on weeknights between 4pm and 8pm, and weekends between 11am and 8pm. For a full explanation of the Dos and Don'ts of door knocking, plus how to select and target voters, please read the section on doorknocking in the Ground Game chapter.

Be sure to have pen and paper with you so you can record what their most important issue is, what questions they have, and what their response was to the different wording you used to answer those questions.

This information allows you a low cost way to tailor your campaign materials and messaging.

You'll use it to fill in your website. You can add a section on "issues" and "FAQs" with confidence. You'll also use the information gathered during phone banking. When you or your volunteers call, they'll know the issue most important to the voter and can use it during the call.

This information is used when you fill out questionnaires for newspapers. Many persuadable voters ignore the entire election cycle until they read the candidate questionnaires printed in their local newspaper to make their decision on who they will vote for in the election.

You'll use it to create Facebook posts and ads which have a higher probability of getting favorably noticed and shared.

But first, you need to create a door knocking script that allows you to gather that information. This script can be used in the initial knock to gather information as well as through your entire campaign. Remember, the goal of this initial door knocking is information gathering and message testing, not convincing and arguing. In fact, never argue with a voter at any time.

This door knocking script consists of:

- Introduction
- Handing over the lit
- Further info
- Ice breaker

Question, not only to gather information, but because if they talk you get their vote. If you are the only one talking, you won't get their vote-

Thank and ask for their vote

Here is an example of a script used for a nonpartisan city council race.

Script	Elements of script
Hello, I'm Cara Schulz and I'm running for Burnsville City Council. I'm a Libertarian [or say Liberty candidate if it requested to remain nonpartisan] which means I support personal liberties and economic liberties all the time. I won't pick and choose which rights I protect.	Introduction
	Hand lit to person
If you want to find out more about me, you can always go to my website or facebook page.	Further information. Point to web address and their eyes will follow and look at your literature.
On the back (and they usually flip it over and look) I put a recipe so my campaign literature isn't totally useless like most campaign literature is.	Icebreaker - a bit of a joke and putting us on the same side. We're both sharing amusement at 'worthless politicians' while still acknowledging I am one. Most people smiled and opened up. They uncrossed their arms, opened door wider, etc. You figure out your ice breaker.
Rather than assume I know what people are concerned about, I'd rather ask. What do you think is the most important issue facing Burnsville?	Question. When you ask a question, ask it and then stay silent. Look at them with a politely curious expression and have your pen poised to take notes.
Thank you so much for sharing that with me. I hope, after you find out more about me, that I can count on your vote on November 7th.	Thank and ask for vote

You shouldn't spend more than a few minutes at each door.

Tip: If you get the slightest warm feeling from the doorknock, ask them if you can put a yard sign in their yard. "You can of course say no, but I always ask, can I put one of my signs in your yard? It's such a valuable help and I'd sincerely appreciate it."

My initial door knocking script: _____

Top 5 Issues from Voters:

1. _____
2. _____
3. _____
4. _____
5. _____

Most commonly asked questions and my response:

Q: _____
A: _____

Q: _____

A: _____

Completing Your Marketing Kit

Now that you have the information from voters on what issues they feel are most important, and you were able to test out how you'll communicate libertarian solutions to those problems, you can complete your pre-launch marketing.

Policy Sheets

Policy sheets are companion pieces to your palm lit. They are approximately the same size, half a sheet of paper. They are black and white and can be printed off of any copier. You can refine them as you use them, printing smaller numbers at a time.

You'll want three to five policy sheets, one sheet for each issue voters identified as important. This is where you explain to voters what solution you propose for that particular issue.

These sheets are used primarily during door knocking. When talking with a resident, if they say they are most concerned about one of the three issues you have a policy sheet for, you can then hand them the sheet which addresses their specific concern.

Website and Social Media

You can now fill out the "Issues" section of your website, an FAQ section, and can plan your Facebook ads based on information gathered and tested during door knocking.

Press Kit - courtesy of the Feldman Foundation

A press kit is a collection of written materials designed to introduce a candidate to the media. Often these materials are contained in an attractive folder and accompanied by a cover letter.

The goal of a press kit is threefold: (Stylistic: Use 1, 2, and 3 rather than A, B, C given it says “threefold”)

- A. Highlight the issues you can address.
- B. Establish your authority by demonstrating the depth of your experience, or explaining why you are especially qualified — by experience, education, or abilities — to speak authoritatively on the highlighted issues.
- C. Show how to contact your staff by providing contact information and clarifying exactly what each person is available for, such as giving direct interviews, providing supporting information for articles, or contributing as a writer to an article.

A Press Kit may contain:

- The Press Release announcing the campaign
- A Brief Letter/Table of Contents
- A Brochure/ Rack card
- A Fact Sheet/ Platform positions
- A Bio
- A Quote Sheet and FAQ
- Hi-Res Images on a Flash Drive
- A list of suggested questions for you
- A list of publications and speaking appearances
- A calendar of future events
- Testimonials and endorsements

CHAPTER 4: LAUNCH EVENT

Your launch event can be a party where you celebrate with, and motivate, your family and supporters. Or, it can be more of a Press Conference where you announce to the press, and your opponents, that you are running for office. Either way, the announcement is the public start of your campaign.

A successful launch event is one where the venue is packed. A packed room has more energy and appears successful. Choose a venue you know you can fill. Invite family, friends, volunteers, local press. Personally follow up with them, either by phone or face to face, to encourage them to attend and explain why it's important.

Arrange for supporters to post about the launch on social media. Friends who can't attend can be ready to share these posts and photos to make a bigger splash. Come up with a hashtag and make sure everyone knows to use it.

Make sure you have a professional photographer at the event to take photos you can use for your campaign. Photos of you speaking. Photos of the crowd cheering. Think carefully about the background behind you when you announce your candidacy. If you have a budget for a banner, have it draped behind you. If not, have volunteers around you holding up yard signs. These are the photos you'll want for your marketing efforts. You can also livestream the event.

Speaking of speaking, be brief, upbeat and rally the troops. Do not give a policy speech, this is all about motivation and emotion. You want a pumped up crowd, ready to volunteer for you.

Have your staff and volunteers ready to sign people up to volunteer or donate to your campaign. If you printed buttons, bumper stickers, t-shirts, and yard signs - hand them out. Your core volunteers and staff should already be wearing them.

If you want Press to be there, you need to invite them and explain why they should cover your event. Your event also needs to be at a time and location convenient for press. It also doesn't hurt to have free food and free parking at your event. Weekday mornings are great for Press, but usually not so great for working volunteers. Weekends are great for your volunteers, not so great for Press coverage.

Tip: Press is usually sent a Press Release and a Press Kit announcing the run for office and inviting them to cover the launch event. Certainly you should do that, but sending an actual written invitation to your event may get their attention and increase the odds for press coverage.

Checklist

- Venue reserved
- A/V arranged
- Photographer selected
- Food
- Press Kits sent
- Supporters invited
- Press invited
- Buttons, yard signs, t-shirts ready
- Sign up sheets for volunteers
- Method for accepting donations

Appearance Tips for Being on Camera or Photographed

We can pretend appearance doesn't count, but it does. Voters are more likely to vote for more attractive, healthy looking candidates. You don't need to win a beauty contest to win votes, but you can maximize your appeal to voters by being dressed in a clean, neat, and professional manner. This doesn't always mean a suit or a dress.

Dressing for photography or videography needs additional considerations as cameras see, and display, visuals differently than the human eye.

The colors near your face can help you look full of vitality or they can make you look ill. Generally speaking, jewel tones look great on video and in photographs. Even if you don't normally wear jewel tones, at least wear a tie or scarf or something around your face that is a deep ruby red, an emerald green, or a sapphire blue. Cameras generally don't like yellows or colors with a strong yellow undertone.

Stay away from pastels. They will look too bright and will wash you out. Likewise, don't wear black. Wearing black will highlight dark circles under your eyes and you'll look tired. Very dark shades of clothing can also make you appear older on camera.

Keep your fabric choices simple and streamlined. Solid colors in a matte fabric and avoid patterns. Cameras have a difficult time with patterns and can create a moire effect. This is extremely distracting and can even make viewers feel ill.

Be mindful of the color of the backdrop for your photographs or videotapes. You want your clothing to contrast, but not clash, with the background color. If you are able to choose your background color, choose a muted gray or mid-tone blue. You can also choose white, if the background is brightly lit and you are softly lit.

CHAPTER 5: GROUND GAME

Being a grassroots organization, the Libertarian Party utilizes direct voter contact to engage with voters. Methods used (in order of effectiveness) include doorknocking, phone banking, lit dropping, earned media (news articles), and advertising (which includes social media and direct mail).”

Each way of contacting voters has its strengths and weaknesses. Direct Mail is one of the least time intensive. You can mail every voter a postcard with minimal effort. It is, however, extremely expensive. Doorknocking is both the most effective and least expensive way to contact voters. However, it’s also very time intensive and the hardest to recruit volunteers to perform.

For every single method of voter contact, you need to first identify your target - likely voters.

You can purchase data on voters through private companies or you can purchase it from the Secretary of State’s office. This data can include information pertaining to voter name, address, age, vote participation, and party affiliation. Available information may vary by state.

Use that data to narrow down the number of people you target.

For example, your campaign area may have 100,000 people, but only 40,000 vote in any given election.

If you need to win a primary battle to narrow the field of all candidates, regardless of party affiliation, down to a smaller number, focus ONLY on people who have voted in past primary elections until you make it past the primary (Wordy, suggest rewrite). This could reduce the number down to 6000 people. Once you advance past the primary, you focus on likely voters minus the primary voters you already contacted. This could be 34,000.

Or you could further reduce the number to likely voters for your election year. If you are running in a Presidential election year, 40,000 is your total likely voter number. But if you’re running in an even numbered non-presidential year, that total number may be closer to 25,000 likely voters. If it is an odd number year, the total votes cast in an area of 100,000 voters may only be 10,000.

Yet the number of likely voters don’t equal number of likely voting household - an important number for doorknocking and phone banking. For calculating man-hours needed for direct voter contact channels, you want to estimate the number of likely voting households. That number can be estimated as half the number of likely voters.

The total number of voters in my campaign area is _____

The number of likely voters for my election year is _____

Divided by half, the number of likely voting households for the primary is _____

Doorknocking

Much of the basics of doorknocking, including a script, was already covered in the section on Initial Doorknocking. The procedure and script are the same, although now you can incorporate the Policy Sheets you created. Also, you can have volunteers assist you.

The goal of doorknocking is to introduce yourself and create a favorable impression. The number one rule of doorknocking is don't ever argue at the door. Not only won't you change a person's mind, you are wasting valuable time. Be respectful, polite, and casually professional. Don't walk on their grass and be friendly to their pets. You also don't want to stay more than a few minutes at any door. There are supporters of your opponent who will purposefully try to engage you in long conversations to prevent you from knocking on more doors.

When you work with volunteers, be sure to train them on how you wish them to approach voters and have them wear a campaign t-shirt or button. For larger campaigns you can have teams of doorknockers go through neighborhoods as long as some of them are experienced and trusted volunteers. For smaller campaigns, go out with your volunteer and have the volunteer do the even side of the street while you do the odd numbered houses. If a voter wishes to talk with you, your volunteer can wave you over.

What you need to set up doorknocking:

- List of voters to be called
- Script that volunteers need to follow when talking to voters
- Recruit a list of volunteers who can doorknock for you
- Training for your volunteers
- Way to create walking lists
- Way to record results

To maximize efficiency, only knock on the doors of people likely to vote in your election. You've identified them and know the number.

You also need a way to sort them into a walking list. A walking list is a list of likely voters, organized in such a way that a person can walk from house to house.

There are programs and services which can do this for you. They are generally pre-loaded with voter lists and can have multiple users on smart phone apps. Notes on each door knocked can be uploaded, such as if the person says they are voting for you or if they want a yard sign. As of the beginning of 2017, these programs can run from \$1500 to tens of thousands.

For smaller campaigns, or campaigns with leaner budgets, there is another option. When you get a list of voter addresses from your Secretary of State, it's often in alphabetical order by street address. Which means if you try to doorknock that way, you'll spend most of your time driving across town as Ash Street and Ashland Street are probably no where near each other.

WorkWave Route Manager is a monthly subscription software that takes excel spreadsheet lists of names and addresses and organizes them in an efficient driving route. It was created for small delivery businesses but works well as a low cost option for political campaigns. You'll need to play around with what information you want to keep on your list and print out your walking list. The downside is it can be a bit finicky and time consuming to prep the excel sheets in the proper format and there isn't a mobile app. You make your route list, print it out, and make notes on paper. As of the beginning of 2017, it was \$40 a month.

WorkWave - <https://www.workwave.com/route-manager>

Polis - <http://www.polisapp.com>

Ecanvasser - <https://www.ecanvasser.com>

Trail Blazer - <https://www.trailblz.com>

I will organize my walking list using _____

It will cost me _____

Doorknock when people are most likely to be home. This is weeknights from 4PM to 8PM and weekends from 10AM to 8PM. This is a very narrow window of time which will increase the number of volunteers you need.

For example, if you have 10,000 households to knock and three months to knock them, you have 400 man-hours of work (10,000 houses divided by 25 doors an hour), but only 480 number of door knocking hours available (40 hours a week of available doorknocking time x 12 weeks). This may seem like you could do all the doorknocking yourself, but that isn't accurate.

As a candidate, you'll have other demands on your time. Debates, volunteer training, events, fundraising, phone banking. You could get sick. The weather may make it impossible to knock for many days or may slow you down. The houses in areas may be further apart and you may only be able to do 20 or even 10 homes an hour.

A better estimate for the time needed to knock is to add 50% more man hours onto your estimate. In our example, that would mean you have 600 man-hours of knocking to accomplish in 480 possible hours. You'll need volunteers to fill in for a minimum of 120 man-hours. Much more if your demands as a candidate drastically reduce the time you can personally doorknock.

The number of households I need to knock is _____

The number of households divided by 25, plus an additional 50% is _____

The number of prime time hours available is _____

The number of doorknocking man-hours I can cover is _____

The remaining man-hours not covered is _____ (which will need volunteers to cover)

What should you do if you can't get enough volunteers to help you completely knock your campaign area? I strongly suggest you hire paid canvassers. You can hire professional canvassers at a higher price, or put in an ad on craigslist for help. Either way, you'll need to have a way to supervise the paid canvassers to ensure they are knocking the doors and doing so in the way you wish.

If, when you are knocking, there is no answer at the door, you'll need to decide if you mark that door to be knocked again at a later time, in the hopes you can catch the homeowner at home, or if you leave your palm lit in the door and move on. You can count on 20% of residents being home when you doorknock.

___ I have time to doorknock the 80% of homes where there was no answer a second time
I estimate the additional number of man-hours to do a second round of
doorknocking to be _____ hrs

___ I will not have time to do a second round of doorknocking, so I'll leave my lit at the door when residents are not home

For those homeowners who are home, you'll want to record their most important issue and leave them a policy sheet, if the sheet covers their issue. Write this information down next to their name on your walking sheet.

Each night when you get home from doorknocking, write a handwritten thank you note for each person you spoke with. This takes an hour to two hours each evening, but it makes an incredible impact and you can bet the competition isn't doing this. It shows appreciation and respect for the time they spent speaking with you. They could have decided to not answer the door or slam the door in your face.

"Ms. Doe,
Thank you so much for taking the time to speak with me tonight about [insert concern they shared here]. You're not alone in this concern! I hope I can count on your vote on November 7th.

Your signature, neatly enough to easily be read
Position you're running for"

This is time consuming and can get expensive in postage. Think of this as very targeted, highly effective direct mail. The key is that it has to be handwritten, both the note and the envelope. Handwritten cards get opened.

Tip: Having pets like you can get you votes. If you like pets and are comfortable around them, have some catnip in your pocket and have a small amount of bacon grease in a napkin in another pocket. This will have homeowners' pets loving all over you. Many people consider their pet a good judge of character and if the pet likes you, they'll vote for you.

Phone Banking

Phone banking is when volunteers call through lists of voters and talk to them about the campaign. Campaigns use phone banking for getting out the vote (GOTV), recruiting volunteers, raising funds for the campaign, to gauge support, or persuade voters to consider their candidate.

Phone banking is great for reaching voters in geographically sparse areas where doorknocking would be too time intensive. Another good use for phone banking is to call voters who weren't home when you went doorknocking.

It can be done by volunteers who don't live in your area, but would like to help. Or, it can be done by groups of volunteers who get together at a campaign office and make hundreds of calls during a phone banking party.

Call voters when they are most likely to answer. These hours are the same as premium time for doorknocking - weekday evenings and weekend daytime hours. If the data you have has date of birth information, you can segment older voters out and call them during weekday daytime hours.

Candidates can set up very simple phone banks where volunteers call from excel spreadsheets. Each volunteer dials a number from their list, waits for an answer, then talks with them. They record the results from the call on the spreadsheet. This is the least expensive way to phone bank and works well for smaller, local campaigns.

For larger campaigns, spending the money on a software phone banking system may make sense. Volunteers log into the system through their computers and make calls through their browser. Or, they use cell phones that are rented which are paired with a tablet. The system auto dials numbers and only goes live for a volunteer when someone answers. Notes from the call are easier to enter. Phone banking tools can save time by calling the number for you, skipping bad numbers, answering machines, and busy numbers. They also tie into most CRM programs.

What you need to set up a phone bank:

- List of voters to be called
- Script that volunteers need to follow when talking to voters
- Recruit a list of volunteers who can phone bank for you
- Training for your volunteers
- Way to record results
- Software (optional)

You may be able to buy lists of voters' phone numbers or it may be included in the data you purchased from the Secretary of State. Or, if it's a smaller, local race, you can kick it *really* old school and use the phone book.

Scripts should be very short and have a goal. Why are you calling? What do you hope to accomplish? The Feldman Foundation has a variety of calling scripts you can adapt for your goal. While you want volunteers to follow the script, a bit of improvisation can be very powerful. If a voter seems open to it, a volunteer can share a personal story about what's at stake for them or why they support you.

To get volunteers you have to first let people know you need them and give an estimated number of hours phone banking will take. If people know you just need them for a few hours on X date and you'll train them and walk them through making calls, they are more apt to volunteer.

Volunteers need to understand the scripts, feel comfortable making calls, and take down notes after each call. It's easiest to train new phone banking volunteers in a group. Walk through how to make a call, common questions voters may have, and role play a few calls with volunteers first. Be available while volunteers make a few calls and then ask the group if they have any additional questions. After that, let them start making calls in earnest.

If a voter says they plan to vote for you, be sure to record that so you can call them a day or two before the election to remind them to vote. GOTV calls should be reminders to vote, along with where their polling place is.

To calculate the number of man-hours needed for phone banking, divide the total number of calls needed by the number of calls per hour:

Each volunteer can make an average of 22 calls per hour.

Number of total voters to call _____

Number of total man-hours needed for phone banking _____

Tips:

Never get into an argument. If a call starts going south, end the call by thanking them for their time and hang up.

Never, ever bad mouth the opposition. Tell volunteers to keep the call positive, upbeat, and focused on you.

Physically smile when making calls. Smiling affects how we speak, we sound happy. And when we sound happy, people are more willing to engage with us.

Lit Drops

Lit drops are when you place your campaign literature at a home without knocking on the door. Sticking it in the door is the method most likely for it to get read. But, it's almost as time consuming as door knocking. You can do about 30 doors an hour. Walking along the road and placing it on the flag of their mailbox or in the newspaper slot is quicker. You can do 30 to 35 homes per hour. Driving on the wrong side of the road is the quickest, but isn't legal in most locations.

The good thing about lit dropping is it is best to do it during times when the streets aren't busy, late at night or early in the morning, when most people are home or are sleeping.

Number of homes to lit drop _____

Man hours needed to lit drop _____

Tip: If a homeowner has a sign at the door which says "No Salesmen" or something similar, you can still knock. If it is more specific, saying not to leave things at their door or no political doorknocks, respect the homeowner's wishes.

CHAPTER 6: MEDIA

Just because you are a candidate, doesn't mean the press owes you coverage. There's a reason news articles are called earned media, you need to earn coverage by doing something newsworthy.

Meeting with concerned citizens about a critical or hot topic could grant you coverage. Earning a prized endorsement is another event that could be newsworthy. But coverage isn't guaranteed, especially when the press may be convinced you don't have a chance of getting elected.

Reach out to reporters before you announce your candidacy and start cultivating a relationship with them. Offer them information or ideas that help them do their job easier. Share with them your plan for getting elected. Don't give away any secrets, but demonstrate to them you are a serious candidate with a shot at getting elected.

Make their job easier by sending them press releases that are more like articles mostly written for them. Anything that saves them time increases your chance of coverage. Being available any time they call or email does the same. Reporters have very little time to turn around articles. If it's a pain or there is any roadblock, they'll ditch it in favor of something quicker.

Don't forget to contact writers and reporters in niche media. While your large metro paper may ditch covering you, an industry magazine may give you a lengthy interview to discuss your position on a regulation that impacts their industry.

One bit of coverage almost every candidate can count on are candidate surveys. These are questions newspapers, tv stations, and radio stations send out to candidates, often with a word limit. Candidates fill them out and they may be printed or put onto the news organization's website. There are voters who tune out of the entire election, but make their voting decision based on the candidate surveys.

Press Release

A press release is an official announcement issued to the news media. The heading should contain action verbs, the first paragraph should answer the; who, what, why and where. The press release should contain understandable language and a quote.

Most press releases are one page long. Here is a sample Press Release announcing a candidate running for mayor.

Name of Point of Contact

Title

Phone

Email

For Immediate Release

JOE LIBERTARIAN ANNOUNCES CANDIDACY FOR MAYOR OF LIBERTY

Pledges to bring fiscal responsibility combined with caring, peaceful solutions to city

Liberty, State – Wednesday, November 15, 2017 – Joe Libertarian of Liberty, CEO of Live Free Enterprises, former Liberty City Councilor, declared his candidacy for Mayor of Liberty today. Mr. Liberty turned in 200 signatures on candidacy petitions for Mayor at City Hall on Wednesday morning. If there is an event where candidacy is being announced, place that info here.

QUOTE FROM CANDIDATE GOES HERE ABOUT HAPPY TO RUN

QUOTE FROM PROMINENT SUPPORTER OR ENDORSEMENT HERE

QUOTE ABOUT 1ST POLICY ISSUE SOLUTION HERE

QUOTE ABOUT 2ND POLICY ISSUE SOLUTION HERE

QUOTE ABOUT HOW YOU WILL BE A CHANGE HERE

Last paragraph - short bio of candidate.

For more information on Mr. Liberty, please visit [insert website here].

Here is how the Press Release is broken down.

At the very top is the contact information for either the candidate, in a smaller race, or a spokesperson, in a larger race.

Under that you'll either note it is for immediate release, meaning reporters can publish the information immediately, or it will have an embargo date, meaning the information must not be published until the date listed.

Next is the headline. Keep this very short, but interesting. Reporters and assignment editors get dozens of press releases every day and will decide if they will cover your event on the headline alone.

The first paragraph is the who, what, why, where, and how of the press release. Keep this to just the facts.

The next sections should be quotes reporters can use if they decide to write an article. The more exciting the quotes you can provide, the stronger the chances the reporter will write an article and include the quotes.

The last paragraph should be any important background information. Such as a short bio of the candidate or past runs for office. This is followed by a link to your campaign website.

Press releases are sent out when candidates announce, when they host an event, when they receive an endorsement, or when they have a statement about an issue.

Press releases should always be published on your website and sent out to reporters.

Tip: When sending out your press release, try sending it out at an odd time. Most press releases go out on the hour, usually at 8am, 11PM, 3Pm, and 5PM. Try sending yours out at 10:22AM or 1:47PM.

CHAPTER 7: CONTINUED FUNDRAISING

Running a successful campaign can be expensive. Serious campaigns, where the objective is to win political office, cannot function with money. Period.

Some Libertarian candidates avoid fundraising because they feel raising money for political campaigns is dirty or too uncomfortable. Yet presenting an idea and asking people if they voluntarily want to pitch in to make it happen is perfectly in line with libertarian philosophy. You are giving others an opportunity to join you and spread the message of liberty together.

For those candidates who are merely uncomfortable asking for campaign donations? If you want to be a candidate learn to be humble from day one. You are going to spend the next year (or two) asking every person you meet for something. Asking for their attention, their time, their vote, their connections, their skills, or their money.

Everyone involved in the campaign should make fundraising a priority. Every staff person and every core volunteer should have a plan created for how they will assist in raising funds. Your Volunteer Director should schedule people to stuff fundraising mailings. Your Campaign Manager should plan fundraising events and work on an overall funding plan.

Yet it is the candidate who does most of the personal fundraising. It is your connections and face to face conversations which bring in the majority of donations. When you are a Libertarian, almost no one will just pop on your website and send you a check. Over 70% of your donations come because you, one of your staff, or a core volunteer has a conversation with someone and asks them to donate.

Not only do you need to directly ask someone to donate, you need to ask people to donate a specific amount. Aim higher than you initially think to ask. If you think someone can donate \$50, ask them for \$75. If they can't do that, they'll may come down to \$60.

So, who should you ask? Just as when you were raising your campaign's seed money, ask those closest to you. They know you and believe in you.

The next group to ask are people who share the same interest in issues as you. This could be fellow Libertarians, or maybe it's a religious group, or a guerrilla gardening club, or a 2A Rights group. Also, look for any groups that detest your opponents. Bitter money is still green. Ask people who have donated to past campaigns, yours or other liberty candidates. Draw up a list of businesses that feel the pain of over regulation and have a chat about the Libertarian view of regulations.

If you look to be a viable candidate you may start to have people approaching you, wanting to donate. These are people who like to be associated with the winning side. Have care with these donations that there are no strings attached.

Other than you, your staff, and your volunteers, who should solicit funds on your behalf? Your family should ask people they know and your friends should be asking their friends.

Other than direct, face to face asks, how can you raise money?

One method is through email. Rather than come up with professional (and time consuming to create) newsletters and direct mail pieces, send out a very short text only email. Make it personal, ask for an odd amount, and tie that amount to a specific way they campaign is helped. Say something like "Hey Jane, did you see this endorsement I received last week? We're gaining ground, but I need your help to keep the momentum going. Could you donate \$68.20 to my campaign so we can print more yard signs? Your donation will get my sign out into 20 more yards." Also, have a link or method to instantly donate. Include the snail mail address for checks.

Events may be a way to raise or lose money. If you can get the venue, food, beverage, and entertainment for a very low cost, go ahead and host the event. Consider having levels for the event. It may be a \$100 suggested donation to attend the dinner, but have other options. Perhaps a \$100 VIP reception before the event and a \$50 dessert reception after. This would work particularly well if you have some type of 'draw' at the event, like a well known or well respected person stumping for you.

Money Bombs should also be employed. Especially if you can tie them to some type of event or date. Money Bombs are a grassroots fundraising effort over a very brief fixed time period, usually a day or to. They are primarily spread online. Be sure to have your volunteers, friends, family, and fellow Libertarians ready for the Money Bomb ahead of time so it can start with a big splash to gain momentum. They are even more effective if a larger donor agrees to match donations.

APPENDIX

Candidate Resources

Example of Palm Lit

State Contacts

Campaign finance guide, by state (NOTE: It is a summary only and not all inclusive.)

CANDIDATE RESOURCES

Graphic Design Services

Candidates can be connected to free design services through their state chapters.

Design for fee:

Jill Valuet

jmvaluet@gmail.com

www.rowanartsdesign.com

facebook.com/rowanartsdesign

Candidate Training And Support

The Feldman Foundation

Our mission is to impact the political realm with engagement, resources, training, ground efforts and strategy to ensure legislation is repealed which does not align with a free America.

Our direct intentions are the following:

1. Identify candidates and pool nationwide resources to ensure their win.
2. Devise and implement accurate polling to include a modern people and culture.
3. Defend and force inclusion of candidates and issues relevant to our mission.

The Feldman Foundation also offers phone scripts, fundraising ideas, and website design.

<https://feldman.nationbuilder.com/>

Open Source Liberty

A group that connects volunteers to candidates. They can help with campaign staff, website development, PR, training, professional photography. Fill out a 1 minute survey to join their closed Facebook group to access assistance or be able to ask questions.

<https://www.facebook.com/groups/OpenSourceLiberty/>

Libertarian Leadership Academy

Libertarian Leadership Academy's missions focus is teaching effective campaign strategy to political candidates, support staff, and activists. Hours of exclusive content and weekly webinars help up-and-coming Libertarians tackle the biggest issues we face and how to overcome these issues. This is a subscription based service.

<https://academy.libertarianleadership.org/>

WomenWinning PAC

WomenWinning is a multi-partisan, pro-choice women's organization with both a State and Federal Political Action Committee (PAC) in the state of Minnesota. They work to elect

pro-choice women candidates at every level of office, from Park Board to President of the United States. They provide training, networking, volunteers, mentors, and campaign funds.
<http://www.womenwinning.org>

Liberty America PAC

A PAC devoted to assisting liberty candidates. They can help with funds, low cost printing options, and leadership assistance.
www.libertyamerica.org

Candidates may also want to check into training offered by Wellstone Action, Leadership Institute, and Americans for Prosperity, Generation Opportunity, and Grassroots Leadership Academy. Although these training courses are not libertarian in philosophy, they do have value in presenting the mechanics and tactics of campaigning.

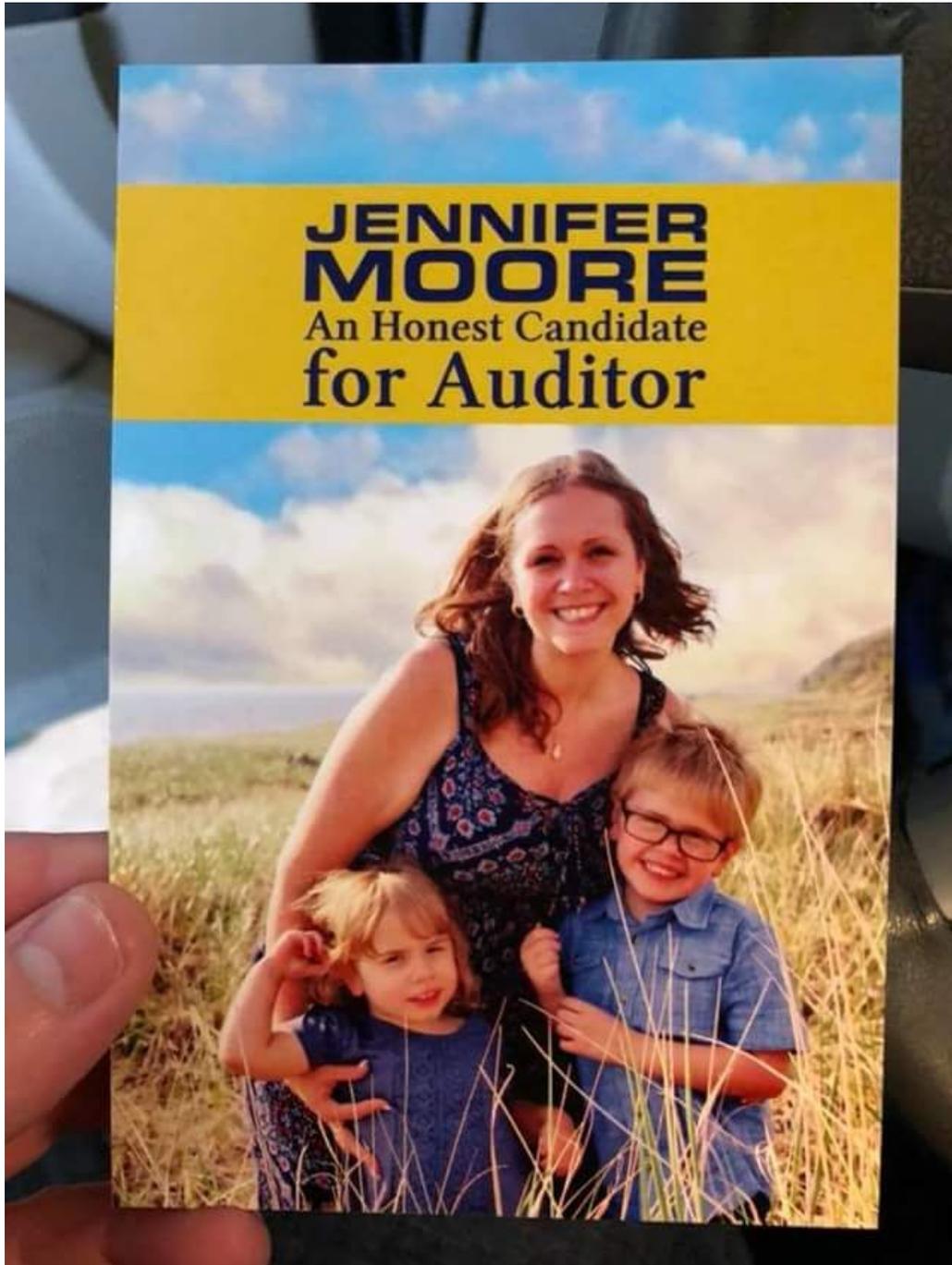
Basic Budget Excel Sheet

<http://lp.org/CampaignBudget>

This resource page will be updated as candidates report back what reliable sources they find and detail their experience with them.

Example of Palm Lit

Note size of literature, optimistic background, jewel tone colors in clothing, and relaxed family pose. Voters would find Moore positive, energetic, responsible, and relatable. Clean graphic with name, slogan, and office sought. Gold branding band for Libertarian Party.



State LP Chapter Contact Information

State	Chair	Email
Alabama	Joshua Tuttle	Joshua.Tuttle@lpalabama.org
Alaska	Jon Watts	jon.watts@alaskan.com
Arizona	Michael Kielsky	chair@azlp.org
Arkansas	Michael Pakko	chair@lpar.org
California	Ted Brown	tbrown@ca.lp.org
Colorado	Wayne Harlos	statechair@lpcolorado.org
Connecticut	Dan Reale	dan.reale@lpct.org
Delaware	Sean Goward	sean.goward@yahoo.com
Florida	Marcos Miralles	chair@lpf.org
Georgia	Brett Larson	Brett.Larson@lpgeorgia.com
Hawaii	Tracy Ryan	tracyar@hawaiiantel.net
Idaho	Rob Oates	chair@lpid.org
Illinois	Lex Green	lexgreen@lpillinois.org
Indiana	Tim Maguire	chair@lpin.org
Iowa	James Schneider	james@lpia.org
Kansas	Kris Logan	chair@lpks.org
Kentucky	Harlen Compton	harlen.compton@lpky.org
Louisiana	Rufus Craig	chairman@lplouisiana.org
Maine	Clark Phinney	maineicemenhockey@gmail.com
Maryland	Robert Johnston	chair@lpmaryland.org
Massachusetts	Cris Crawford	crawford.cris@gmail.com
Michigan	Bill Hall	chair@michiganlp.org
Minnesota	Chris Holbrook	chris.holbrook@lpmn.org
Mississippi	Denise Cranford	chairman@mslp.org
Missouri	Bill Slantz	chair@lpmo.org
Montana	Michael Fucci	michael.fucci@mtlp.org
Nebraska	Scott Zimmerman	chair@lpne.org
Nevada	Jason Smith	jason.smith@lpnevada.org
New Hampshire	Darryl W. Perry	chair@LPNH.org
New Jersey	Patrick McKnight	chair@njlp.org
New Mexico	Beth Hanes	chair@lpnm.us
New York	Mark Glogowski	mglogowski08@gmail.com
North Carolina	Susan Hogarth	chair@lpnc.org
North Dakota	Marty Riske	Marty@riske.us
Ohio	Scott Pettigrew	scott.pettigrew@lpo.org
Oklahoma	Tina Kelly	chair@oklahomalp.org
Oregon	Kyle Markley	lporegonchair@gmail.com
Pennsylvania	Drew Bingaman	chair@lppa.org
Rhode Island	Pat Ford	Potaxpayer@yahoo.com

South Carolina	Stewart Flood	chair@sclp.org
South Dakota	Aaron Aylward	aaronpa_33@hotmail.com
Tennessee	Tom Arnold	arnldtcj@aol.com
Texas	John Wilford	jwilford@lptexas.org
Utah	Joseph Buchman	chair@libertarianutah.org
Vermont	Jeremy Ryan	chair@vtlp.org
Virginia	Bo Brown	chair@lpva.com
Washington State	David Traynor	chair@lpwa.org
District of Columbia	John V. LaBeaume	jvlab@electiondissection.com
West Virginia	Luke Brumfield	luke.brumfield@lpwv.org
Wisconsin	Phil Anderson	4philanderson@gmail.com
Wyoming	Dee Cozzens	rcozzens@aol.com

LIBERTARIAN PARTY

STATE CAMPAIGN FINANCE
RULES AND REGULATIONS



Compiled by Bob Johnston

October, 2017

Notes:

- This is a guide with basic information on contribution limits and reporting requirements for candidates for statewide and legislative office.
- It is not meant to be a comprehensive guide on all state campaign finance rules and regulations.
- Primary and general elections have separate contribution limits, unless noted.
- A reporting period begins on the day after the last day of the previous reporting period, unless noted.
- Donors, PACs, and political party committees from another state, including national party committees, may donate to a candidate, unless noted.

Alabama

Website: <http://sos.alabama.gov/alabama-votes>

Candidate Filing Guide:

<http://sos.alabama.gov/sites/default/files/voter-pdfs/cfg-15th-edition.pdf>

When to file a candidacy:

- Qualifying as a candidate with a political party or by filing a petition as a minor party or independent candidate (see Candidate Filing Guide page 4).
- Reaching the disclosure threshold by either receiving contributions in excess of \$1,000 or making expenditures in excess of \$1,000, regardless of office sought.
- Must file an Appointment of Principal Campaign Committee form within 5 days.

Contribution Limits:

- Candidates may spend funds but not raise funds until 12 months prior to the election (see Candidate Filing Guide page 22).
- Candidates may not receive more than \$1,000 from the principal campaign committee of a federal candidate.
- No limit on contributions from individuals, PACs, and parties to candidates, other than above.
- PACs cannot donate to other PACs. Candidates cannot donate to PACs. Candidates cannot donate to other candidates.

Reporting:

- Candidates who have not reached the threshold are exempt from filing the monthly, weekly and daily FCPA reports until the threshold is reached (see Campaign Filing Guide page 6).
- Reports must be made within 12 months of the election (page 9).
- Monthly report due the second business day of the following month.
- Weekly reports are due on the Monday of the following week for each of the four weeks before the election date; a week is defined as running from a Saturday to a Friday.
- If a candidate spends or receives at least \$5,000 in a day within 8 days of the election, they must file a daily report.
- If a candidate receives a contribution of at least \$20,000, they must file a Major Contribution Report within 2 days of receipt of the contribution, if it is not included in a monthly, weekly, or daily report.
- An annual report is due by January 31 for the previous year.

Alaska

APOC website: <http://doa.alaska.gov/apoc/>

When to file a candidacy:

- Letter of Intent must be filed with APOC prior to accepting contributions, unless already filed Declaration of Candidacy
- Must register campaign within 15 days of filing Declaration of Candidacy

Contribution Limits (annual):

- Individuals from Alaska can contribute up to \$500 to a candidate or group, and up to \$5,000 to a political party.
- Groups within Alaska can contribute up to \$1,000 to a candidate, group, or party.
- Political parties can contribute up to \$10,000 for a house candidate, \$15,000 for a senate candidate, and \$100,000 for a candidate for Gov/Lt. Gov. Can donate up to \$1,000 to a group, and give unlimited donations to political parties.
- Non-resident individuals can contribute up to \$500 to a candidate, if candidate has not exceeded following limits: \$3,000 house, \$5,000 senate, \$20,000 gov/lt gov. Can donate up to \$500 to a group or \$5,000 to a party if contribution is not more than 10% of the group or party's aggregate total of contributions.
- Groups or parties outside of Alaska may not contribute to candidates. Can contribute up to \$1,000 to a group or political party if contribution is not more than 10% of the group or party's aggregate total of contributions. Must first register with APOC.

Reporting:

- Year start: Feb. 15, if registered prior to Feb. 1
- 30 days prior to an election
- 7 days prior to an election
- 105 days after an election (year-end report)
- Reports are due within 3 days after the final day of the reporting period
- 24-hour reports: within 9 days of an election, must report all contributions aggregating at least \$250 from a donor, including self, within 24 hours of receipt

Arizona

Website: <https://www.azsos.gov/elections>

Campaign Finance: <https://www.azsos.gov/elections/campaign-finance-reporting>

Campaign Finance Handbook:

https://www.azsos.gov/sites/azsos.gov/files/2017_campaign_finance_handbook_-_candidate_committees.pdf

Contribution Limits:

<https://www.azsos.gov/elections/campaign-finance-reporting/contribution-limits>

Reporting calendar: <https://www.azsos.gov/elections/elections-calendar-upcoming-events>

When to file a candidacy:

- When a candidate raises or has expended at least \$1,100 on the campaign within 10 days (see Campaign Finance Handbook page 7).

Contribution Limits:

- Individuals and PACs may donate up to \$5,100 per election to a candidate (see Contributions).
- Individuals, PACs, and parties may donate an unlimited amount to PACs and parties.
- Parties may donate up to \$80,100 to a statewide candidate, and \$8,100 to a non-statewide candidate.

Reporting:

- Reports for the first 2 quarters due within 15 days after the final day of the quarter (Jan 1 – Mar 31 due Apr 15; Apr 1 – Jun 30 due Jul 15)
- Pre-primary report due 10 days prior to the primary for all transactions through the 17th day prior to the primary
- Third-quarter report due Oct 15 for all transactions through Sep 30
- Pre-general report due Oct 27 for all transactions through Oct 20
- Fourth-quarter report due Jan 15 for all transactions through Dec 31

Arkansas

Website: <http://www.sos.arkansas.gov/elections/Pages/default.aspx>

Candidate Handbook (2016):

http://www.sos.arkansas.gov/elections/Documents/2016_Running_for_Public_Office.pdf

When to file a candidacy:

- A candidate must start filing reports after raising or spending over \$500 (see Candidate Handbook page 119).

Contribution Limits:

- Maximum contribution to a candidate is \$2,700 per election (see Candidate Handbook page 128).
- A candidate may not solicit or accept a contribution more than 2 years from the date of the election.
- No limit on donations to PACs and parties.

Reporting:

- A quarterly report must be filed each quarter in a year where the candidate is not on the ballot. Due 15 days after the end of the quarter (see Candidate Handbook page 119).
- A monthly report must be filed beginning in November in the year prior to the election. Due 15 days after the end of the previous month.
- Pre-election report due 7 days prior to the election for all transactions up to the 10th day prior to the election (page 120).
- Final report must be filed 30 days after the end of the month in which the candidate appeared on the ballot.
- A final report is required regardless of whether a candidate has received contributions or made expenditures in excess of five hundred dollars (\$500).

California

Campaign Finance Page: <http://cal-access.sos.ca.gov/campaign/>

Campaign Disclosure Manuals:

<http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title1>

Campaign Rules: <http://www.fppc.ca.gov/learn/campaign-rules.html>

Contribution and Expenditure Rules:

http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Manuals/Manual_1/Manual-1-Chapter-1-State-Contribution-and-Expenditure-Rules.pdf

Small Contributor Committees:

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/LegalDiv/Regulations/Index/Chapter5/18503.pdf>

When to file a candidacy:

- A candidate or group must register when it receives contributions of at least \$2,000 in a calendar year for political purposes (see Campaign Rules above).
- An Independent Expenditure committee is one where at least \$1,000 has been expended in a calendar year on CA candidates or ballot measures. They do not receive contributions.
- A Major Donor committee is one that has expended at least \$10,000 in a calendar year for CA candidates or ballot measures. They do not receive contributions.
- Must file Candidate Intention Statement (form 501) prior to receiving or expending any funds.
- Officeholder and Candidate Campaign Statement-Short Form (form 470) - file if candidate does not plan to spend \$2,000 in a calendar year.

Contribution Limits:

- Statewide non-gubernatorial candidate: \$7,300 from individuals, PACs, businesses
- Gubernatorial candidate: \$29,200 from individuals, PACs, businesses
- Legislature: \$4,400 from individuals, PACs, businesses
- Limits from Small Contribution Committees are double the above.
- Unlimited donations to candidates from political parties.

Reporting:

- Must file Statement of Organization Receipt Committee (form 410) within 10 days of having received at least \$2,000 (see Campaign Manual page 2.6).

- 2018 filing schedules:
<http://www.fppc.ca.gov/learn/campaign-rules/where-and-when-to-file-campaign-statements/when-to-file-campaign-statements-state-local-filing-schedules.html>

Colorado

Website: <http://www.sos.state.co.us/pubs/elections/main.html>

Campaign Finance:

<http://www.sos.state.co.us/pubs/elections/CampaignFinance/home.html?menuheaders=5>

Campaign Finance Manual:

<http://www.sos.state.co.us/pubs/elections/CampaignFinance/files/CPFManual.pdf>

Contribution and Spending Limits:

<http://www.sos.state.co.us/pubs/elections/CampaignFinance/limit.html>

When to file a candidacy:

- Within 10 days of publicly announcing that you are a candidate and accepting or making a contribution for political purposes (see Campaign Finance Manual page 8).

Contribution Limits:

- Individuals and PACs may donate up to \$575 per election for statewide candidates, and up to \$200 per election for legislative candidates.
- Individuals and PACs may donate up to \$575 per state representative cycle to a PAC, and \$3,650 per year to a state party.
- See above table for limits for state parties, federal entities, and businesses that are not incorporated.

Reporting:

- 2018 reporting schedule available later this year.

Connecticut

Website: <http://ct.gov/sots/cwp/view.asp?a=3172&q=525432>

State Election Enforcement Commission: <http://www.ct.gov/seec/site/default.asp>

Campaign Finance Law Guidebook:

<http://www.ct.gov/seec/lib/seec/2016NonparticipatingGuide.pdf>

When to file a candidacy:

- All General Assembly candidates must file with the SEEC within 10 days of becoming a candidate, which is when an individual has been raised or spend funds for their candidacy, been endorsed or nominated by a political party as a candidate, or qualified for the ballot in any other manner (see Guidebook page 4).
- Must file forms SEEC form 1 and 1a.
- Candidates who raise or spend less than \$1,000 are exempt from filing disclosure statements (page 5).

Contribution Limits:

- State senators may accept up to \$1,000 per election (see Guidebook page 19).
- State representatives may accept up to \$500 per election.
- State senators may accept up to \$10,000 per election from a state party committee, and up to \$5,000 from a town committee.
- State representatives may accept up to \$5,000 per election from a state party committee, and up to \$3,000 from a town committee.
- May accept contributions from individuals, sole proprietorships, and professional service corporations owned by a single person.
- May not accept contributions from national party committees, or other candidate committees, state or federal (page 25).

Reporting:

- Must file a financial disclosure statement which must be received by the Commission on the following deadline dates: the 10th day of January, April, July and October, on the 7th day prior to the election and, if the candidate is in a primary, on the 7th day prior to the primary and thirty days after the primary regardless of whether or not the candidate was successful (see Guidebook page 58).
- Candidates who are opposed must also file weekly supplemental reports for the three weeks prior to each election. The reports are due 2 days after the last day of the week being reported (page 61).

Delaware

Website: <http://elections.delaware.gov/index.shtml>

Campaign Finance: http://elections.delaware.gov/information/campaignfinance/cf_info.shtml

Campaign Finance Regulations: <http://elections.delaware.gov/pdfs/901Regulation.pdf>

Election and Report Period Table:

<http://elections.delaware.gov/services/candidate/pdfs/eltnble.pdf>

Campaign Finance Welcome Packet:

<http://elections.delaware.gov/information/campaignfinance/pdfs/Welcome%20Packet.pdf>

When to file a candidacy:

- Any organization or association, whether permanent or created for the purposes of a specific political campaign, which accepts contributions from or makes expenditures to any candidate, candidate committee or political party in an aggregate amount in excess of \$500 during an election period, not including independent expenditures, must file as a committee. Also, all political parties, candidate committees, and PACs must file (see Welcome Packet page 1).

Contribution Limits:

- Statewide candidates may receive up to \$1,200 from individuals, committees, and other entities each election period; non-statewide candidates \$600 per election period.
- Candidate committees, individuals, and other entities can donate up to \$20,000 to political parties per election period.
- Statewide candidate committees can receive \$75,000 (Governor)/\$25,000 (other statewide) from political parties per election cycle.
- See contribution table for what non-statewide candidate committees can receive per election period.
- PACs can receive unlimited donations from committees; can donate to candidates same as individuals (\$600/\$1,200).
- Election periods described in above election and report period table.
- Contribution table on page 7 in above Welcome Packet.

Reporting Schedule:

- All committees must file reports 30 days and eight days prior to a primary and general election.
- All committees must file an annual report by January 20.

D.C.

Website: <https://www.dcboe.org/>

Office of Campaign Finance website: <https://ocf.dc.gov/>

Campaign Finance Guide:

https://ocf.dc.gov/sites/default/files/dc/sites/ocf/publication/attachments/DCCOF_CampaignFinanceGuide.pdf

When to file a candidacy:

- Candidates must file a Statement of Candidacy within five days of receiving or expending election funds or obtaining nomination petitions to get on the ballot. Candidates must also attend in person training with the Office of Campaign Finance (see Campaign Finance Guide page 3).
- Each principal campaign committee must file a Statement of Organization with the Office of Campaign Finance within 10 days of designation by a candidate on the Statement of Candidacy form (page 6).

Contribution Limits:

- Contribution limits: Mayor, US Senate, US House \$2,000 (pages 11 - 12)
- Attorney General, Chairman of the City Council \$1,500
- At-large member of the Council \$1,000
- Ward council member \$500
- No person or business may contribute more than \$5,000 in aggregate to any political committee or PAC in a year

Reporting Schedule:

- Candidates who anticipate spending less than \$500.00 in any one election and have not designated a principal campaign committee may be exempted from the filing and reporting requirements of the Campaign Finance Act. To invoke the exemption, a candidate must certify on the Statement of Candidacy form that the candidate anticipates spending less than \$500 in any one election and will not designate a Principal Campaign Committee (page 4).
- The candidate must also certify (by filing a Report of Exemption for a Candidate Spending Less than \$500 form) on the 15th day prior to the election and on the 30th day following the date of the election that the candidate has not spent in excess of \$500.00 for purposes of seeking election to office.
- Must file a Report of Receipts and Expenditures on March 10th, June 10th, August 10th, October 10th, and December 10th in the seven months preceding the date on which an election is held for which the candidate seeks office and the political committee supports a candidate for office; and on January 31st, March 10th, June 10th, August 10th, October 10th and December 10th, during the year an election is held for the office its candidate seeks, and on the 8th day preceding the date of the election (page 7).

- The reports shall be complete as of no more than 5 days before the date of filing, except that any contribution of \$200 or more received after the closing date prescribed by the Director of Campaign Finance for the last report required to be filed before the election shall be reported within 24 hours after receipts on the 24 Hour Report of Receipts for Candidates or Political Committees (page 7).
- Continuous reporting is required on January 31st and July 31st of each year until all debts and obligations of the Committee have been satisfied (page 7).

Florida

Website: <http://dos.myflorida.com/elections/>

Campaign Finance:

<http://dos.myflorida.com/elections/candidates-committees/campaign-finance/>

Florida Statutes on contribution limits (106.08):

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0106/Sections/0106.08.html

When to file a candidacy:

- Any candidate who is actively attempting to get onto the ballot.

Contribution Limits:

- An individual or non-party committee may contribute up to \$3,000 to a candidate for statewide office.
- An individual or non-party committee may contribute up to \$1,000 to a candidate for legislative office.
- Statewide candidates may receive up to \$250,000 from a county, state, or national committee, and non-statewide candidates may receive up to \$50,000 from the above parties.
- Primary and general elections are treated as separate for the purposes of contribution limits, unless the candidate is unopposed.

Reporting:

- All candidates must file monthly reports, which are due 10 days after the last day of the previous month.
- Candidates who do not conduct any financial activity in a reporting period may file a waiver for that period.
- There are additional reports that must be filed in the year a candidate is on the ballot. The dates will be made public later this year.

Georgia

Website: <http://sos.ga.gov/index.php/elections>

Georgia Government Transparency and Campaign Finance Commission:
<http://ethics.ga.gov/>

Forms, Publications, and Notices: <http://ethics.ga.gov/formsreportspublications/>

Campaign Finance Act:
<http://ethics.ga.gov/wp-content/uploads/2015/02/2014-B-GA-Govt-Transparency-and-Campaign-Finance-Act-effective-January-31-2014-INCORPORATING-HB310-and-SP297-FINAL.pdf>

Contribution Limits: <http://ethics.ga.gov/contribution-limits/>

When to file a candidacy:

- All candidates must file a form DOI, even if they are not accepting contributions (see Forms, Publications, and Notices).

Contribution Limits:

- For statewide offices, candidates may accept up to \$6,600 for a primary and general election each.
- For statewide offices, candidates may accept up to \$3,900 for a primary and general runoff election each.
- For non-statewide offices, candidates may accept up to \$2,600 for a primary and general runoff election each.
- For non-statewide offices, candidates may accept up to \$1,400 for a primary and general runoff election each.
- No limits on donations to PACs and parties.

Reporting:

- In non-election years, semi-annual reports are due January 31 and June 30 (see Campaign Finance Act page 19).
- Six days before any run-off primary or election in which the candidate is listed on the ballot.
- During the period of time between the last report due prior to the date of any election for which the candidate is qualified and the date of such election, all contributions of \$1,000.00 or more shall be reported within two business days of receipt and also reported on the next succeeding regularly scheduled campaign contribution disclosure report.
- All persons or entities required to file reports shall have a five-day grace period in filing the required reports, except that the grace period shall be two days for required reports

prior to run-off primaries or run-off elections, and no grace period shall apply to contributions required to be reported within two business days.

Hawaii

Website: <http://elections.hawaii.gov/>

Administrative Rules: <https://ags.hawaii.gov/campaign/files/2016/12/HAR3-160120916.pdf>

Contribution Limits: <http://ags.hawaii.gov/campaign/contribution-limits/>

Reporting Schedule: <http://ags.hawaii.gov/campaign/cc/cc-reporting-schedules/>

When to file a candidacy:

- The Organizational Report for a candidate committee shall be filed within ten days of the date the candidate files nomination papers for office or within ten days of the date the candidate or candidate committee receives contributions or makes or incurs expenditures of more than \$100 in the aggregate during the applicable election period, whichever is earlier.

Contribution Limits:

- A person or group may donate:
- *\$2,000 max in an election period for a candidate for a two-year office*
- *\$4,000 max in an election period for a candidate for a four-year office*
- *\$6,000 max in an election period for a candidate for a four-year statewide office*
- *\$2,000 max in an election period for a candidate for city council*
- *\$4,000 max in an election period for a candidate for mayor*
- *\$1,000 max in an election period for a non-candidate committee*
- *\$25,000 max in an election period for a political party*
- *\$50,000 max for a national political committee to a state political party*
- An election period is defined as between the first day after the previous general election date and the following general election date.
- Out-of-state Contribution Limits: up to 30% of candidate or committee's aggregate total. Must also observe above limits.

Reporting:

- Must file report last day of January and July (odd-year only).
- Election year:
- *July 12 (for Jan 1 through Jun 30)*
- *August 1 (for Jul 1 through July 27)*
- *August 31 (for Jul 28 through Aug 11)*
- *Eight days prior to the general election (Aug 12 through 15 days prior)*
- *30 days after general election (eight days prior through general election)*
- Note: candidates only on the general election ballot file the end of Jan, eight days prior and the 30 days after reports in an election year.

Idaho

Website: <https://sos.idaho.gov/elect/finance/index.html>

Campaign Disclosure Manual (2016):

https://sos.idaho.gov/elect/finance/Campaign_Disclosure_Manual_2016.pdf

Campaign Disclosure FAQs: <https://sos.idaho.gov/elect/finance/faq/index.html#question1>

When a candidate must file:

- Must appoint a treasurer and file form C-1 before accepting or spending any funds for political activity, and before publicly announcing candidacy (see Campaign Disclosure Manual page 4).

Contribution Limits:

- Individuals may contribute up to \$1,000 per election to legislative candidates, and up to \$5,000 for statewide candidates (see Campaign Finance Manual page 19).
- State parties may contribute up to \$2,000 per election to legislative candidates, and up to \$10,000 for statewide candidates.
- County parties may contribute up to \$2,000 per election to legislative candidates, and up to \$5,000 for statewide candidates.
- PACs, corporations, and national party entities may contribute up to \$1,000 per election to legislative candidates, and up to \$5,000 for statewide candidates (see page 19 of campaign disclosure manual above).
- No limits on donations to PACs and county and state parties.

Reporting:

- In non-election years, statewide candidates must file semi-annual report (due Jul 31, Feb 1); non-statewide candidates must file annual report (due Feb 1) (see Campaign Finance Manual page 10).
- Report due 7 days prior to primary for transactions from Jan 1 through May 1.
- Report due 30 days after the primary for transactions through 10 days after the primary.
- Report due Oct 10 for transactions through Sep 30.
- Report due 7 days prior to general for transactions through 15th day prior to general election.
- Report due 30 days after general for transactions through 20th day after the general.
- Year-end report due Jan 31 for transactions through Dec 31.

Illinois

Website: <https://www.elections.il.gov/>

Guide to Campaign Disclosure:

<https://www.elections.il.gov/Downloads/CampaignDisclosure/PDF/CampDiscGuide.pdf>

When to file a candidacy:

- Any person or group which has accepted contributions or made expenditures or independent expenditures in excess of \$5,000 within a 12-month period in support of or in opposition to a candidate or candidates for public office (see Guide page 3).
- Once it has been determined that your campaign has exceeded \$5,000 in either receipts or expenditures (including electioneering communications and independent expenditures) it must file a Statement of Organization (Form D-1) with the State Board of Elections within 10 business days (page 10).

Contribution Limits:

- A candidate may receive up to \$5,400 from an individual per election cycle, excluding immediate family members (see Guide pages 7-9).
- A candidate may receive up to \$10,800 from a corporation, labor organization or association
- A candidate may receive up to \$53,900 from a candidate political committee or PAC.
- A candidate may receive an unlimited amount from a political party during a general election cycle, and an unlimited amount from a party during a primary cycle when the candidate is not seeking nomination in the primary.
- Primary election cycle is from January 1 of the election year after the most recent general election to the primary date. General election cycle is from the day after the primary to December 31 of the year of the general election.
- PACs and parties may receive up to \$10,800 from an individual, \$21,600 from a corporation, labor organization, or association, and up to \$53,900 from a political party.

Reporting:

- All committees must file a quarterly report, due 15 days after the final day of the reporting period (Jan 1 – Mar 31 due Apr 15, etc) (see Guide page 16).
- Any individual or committee which receives at least \$1,000 or spends at least \$1,000 to or from a single source must file form A-1 with 5 days, and within 2 days if transaction happens within 30 days of an election (page 15-16).

Indiana

Website: <https://secure.in.gov/sos/elections/2394.htm>

Campaign Finance: <http://campaignfinance.in.gov/PublicSite/Homepage.aspx>

When to file a candidacy:

- Every candidate for nomination or election to an office, for which the compensation is at least \$5000 per year, must have a principal political committee. The candidate must file the CFA-1 form no later than noon ten (10) days after becoming a candidate, or noon seven (7) days after the final day and hour for filing for an elected office, whichever occurs first.

Contribution Limits:

- There is no limit on donations to candidates from individuals and PACs.
- Corporations and labor organizations may make limited donations (see Campaign Finance).

Reporting:

- *CFA-4 Receipts and Expenditures Report of a Candidate's Committee*. In most cases, all active committees must file three (3) receipt and expenditure reports (pre-primary, pre-election, annual) for every calendar year in which the committee makes a contribution or expenditure to influence an Indiana election. Statewide candidates' committees must file five (5) receipts and expenditures reports for every calendar year in which a candidate appears on any election ballot for any statewide office or seeks nomination for a statewide office at a state convention and two (2) receipts and expenditure reports for every year in which a candidate for statewide office is not on the ballot.
- *CFA-11 Supplemental "Large Contribution" Report by a Candidate's Committee (\$1,000 Contribution or More)*. This form is used by the treasurer of a candidate's committee to report "large contributions" received after a pre-primary or pre-election reporting period. This form consists of a single sheet to report "large contributions" or aggregates of at least \$1,000 or more received by a candidate, candidate's committee, or the treasurer of a candidate's committee not more than twenty five (25) days before a convention, primary or election and ending 48 hours before a convention, primary, or general election. For statewide candidates, a "large contribution" also means a single contribution that is at least ten thousand dollars (\$10,000) that is received at any time. This contribution must be reported to the Election Division not later than noon seven (7) days after it is received by the statewide candidate's committee.
- Pre-election reports are due 18 days prior to the election.
- Annual reports are due the third Wednesday in January.

Iowa

Website: <https://sos.iowa.gov/>

Campaign and Ethics Disclosure Board: <http://www.iowa.gov/ethics/>

When to file a candidacy:

- When a candidate has raised or spent at least \$1,000.
- A statement of organization must be electronically filed for a candidate's committee within 10 days of crossing the \$1,000 threshold.

Contribution Limits:

- There are no contribution limits.
- Candidates may not accept money from insurance companies, banks, credit unions or corporations.

Reporting:

- A candidate may file an SFA form ("Simply for Attribution") if he or she has not crossed the \$1,000 threshold. No disclosure reports are due unless the candidate later crosses the \$1,000 threshold.
- Non-election year report due January 19 for the full year preceding it.
- Pre-election reports due 5 days prior to the election, and covers date of initial activity or date of previous reporting period through ten days prior to the election.
- Election year reports are due January 19, May 19, July 19, and October 19 for transactions from the last day of the previous reporting period up to the fifth day prior to the report due date (Jan 14, May 14, Jul 14, Oct 14).

Kansas

Website: <http://www.kssos.org/elections/elections.html>

Government Ethics Commission: <https://ethics.kansas.gov/>

FAQs: <http://ethics.ks.gov/CFAForms/FrequentlyAskedQuestions.html>

When to file a candidacy:

- Candidate must file the Appointment of Treasurer form with the Govt. Ethics Commission (GEC) before making any financial transactions.

Contribution Limits:

- Statewide candidates \$2,000 per election (see FAQs)
- State Senate - \$1,000 per election
- State Representative – \$500 per election
- State party can accept up to \$25,000 from a national party, \$5,000 from a PAC, and \$15,000 from any other group, person, etc, in a calendar year
- No limits on donations to PACs
- Any person, group, PAC, party, corporation, etc. may make a contribution

Reporting:

- Non-election year reports due by the 10th day in January for all transactions in the year.
- Election year reporting schedule will be published on GEC site later in 2017/early 2018.

Kentucky

Website: <https://sos.ky.gov/elections/Pages/default.aspx>

Registry of Election Finance: <https://kref.ky.gov/Pages/default.aspx>

Starting the Campaign:

<https://kref.ky.gov/KREF%20Forms%20and%20Pubs/BecomingaCandidate.pdf>

Candidates who intend to raise or spend over \$3,000:

https://kref.ky.gov/KREF%20Forms%20and%20Pubs/candidates%20-%20WelcomePacket_3K_or_More.pdf

When to file a candidacy:

- Candidate must file form KREF 001 or submit a letter of intent with the registry before accepting any donations or making any expenditures (see Starting the Campaign).
- Candidate must determine whether they will spend over \$3,000 on the campaign. Can be changed at a later date by amending the KREF 001 form.

Contribution Limits:

- Individuals and PACs may donate up to \$2,000 per election to a candidate, and \$2,000 per year to a PAC (see page 9 of Candidates Spending Over \$3,000 above).
- Individuals may receive unlimited amounts and PACs up to \$2,000 per year from executive and caucus campaign committees.
- Individuals and PACs may donate up to \$5,000 per year to executive and caucus campaign committees.
- Corporations may not make donations, except independent expenditures.

Reporting:

- Candidates who file to spend no more than \$3,000 on the campaign do not have to submit finance reports (see Starting the Campaign).
- In non-election years, candidates must file quarterly reports.
- Must file pre-election reports – 30 and 15 days prior to the primary, and 30 days after, for transactions from the last reporting date to the 7th day prior to the report due date (2018 reporting dates on page 13 of Candidates Spending Over \$3,000 above).
- Must also file a pre-general-election report 60 days prior.

Louisiana

Website:

<http://www.sos.la.gov/ElectionsAndVoting/BecomeACandidate/UnderstandCampaignRequirements/Pages/default.aspx>

LA Ethics Administration Program: <http://ethics.la.gov/>

Campaign Finance: <http://ethics.la.gov/CampFinanHome.aspx>

Becoming a Candidate: <http://ethics.la.gov/pub/Laws/BecomingaCandidate.pdf>

Candidate Levels: <http://ethics.la.gov/CampFinanCandLevelSearch.aspx>

Reporting (2017): <http://ethics.la.gov/CampFinanFilingSchedulesArch.aspx>

When to file a candidacy:

- Must start filing reports after accepting a contribution or making an expenditure (see Becoming a Candidate).

Contribution Limits:

- Statewide and BESE candidates may accept up to \$5,000 from individuals per election, and up to \$80,000 from political committees per both the primary and general elections (see Becoming a Candidate).
- Legislative candidates may accept up to \$2,500 from individuals per election, and up to \$60,000 from political committees per both the primary and general elections.

Reporting:

- See the link above to the 2017 filing schedule.
- Affidavits in lieu of reports may be filed by candidates who, for the entire election period, did not have expenditures in excess of \$5,000 and who did not receive contributions from a single source, including their personal funds, totaling in excess of \$200.

Maine

Website: <https://www1.maine.gov/sos/cec/elec/>

Government Ethics and Election Practices: <http://www.maine.gov/ethics/>

Guide to Political Activity: <http://www.maine.gov/ethics/guide/index.htm>

Running for Governor: <http://www.state.me.us/ethics/pdf/2018TFGubernatorialGuidebook.pdf>

Legislative Candidate Filing Schedule:

<http://www.state.me.us/ethics/pdf/2018FilingScheduleTraditional-County.pdf>

When to file a candidacy:

- Must file reports after raising or spending over \$500 (see Legislative Candidate Filing).

Contribution Limits:

- May donate up to \$1,600 per election to party gubernatorial candidates, and up to \$400 per election to party legislative candidates (see Guide to Political Activity).
- May donate up to \$1,600 per general election to unenrolled gubernatorial candidates, and up to \$400 per general election to unenrolled legislative candidates.
- Party candidates are those who must participate in a primary election. Unenrolled are those who are running as Independents and those running as a non-recognized party candidate.
- No limit on amount of donations to PACs and parties.
- Any individual, group, or organization may donate.

Reporting:

- 42-day post-primary, pre-general, and post-general reports for transactions up to 7 days prior to the due date (see Legislative Candidate Filing)
- 11-day pre-primary and pre-general reports for transactions up to 3 days prior to the due date
- Semiannual report due Jan 16 for transactions through Dec 31
- 24-hour reports required for all single transactions of \$1,000 or more within 13 days of an election

Maryland

Campaign Finance: http://www.elections.state.md.us/campaign_finance/index.html

Summary Guide - Maryland Candidacy & Campaign Finance Laws:

http://www.elections.state.md.us/campaign_finance/documents/Summary_Guide_2017_final.pdf

When to file a candidacy:

- Candidates are required to open an authorized candidate campaign committee prior to engaging in any campaign finance activity (i.e. receiving contributions or making expenditures) but not later than filing a Certificate of Candidacy or Declaration of Intent. (see Summary Guide page 23)

Contribution Limits:

- Individuals, party Central Committees, and PACs may donate up to \$6,000 per election cycle to as many candidates and committees as they like.
- Party Central Committees may also make unlimited transfers to other Central Committees in the state.
- Slates can transfer up to \$24,000 per election cycle to a candidate in the slate.
- Out-of-state PACs may donate \$6,000 to a committee. Must register with the state BOE within 48 hours of the donation, and file subsequent campaign finance reports. Affiliated PACs have a single donation limit.
- Election cycle begins the first day of the year after a Governor is elected, and ends on the final day of the year of the subsequent gubernatorial election (e.g. 1-1-15 through 12-31-18).
- Contribution table on page 87 of the above summary guide.

Reporting Schedule:

- All committees must file an annual report by the third Wednesday in January.
- In gubernatorial election years, new committees formed after the annual report due date must file a report by the third Tuesday in April
- Additionally, a political committee is required to file the following campaign finance reports in the election year which it has designated for participation:
 - *First Pre-Primary Report – due on the 5th Tuesday before the primary election*
 - *Second Pre-Primary Report – due on the 2nd Friday before the primary election*
 - *First Pre-General Report – due on the last Tuesday in August*
 - *Second Pre-General Report – due on the 2nd Friday before the general election*
 - *Post-General Report – due on the 2nd Tuesday after the general election*
- In lieu of filing a detailed campaign finance report, a political committee may file the Affidavit of Limited Contributions and Expenditures if the committee did not spend or

receive more than \$1,000 in the aggregate, exclusive of the filing fee, within a campaign finance reporting period.

Massachusetts

Office of Campaign and Political Finance: <http://www.ocpf.us/Home/>

Getting Started: <http://www.ocpf.us/#getting-started>

Campaign Finance Guide: http://files.ocpf.us/pdf/guides/dep_2010.pdf

When to file a candidacy:

- Must file a Statement of Organization (form CPF 101) before accepting any contributions or making any expenditures (see Campaign Finance Guide p. 6).
- Must file Appointment Of Depository Bank (form D 103), listing the depository bank.
- Must file Initial Report (form D 102) within 3 days of designating a depository bank for the committee (page 8).
- If candidate not raising or spending any funds, then file Statement of a Candidate Not Raising or Expending Campaign Funds (form D 104).

Contribution Limits:

- An individual may contribute up to an aggregate of \$1,000 to a candidate in a calendar year (see Campaign Finance Guide page 12).
- An individual may contribute up to an aggregate of \$500 to a PAC in a calendar year.
- A PAC may contribute up to an aggregate of \$500 per year to a candidate and that candidate's committee.
- A state party committee may contribute up to \$3,000 per year to a candidate, and a local party committee may contribute up to \$1,000 per year. There is no limit on in-kind contributions from a state or local party committee.
- For aggregate limits of what statewide candidates may accept from all PACs in a calendar year, see Campaign Finance Guide pages 13-14).
- A candidate or PAC may not accept any contribution, including an in-kind contribution, from business or professional corporations, partnerships, limited liability companies and limited liability partnerships.

Reporting:

- Must file a Year End report D 102 by January 20 for all transactions following the previous D 102 report through Dec 31.
- Depository and expenditure reports must be made each month, on the 5th of the month which covers the period of the 16th through the last day of the previous month, and on the 20th of the month which is for the period from the 1st to the 15th of that month (see Campaign Finance Guide page 10).
- Candidates that receive and deposit contributions of \$500 or more after the 18th day but more than 72 hours before an election, must disclose those contributions within 72 hours of deposit.

Michigan

Campaign Finance Disclosure:

http://www.michigan.gov/sos/0,4670,7-127-1633_8723---,00.html

Getting Started: <https://mertsplus.com/mertsuserguide/index.php?n=MANUALS.CandStarted>

Contribution Limits:

<https://mertsplus.com/mertsuserguide/index.php?n=MANUALS.ContributionLimits>

Filing Schedule: <https://mertsplus.com/mertsuserguide/index.php?n=MANUALS.Candidates>

Candidate Manual:

<https://mertsplus.com/mertsuserguide/index.php?n=MANUALS.CandidateManual>

When to file a candidacy:

- Committee must be formed within 10 days of: filing candidate documents, is nominated as a candidate, or receives or spends funds (see Candidate Manual).
- Can apply for a Reporting Waiver if not planning to raise or spend \$1,000 per election (see Getting Started).

Contribution Limits:

- Individuals and PACs may donate up to \$6,800 to statewide candidates, \$2,000 to state senate candidates, and \$1,000 to state house candidates (see Contribution Limits).
- Independent PACs and district and county parties may donate up to ten times the above contributions.
- State parties may donate up to \$136,000 to statewide candidates, \$20,000 to state senate candidates, and \$10,000 to state house candidates.
- Election cycle includes both primary and general elections.

Reporting:

- Annual report due Jan 31 for all transactions through Dec 31 (see Filing).
- Pre-primary report due 11 days prior to primary for transactions through fifth day prior to report due date.
- Post-primary report due 30 days after primary for transactions through tenth day prior to report due date.
- Pre-general report due 11 days prior to primary for transactions through fifth day prior to report due date.
- Post-general report due 30 days after primary for transactions through tenth day prior to report due date.
- 48-hour notices due within 48 hours of receipt of at least \$500 from a single donor between 3 and 15 days prior to an election.

Mississippi

Website: <http://www.sos.ms.gov/Elections-Voting/Pages/default.aspx>

Campaign Finance:

<http://www.sos.ms.gov/Elections-Voting/Pages/Campaign-Finance-Lobbying.aspx>

Campaign Finance Guide (2017):

<http://www.sos.ms.gov/Elections-Voting/Documents/2017%20Campaign%20Finance%20Guide%20%2012%2021%2016%20Final.pdf>

When to file a candidacy:

- If you have filed qualifying papers by the deadline or you have spent or received over \$200 in money utilized in furtherance of a campaign (see Campaign Finance Guide page 9).
- All candidates must file reports in accordance with their applicable reporting schedule even if they do not have contributions or disbursements to report during that reporting period until a termination report is filed.

Contribution Limits:

- Corporations, incorporated companies, and incorporated associations are prohibited from contributing more than \$1,000 per calendar year, directly or indirectly, to a political party, candidate for office or political committee (Campaign Finance Guide page 18).
- No limits on contributions to candidates from individuals, PACs, and parties, including those from out-of-state.

Reporting:

- Independent and Third-Party candidates are not required to file a Primary Pre-Election Report (see Campaign Finance Guide page 10).
- Annual report due Jan 31 for all transactions in previous year, if a non-election year (page 6).
- In years in which statewide and legislative candidates are regularly elected (the year prior to a presidential election), candidates, and committees which support or oppose these candidates, file periodic reports no later than the tenth day after April 30, May 31, June 30, September 30 and December 31, with the last date of the month being the end of the reporting period.
- Beginning on January 1, 2018, opposed candidates appearing in a primary or general election, must also file pre-election reports which are due one week from the day of the election, and the covered period runs through the 10th day before the election (usually the Saturday before the report is due on Tuesday).
- 48-hour report: If a candidate receives a contribution of more than \$200 after the tenth day, but more than 48 hours before 12:01 a.m. on the day of the election, the candidate

must fully disclose the contribution by filing a Forty-Eight Hour Report with the appropriate office within 48 hours of the contribution.

Missouri

Website: <https://www.sos.mo.gov/elections/>

Campaign Finance: http://www.mec.mo.gov/MEC/Campaign_Finance/Home.aspx

Campaign Finance Q&A:

<http://www.mec.mo.gov/WebDocs/PDF/CampaignFinance/CF%20Questions%20and%20Answers%20-%20formerly%20Hot%20Topics1-2017.pdf>

2018 Reporting Calendar:

<http://www.mec.mo.gov/WebDocs/PDF/CampaignFinance/2018CampaignFinanceFilingCalendar.pdf>

When to file a candidacy:

- When a candidate has raised or spent more than \$500, or a single contributor has donated over \$325. Must file a Statement of Committee Registration (see Campaign Finance Q&A page 4).
- Candidates who do not meet the thresholds above file a Statement of Exemption, and then a Statement of Limited Activity for each reporting cycle.

Contribution Limits:

- Individuals, PACs, and parties may donate up to \$2,600 per election to a candidate. Corporations and labor unions may not donate.

Reporting:

- Quarterly reports are due 15 days after the last day of the quarter (Jan 15, Apr 15, Jul 15, and Oct 15) (see Reporting Calendar).
- Any individual or committee that receives a single contribution from a contributor in an amount over \$5,000 must electronically report the contribution within 48 hours of its receipt (must also report this contribution in the committee's next filed report).
- Any receipt of a contribution in an amount over \$250 that is received between the 11th day through the day before the election, must be reported within 24 hours of its receipt (must also report this contribution in the committee's next filed report).
- 40-day report due if funds raised or spent from prior report close to 45th day prior to primary election.
- 8-day report due if funds raised or spent from prior report close to 12th day prior to primary or general election.
- 30-day report due if funds raised or spent from prior report close to 25th day after primary or general election.

Montana

Website: <http://sos.mt.gov/elections>

Campaign Finance: <http://politicalpractices.mt.gov/>

Contribution Limits: <http://politicalpractices.mt.gov/contributionlimits>

Reporting Calendar: <http://politicalpractices.mt.gov/calendars>

When to file a candidacy:

- *Available after 2017 elections.*

Contribution Limits:

- Individuals may donate up to \$1,990 per election for candidate for Governor, \$990 for any other statewide candidate, \$530 for State Senate, and \$330 for State House (see Contribution Limits).
- No limit on donations to PACs and parties from individuals, other PACs, and other party committees.
- PACs may donate up to \$10,610 per election for candidate for Governor, \$2,650 for any other statewide candidate, \$800 for State Senate, and \$400 for State House.
- Parties may donate up to \$23,850 per election for candidate for Governor, \$2,650 for any other statewide candidate, \$1,400 for State Senate, and \$850 for State House.
- “Election” includes both primary and general cycles.

Reporting:

- In non-election years, must file quarterly, five days after last day of each quarter (ex: Apr 5 for period from Jan 1 through Mar 31).
- *2018 reporting schedule available after 2017 elections.*

Nebraska

Website: <http://www.sos.ne.gov/elec/>

Accountability and Disclosure Commission: <http://www.nadc.nebraska.gov/>

Campaign Finance: <http://www.nadc.nebraska.gov/cf/index.html>

When to file a candidacy:

- Within 30 days of when a candidate receives or spends at least \$5,000 in a calendar year (see Campaign Finance).

Contribution limits:

- There are no contribution limits for any political entity or for donors out-of-state.

Reporting:

- Must file a report on the last day of January in a general election year for transactions up to the preceding last day in December.
- More reporting information for 2018 will be available on the Accountability and Disclosure Commission website soon.

Nevada

Campaign Finance Reporting Requirements:

<http://nvsos.gov/sos/elections/candidate-information/campaign-finance-reporting-requirements>

Campaign Guide (2016): <http://nvsos.gov/sos/home/showdocument?id=4007>

When to file a candidacy:

- All candidates must file reports, even if they are not accepting any donations or making any expenditures (see Campaign Guide page 7).

Contribution Limits:

- A person shall not make a contribution to a candidate or a contribution for any office in an amount that exceeds \$5,000 for the primary election, and \$5,000 for the general election, regardless of the number of candidates for the office during the period: (a) Beginning from January 1 of the year immediately following the last general election for the office and ending December 31 immediately following the next general election for the office, if that office is a state, district, county or township office; or (b) Beginning from 30 days after the last election for the office and ending 30 days after the next general city election for the office, if that office is a city office (see Campaign Guide page 9).
- There are no constitutional or statutory limits of contributions made to groups such as political parties, committees sponsored by political parties or committees for political action.

Reporting:

- Candidates must file an annual report, for all transactions in an election year, due Jan 15, even for a year where they appear on the ballot and filed the five reports.
- Five reports are due in an election year:
- *Report #1 due on the 25th day prior to the primary election for transactions from Jan 1 through the 21st day prior to the primary*
- *Report #2 due on the 5th day prior to the primary election for transactions through the 4th day prior to the primary*
- *Report #3 due on the 25th day prior to the general election for transactions from Jan 1 through the 21st day prior to the general*
- *Report #4 due on the 5th day prior to the general election for transactions through the 4th day prior to the general*
- *Report #5 due on Jan 15 after the general election for transactions through Dec 31*

New Hampshire

Website: <http://sos.nh.gov/CampFin.aspx>

Reporting Schedule (2018): <http://sos.nh.gov/WorkArea/DownloadAsset.aspx?id=8589967368>

Contribution Limits (state representatives):

<http://sos.nh.gov/WorkArea/DownloadAsset.aspx?id=8589957319>

Contribution Limits (all other offices):

<http://sos.nh.gov/WorkArea/DownloadAsset.aspx?id=8589957320>

When to file a candidacy:

- When a candidate's expenditures exceed \$500, must register with the SOS.

Contribution Limits:

- See Contribution Limits above

Reporting:

- Report due 20 days prior to the primary election for transactions up to the 22nd day prior to the primary (see Reporting Schedule)
- Report due 6 days prior to the primary election for transactions up to the 8th day prior to the primary
- Report due 8 days after the primary election for transactions up to the day of to the primary
- Report due 20 days prior to the general election for transactions up to the 22nd day prior to the general
- Report due 6 days prior to the general election for transactions up to the 8th day prior to the general
- Report due 8 days after the general election for transactions up to the day of to the general
- Must notify the SOS regarding any contribution exceeding \$500 from the 5th day prior of an election to the day prior to the election

New Jersey

Election Law Enforcement: <http://www.elec.state.nj.us/>

Campaign Reporting: http://www.elec.state.nj.us/forcandidates/cf_forms.htm#cmc

Compliance Manual for Candidates:
http://www.elec.state.nj.us/pdffiles/forms/compliance/man_cf.pdf

Contribution Limits: http://www.elec.state.nj.us/forcandidates/elect_limits.htm

Reporting Deadlines (2017): <http://www.elec.state.nj.us/forcandidates/datescurrent.htm>

When to file a candidacy:

- All candidates must file reports (see Compliance Manual page 5).

Contribution Limits:

- An individual may donate up to \$2,600 per election to a candidate, \$7,200 per election to a PAC, and \$25,000 per year to a state political party.
- A national political party may donate up to \$8,200 per election to a candidate, \$7,200 per election to a PAC, and \$72,000 per year to a state political party.
- See Contribution Limits for more contribution limits.

Reporting:

- In years where a candidate will be listed on the ballot, reports are due 29 days prior to an election, 11 days prior to an election, and 20 days after the election (see Compliance Manual page 10).
- Reports are due within 3 days of final day of reporting period.
- Quarterly reports are due within 15 days of the final day of a reporting period (Jan 1 – Mar 31 due Apr 15; Apr 1 – Jun 30 due Jul 15;...).
- Candidates running for office at least 5 months prior to the 29-day report must file quarterly reports.
- 48 hour contribution notice: If a contribution in excess of \$1,600 in the aggregate from one source is received the 13th day before the election up to and including the day of the election, the transaction must be reported within 48 hours of its receipt (see Compliance Manual page 24).

New Mexico

Campaign Website:

http://www.sos.state.nm.us/Candidate_And_Pac_Information/Campaign_Finance_Reporting.aspx
x

Campaign Reporting Act:

http://www.sos.state.nm.us/uploads/FileLinks/ca39fa62c82b4aa18c995f8740bcce9e/CRA_2015.pdf

Campaign Contribution Limits:

http://www.sos.state.nm.us/Candidate_And_Pac_Information/Campaign_Finance_Reporting.aspx
x

When to file a candidacy:

- Non-statewide candidate – has raised at least \$1,000 (see Campaign Reporting Act page 191).
- Statewide candidate – has raised at least \$2,500.

Contribution Limits:

- \$2,500 to a non-statewide candidate from individuals and non-PAC entities; \$5,500 from PACs
- \$5,500 to a statewide candidate from individuals, PACs, and other entities
- \$5,500 to a PAC from an individual, other PAC, or other entities
- Contribution limits per election; primary and general are separate elections

Reporting:

- Any political non-candidate committee, including PACs, political parties, and individuals operating independently, must file within ten days after receiving or spending over \$500 (see CRA page 193).
- In non-election years, must file reports on the second Monday in April and October for non-reported transactions up to the previous Monday (page 195).
- In election years, must file reports on the second Monday in April, May, September, and October up to the previous Monday.
- Must file reports on the Thursday prior to a primary or general election up to the previous Tuesday.
- Must file reports on the 30th day after a primary or general election up to the 25th day after the election.
- An out-of-state federal committee must file with the Secretary of State the pertinent contribution information for any NM candidates and committees according to the federal filing schedule (page 193).

New York

Website: <http://www.elections.ny.gov/CampaignFinance.html>

Campaign Finance Handbook:

<http://www.elections.ny.gov/NYSBOE/download/finance/hndbk2017.pdf>

When to file a candidacy:

- The candidate authorizes a committee to disclose all of the campaign finances, including the candidate's own funds. The treasurer files the Authorized Single Candidate Committee Campaign Finance Registration Form (CF-02—Type 1) and the Committee Authorization Campaign Finance Form (CF-03) (Campaign Finance Handbook pages 11-12).
- Candidates may file a Candidate or Committee Claim of Exemption from Filing Campaign Financial Disclosure Reports form (CF-05) if they have not/will not receive or spend more than \$50 for their campaign, including their own funds.

Contribution Limits:

- Individuals and PACs may make unlimited donations to candidates (see Campaign Finance Handbook).
- Corporations may contribute up to \$5,000 in a calendar year.
- For chart of contribution receipt limits see page 35 of Campaign Finance Handbook.

Reporting:

- A 24-Hour Notice is required to report any contribution or loan over \$1,000, received the day after the cut-off date of the 11-day pre-election report up to election day. Such contribution or loan must be disclosed within 24 hours of receipt. (see Campaign Finance Handbook page 19)
- 32-day pre-election and 11-day pre-election reports for transactions up to the 4th day prior to report due date (page 21).
- 10-day post-election for primary elections (only for those participating financially in the primary); or 27-day post-election for the general election for transactions up to the 4th day prior to report due date.
- Periodic reports are also due in January and July (dates not yet available).
- A candidate may file an In-Lieu-Of Statement (CF-01) where, at the close of the reporting period, neither the total receipts nor the total expenditures of the campaign have exceeded \$1,000 in the aggregate for the candidate (page 11).
- A candidate may file a No-Activity Report (CF-18) indicating that there is no activity to report for that specific reporting period.

North Carolina

Website: <https://www.ncsbe.gov/>

Campaign Finance: <http://www.ncsbe.gov/Campaign-Finance>

Campaign Finance Manual:

http://www.ncsbe.gov/Portals/0/FilesP/CFFiles/PDFCandidate_Campaign_Finance_Manual_2015.pdf (2015)

Reporting Schedule: <http://www.ncsbe.gov/Campaign-Finance/reporting-schedules>

When to file a candidacy:

- Within 10 days of becoming a candidate, which includes raising or spending any funds, filing a Notice of Candidacy, or publically announcing a candidacy (see Campaign Finance Manual page 25).
- Forms needed to file: page 28-29 in Campaign Finance Manual.

Contribution Limits:

- Maximum contribution to a candidate, not including a political party, is \$5,200. Amount is determined at the start of each odd-numbered year (see Campaign Finance Manual pages 43-44).
- Political parties, including national parties, may make unlimited donations.

Reporting:

- Semi-annual reports due the last Friday of the month after the last day of the report (see Reporting Schedule).
- 48 hour report due for transactions of at least \$1,000 from the day after the final day of the previous reporting period to the day of the election (see Campaign Finance Manual page 42).
- 1st-quarter report due the 8th day prior to the primary election, for transactions from Jan 1 of the election year to the 17th day prior.
- 2nd-quarter report due Jul 13 for transactions from the day after the final day of the 1st quarter reporting period to Jun 30.
- 3rd-quarter report due the 8th day prior to the general election, for transactions from Jan 1 of the election year to the 17th day prior.
- 4th-quarter report due Jan 12 for transactions from the day after the final day of the 3rd-quarter reporting period to Dec 31.

North Dakota

Website: <http://sos.nd.gov/elections>

Campaign Finance: <https://vip.sos.nd.gov/PortalListDetails.aspx?ptlhPKID=116&ptlPKID=2>

Campaign Laws: <http://www.legis.nd.gov/cencode/t16-1c08-1.pdf?20140329135348>

When to file a candidacy:

- A candidate or political committee must register with the Secretary of State within 15 business days of receipt of a contribution or making an expenditure, and must register with the Secretary of State each year during which the candidate holds public office or during which the political committee receives contributions or makes expenditures for political purposes (see Campaign Laws page 11).
- A political committee that organizes and registers according to federal law and makes an independent expenditure or makes a disbursement in excess of two hundred dollars to a nonfederal candidate seeking public office or to a political party or political committee in this state shall file a copy of that portion of the committee's federal report detailing the independent expenditure or the disbursement made. The political committee shall file a copy of the committee's federal report with the secretary of state at the time of filing the report with the applicable federal agency (page 16).

Contribution Limits:

- There are no contribution limits.

Reporting:

- All committees except statewide political parties must file a report prior to the 31st day before a primary or general election, disclosing transactions from January 1 through the 40th day prior to the election (see Campaign Laws page 8).
- Beginning on the 39th day before the election through the day before the election, a person that files a statement as in the preceding bullet must file a supplemental statement within 48 hours of the start of the day following the receipt of a contribution or aggregate contribution from a contributor which is in excess of \$500.
- Prior to February 1st, all committees except statewide political parties shall file a campaign disclosure statement that includes all contributions received and expenditures, by expenditure category, made from January 1st through December 31st of the previous year.

Ohio

Campaign Finance: <https://www.sos.state.oh.us/campaign-finance/>

Campaign Finance Handbook:

<https://www.sos.state.oh.us/campaign-finance/campaign-finance-handbook/>

When to file a candidacy:

- Must file a Designation of Treasurer (from 30-D) before receiving or spending any money (see Campaign Finance Handbook pages 2-3).

Contribution Limits:

<https://www.sos.state.oh.us/globalassets/candidates/limitchartcurrent.pdf>

Reporting:

- A pre-election report is due by 4:00 p.m. on the 12th day before an election (primary or general) if \$1,000 or more was spent or received between the time the last report was filed and the 20th day before the election, if the candidate appears on the ballot at that election (see Campaign Finance Handbook pages 2-5).
- A post-election report is due by 4:00 p.m. on the 38th day after the election if the candidate appeared on the ballot. A post-general report covers all activity not previously reported through the 31st day after the election.
- A semiannual report is due by 4:00 p.m. on the last business day of July showing all activity since the last report through June 30 and should reflect only the activity that has occurred since the previous report was filed. The campaign committee of any statewide or county candidate must file the semiannual report in a year when the candidate does not appear on an election ballot.
- A semiannual report is not required if the campaign committee was required to file a post primary election report in that year (because the candidate's name appeared on the ballot)
- An annual report is due by 4:00 p.m. on the last business day of January showing all activity since the last report through December 31 and should reflect only the activity that has occurred since the previous report was filed. An annual report must be filed by a campaign committee that was not required to file a post-general election report.
- The campaign committee of a candidate for any non-statewide, non-county or non-judicial office (e. g. mayor, city council, township trustee, etc.) is not required to file a semiannual report unless that campaign committee both receives, during the semiannual reporting period, contributions exceeding ten thousand dollars, and did not file a post-primary election report.
- Statewide candidate must file a monthly statement of contributions received during each of the months of July, August and September in the year of the general election in which the candidate seeks office (page 3-9 in Handbook).
- Statewide candidates must file a 2-day business report for transactions of \$10,000 or more within 19 days of a general election.

Oklahoma

Website: https://www.ok.gov/elections/Candidate_Info/Campaign_Finance/index.html

Ethics Commission: <https://www.ok.gov/ethics/>

Campaign Reporting: https://www.ok.gov/ethics/Campaign_Finance_Reporting/index.html

Contributions Table:

https://www.ok.gov/ethics/Campaign_Finance_Reporting/Contributions_Table/index.html

Candidate Reporting Schedule:

https://www.ok.gov/ethics/Campaign_Finance_Reporting/Candidate_Committee_Reporting_Calendars.html

When to file a candidacy:

- State candidate committees must file a Statement of Organization with the Ethics Commission within 10 days of raising or expending in excess of \$1,000.00.

Contribution Limits:

- Individuals may donate up to \$2,700 to a candidate per election, and up to \$5,000 to a PAC and \$10,000 to a political party in a calendar year (see Contributions Table).
- PACs may donate up to \$5,000 to a candidate per election, and up to \$5,000 to a PAC and \$10,000 to a political party in a calendar year. The donation limits for PACs with less than 25 contributors or that were established within a year are half of PACs.
- Parties may donate up to \$25,000 to a statewide candidate for the general election, and up to \$10,000 for a state legislative candidate for the general election.

Reporting:

- In non-election years, must file quarterly reports, due the last day of the month after the final day of reporting transactions (ex: report for Jan 1 – Mar 31 due Apr 30).
- Pre-primary and pre-general reports are due eight days prior to the election for transactions from the first day after the most recent report to the 15th day prior to the election.

Oregon

Website: <http://sos.oregon.gov/voting-elections/Pages/default.aspx>

Campaign Finance Page: <http://sos.oregon.gov/elections/Pages/orestar.aspx>

Campaign Finance Manual: <http://sos.oregon.gov/elections/Documents/campaign-finance.pdf>

Campaign Finance Quick Guide:

<http://sos.oregon.gov/elections/Documents/candidatequickguide.pdf>

When to file a candidacy:

- A candidate must open a committee if they receive or spend at least \$750, including the filing fee, within three days of crossing the threshold (see Quick Guide page 1, and Campaign Finance Manual page 6).
- Person making independent expenditures must file if they have spent at least \$750 (page 8).

Contribution Limits:

- Oregon does not have contribution and expenditure limits (see Quick Guide page 2).

Reporting:

- Must file electronically if candidate receives or spends more than \$3,500 in a calendar year (see Finance Manual page 13).
- If candidate expects to raise or spend no more than \$3,500 in a calendar year, can file the Certificate of Limited Contributions and Expenditures.
- No specific filing deadlines as in most states. Deadlines are based strictly on transactions.
- Generally, transactions must be reported within 30 days of the transaction.
- Transactions made between the 42nd day prior to an election and the date of the election must be reported within seven days (page 14).

Pennsylvania

Campaign Finance:

<http://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Pages/default.aspx#.VBMGofldUQ0>

Campaign Finance FAQs:

<http://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Documents/FAQ/CampaignFinanceFAQ.pdf>

Campaign Finance Reporting Laws:

<http://www.dos.pa.gov/VotingElections/CandidatesCommittees/CampaignFinance/Documents/Law-CF/law.pdf>

When to file a candidacy:

- A political committee must file a registration statement with the appropriate supervisor within twenty days of receiving aggregate contributions of \$250. Such committee may not make contributions unless it has registered (See § 1624).
- A candidate does not have to organize a committee, and can use own personal bank account. Still must file reports just like other political committees (page 5).

Contribution Limits:

- Individuals may contribute an unlimited amount to a candidate (see FAQs pg. 3).
- Corporations, unions, and other associations may not donate directly to a candidate or political committee. They can make independent expenditures.
- Federal PACs can make contributions to state candidates if registered with the state (page 7).

Reporting:

- Each treasurer of a political committee and each candidate for election to public office must file with the appropriate supervisor (state or county) reports of receipts and expenditures on forms designated by the Department, if the amount received or expended or liabilities incurred exceeds \$250 (page 10).
- If the aggregate amount of receipts, expenditures, or liabilities incurred by a political committee or candidate does not exceed \$250 during a reporting period, then the candidate or treasurer of a political committee shall file a sworn statement with the appropriate supervisor (state or county) on the Department's form.
- Reporting periods: *Sixth Tuesday prior to an election: Statewide candidates only or committees who have made \$250 in aggregate to a statewide candidate, covering activity up to 50 days prior to the election (see FAQs page 12).*
- *Second Friday pre- and 30 day post-election: all candidates who have made expenditures of at least \$250, covering activity up to 15 days prior to the election.*
- *Annual report: all candidates who have not filed termination reports must file by January 31, covering activity from January 1 through December 31 of the previous year.*

Rhode Island

Website: <http://www.elections.ri.gov/finance/>

Campaign Finance Manual:

http://www.elections.ri.gov/publications/Campaign_Finance/Campaign_Finance_Manual_2017.pdf

2016 Reporting Schedule:

http://www.elections.ri.gov/publications/Campaign_Finance/2016_Primary_and_Election_Reporting_Schedule.pdf

When to file a candidacy:

- When accepting a contribution or making an expenditure, or qualifying for the ballot. Must file form CF-1 (see Manual page 16).

Contribution Limits:

- Individuals and PACs may contribute up to \$1,000 to a candidate in a calendar year (see Manual page 26).
- Political parties may contribute up to \$25,000 to a candidate in a calendar year.

Reporting:

- Must file quarterly reports in years not on the ballot, due 31 days after the final day of the reporting period (Jan 1 – Mar 31 due May 1, etc...).
- A candidate may file an Affidavit for Annual Filing Exemption (form CF-5) if they will not accept a contribution from a single source over \$100 (including the candidate's own funds), or make an expenditure over \$1,000 in a calendar year (see Manual page 19).
- See above Reporting Schedule for election year reports (2018 schedule available later this year).

South Carolina

State Ethics Commission: <http://ethics.sc.gov/Campaigns/Pages/index.aspx>

User Guides: <http://ethics.sc.gov/Campaigns/Pages/Userguides.aspx>

When to file a candidacy:

- An initial report for candidates is due within 10 days after spending or receiving the first \$500 of the campaign funds.

Contribution Limits:

- Statewide candidates may receive up to \$3,500 per election from an individual donor
- Non-statewide candidates may receive up to \$1,000 per election from an individual donor
- Statewide candidates may receive up to \$50,000 per election from political parties
- Non-statewide candidates may receive up to \$5,000 per election from political parties
- One contribution limit applies to candidates who are unopposed during an election cycle

Reporting:

- A pre-election report must be filed by all candidates no later than 15 days prior to each election. This report is required from all candidates whether there has been any financial campaign activity or not. This report may not be filed earlier than 20 days before the election.
- Quarterly reports are due:
 - *Jan 10 for transactions between Oct 1 and Dec 31*
 - *Apr 10 for transactions between Jan 1 and Mar 31*
 - *Jul 10 for transactions between Apr 1 and Jun 30*
 - *Oct 10 for transactions between Jul 1 and Sep 30*
- The quarterly report is required of all candidates once they have begun to file, whether there has been any financial activity or not.

South Dakota

Website: <http://sdsos.gov/elections-voting/>

Campaign Finance: <http://sdsos.gov/elections-voting/campaign-finance/default.aspx>

Campaign Finance FAQs:

<http://sdsos.gov/elections-voting/campaign-finance/campaign-finance-faqs.aspx>

Contribution Limits:

<http://sdsos.gov/elections-voting/campaign-finance/contribution-limits.aspx>

When to file a candidacy:

- Within 15 days of receiving contributions or making expenses in excess of \$500 (see FAQ's).
- If less than 30 days before a statewide election, must file within 48 hours.

Contribution Limits:

- Individuals and entities can donate up to \$1,000 to a legislative or county candidate, and up to \$4,000 to a statewide candidate (see Contribution Limits).
- PACs and parties can make unlimited donations.
- Individuals and entities can donate up to \$10,000 to PACs and parties.
- The contribution limits also apply to out-of-state individuals, PACs, and parties.

Reporting:

- Pre-primary report due 15 days prior to election, for transactions from January 1 through the 20th day prior to the election (see FAQs).
- Pre-general report due 15 days prior to the election, for transaction from the 19th day prior to the primary election through the 20th day prior to the general.
- Year-end report due the last Friday in January, for transactions from the 19th day prior to the general election through the last day of the calendar year.
- No need for out-of-state donors to file if contribution appears in an FEC report.

Texas

Publications: <https://www.ethics.state.tx.us/main/guides.htm>

Out-of-State Committee Guide:

https://www.ethics.state.tx.us/guides/out-of-state_committees_guide.pdf

Guide for Legislative Candidates: https://www.ethics.state.tx.us/guides/coh_state_guide.pdf

When to file a candidacy:

- A candidate must file an *Appointment of a Campaign Treasurer by a Candidate* (Form CTA) with the proper filing authority when you become a candidate even if you do not intend to accept campaign contributions or make campaign expenditures (See Guide for Legislative Candidates page 3).

Contribution Limits:

- No limit on contributions to legislative or non-judicial statewide candidates, including contributions from out-of-state.
- Before accepting more than \$500 in a reporting period from an out-of-state committee, a candidate or officeholder must obtain either (1) a written statement, certified by an officer of the out-of-state political committee, listing the full name and address of each person who contributed more than \$100 to the out-of-state political committee during the 12 months immediately preceding the contribution, or (2) a copy of the out-of-state political committee's statement of organization filed as required by law with the Federal Election Commission and certified by an officer of the out-of-state committee (page 10 of candidate guide above).
- For contributions of \$500 or less from an out-of-state committee in a reporting period, there is no requirement to obtain documentation before accepting the contribution or contributions. But there is a requirement to include certain documentation with the report of the contribution or contributions. The report must include either (1) a copy of the out-of-state political committee's statement of organization filed as required by law with the Federal Election Commission and certified by an officer of the out-of-state committee, or (2) the committee's name, address, and phone number; the name of the person appointing the committee's campaign treasurer; and the name, address, and phone number of the committee's campaign treasurer.

Reporting:

- All candidates must file a semiannual report, due 15 days after the end of the filing period (Jan 1 – Jun 30 due Jul 15, Jul 1 – Dec 31 due Jan 15) (See Candidate Guide page 16).
- Opposed candidates must file a report due 30 days before an election for all transactions from the previous filing end to the 40th day prior to the election.

- Opposed candidates must file a report due 8 days before an election for all transactions from the previous filing end to the 10th day prior to the election.

Tennessee

Website: <https://sos.tn.gov/elections>

Bureau of Ethics and Campaign Finance: <http://www.tn.gov/tref/>

Candidate FAQs: <http://www.tn.gov/tref/topic/tref-candidate-faqs>

Contribution Limits:

http://www.tn.gov/assets/entities/tref/attachments/Campaign_Finance_Limit_Changes_for_2017-18.pdf

Candidate Filing Deadlines: <http://www.tn.gov/tref/topic/tref-candidate-filing-deadlines>

When to file a candidacy:

- When a person publicly announces their candidacy, or makes an expenditure or accepts a contribution, or qualifies to get on the ballot (see FAQs).

Contribution Limits:

- An individual may donate up to \$4,000 to a statewide candidate, and \$1,500 to a legislative candidate per election (see Contribution Limits).
- A PAC may donate up to \$11,800 to a statewide or a state senate candidate, and \$7,800 to a state house candidate.
- See Contribution Limits for aggregate limitations on donations from PACs and political parties.
- Corporations can make donations.

Reporting (general election candidates only):

- 1st quarter report due Apr 10 for transactions up to Mar 31 (see Candidate Filing Deadlines)
- 2nd quarter report due Jul 10 for transactions up to Jun 30
- 3rd quarter report due Oct 10 for transactions up to Sep 31
- Pre-general report due 7 days prior to the general election for transactions up to the 10th day prior to the general
- 4th quarter report due Jan 25 for transactions up to Jan 15

Utah

Website: <https://elections.utah.gov/>

Campaign Finance: <https://elections.utah.gov/campaign-finance>

Candidate Disclosures: <https://elections.utah.gov/campaign-finance/disclosure-requirements>

Disclosure Dates: <https://disclosures.utah.gov/File/136>

When to file a candidacy:

- The individual files for candidacy (see Candidate Disclosures);
- The individual receives contributions or makes expenditures related to candidacy for office; or
- The individual coordinates with any individual or entity to receive contributions or make expenditures related to candidacy for office.

Contribution Limits:

- There are no limits on contributions to candidates.

Reporting:

- All contributions must be reported within 30 days of receipt (see disclosure dates (state office candidates) above).
- Pre-convention report due seven days prior to state party convention for all transactions up from most recent report to the fifth day prior to the convention.
- Pre-primary report due seven days prior to the primary election for all transactions up from most recent report to the fifth day prior to the primary.
- September 30th report due for all transactions up from most recent report to the fifth day prior to the due date.
- Pre-general report due seven days prior to the primary election for all transactions up from most recent report to the fifth day prior to the general.
- Year-end report due January 10 for all transactions up from most recent report to December 31.

Vermont

Website: <https://www.sec.state.vt.us/elections/campaign-finance.aspx>

Campaign Guide: <https://www.sec.state.vt.us/media/822047/20172018-cf-guide.pdf>

When to file a candidacy:

- Must register with the SOS when a candidate raises or spends at least \$500 in an election cycle by the next reporting deadline (see Campaign Guide page 1).

Contribution Limits:

- Statewide candidates may accept up to \$4,080 from an individual or PAC
- State senate candidates may accept up to \$1,530 from an individual or PAC
- State representative candidates may accept up to \$1,020 from an individual or PAC
- Candidates may receive unlimited contributions from political parties
- A PAC may accept up to \$4,080 from an individual, PAC, or political party
- A political party may accept up to \$10,210 from an individual or PAC, and up to \$61,260 from another political party
- Limits are for the entire two-year election cycle
- Corporations, labor unions, and other groups may donate

Reporting:

- Must file reports on Mar 15, Jul 15, Aug 15, Sep 1, Oct 1, Oct 15 during election years.
- Must file a report on the Friday before a general election, 20 days after a general election, and on Dec 15.
- Must file a report on Jul 15 in non-election years.
- Any candidate for statewide office that accepts a contribution over \$2,000 within 10 days of an election must report that contribution to the SOS within 24 hours.
- Any candidate that does not spend or raise \$500 or more in a campaign must file with the SOS within 10 days of the election stating that the candidate did not reach the reporting threshold for campaign finance reports.

Virginia

Campaign Finance Laws and Policies:

<http://www.elections.virginia.gov/candidatepac-info/regulation-and-policies/index.html>

Campaign Reporting Deadlines (2017):

<http://www.elections.virginia.gov/Files/Forms/CampaignFinance/2017CandidateReportingDeadlines.pdf>

Summary of Laws and Policies:

<http://www.elections.virginia.gov/Files/CandidatesAndPACs/LawsAndPolicies/CandidatesSummary.pdf>

When to file a candidacy:

- Candidate must file Statement of Organization within 10 days of becoming a candidate: paying filing fee, being nominated by a political party, solicited or received campaign funds, opened a campaign depository or candidate committee, or qualified for the ballot (See Summary of Laws and Policies page 10).
- Treasurer must be a registered voter of the commonwealth.

Contribution Limits:

- There are no contribution limits in Virginia.
- A committee can accept contributions from any individual, corporation, union, association or partnership (See Summary of Laws and Policies page 17).
- Before receiving at least \$10,000 in aggregate within a calendar year from a federal or out-of-state PAC, must contact the VA DOE to verify PAC registration.

Reporting:

- For non-election years, must file reports for each half of the calendar year, due 15 days after the last day of the half (July 15, January 15).
- For election years:
- *First quarter of the calendar year, due April 15;*
- *13 days before the primary, due 8 days prior to the primary;*
- *June 30, due July 15;*
- *August 31, due September 15;*
- *September 30, due October 15;*
- *13 days before the general election, due 8 days prior to the general;*
- *23 days after the general election, due 30 days after the general (page 38).*
- Must file a large pre-election report if candidate receives a large contribution (statewide \$5,000; general assembly \$1,000; other \$500) between 12 days prior to a nominating event and the event, or 12 days prior to an election and the election. Report must be received by 5 pm the day after the contribution is received (page 35).

- Must file an Independent expenditure report if committee contributes in excess of \$1,000 to a statewide candidate or \$200 to any other candidate in aggregate during an election cycle (page 36).

Washington

Candidates and Campaigns Page: <https://www.sos.wa.gov/elections/candidates/>

Public Disclosure Commission: <https://www.pdc.wa.gov/>

Publications: <https://www.pdc.wa.gov/learn/publications>

Candidates' Guide to Reporting:

<https://www.pdc.wa.gov/learn/publications/candidates-guide-reporting>

When to file a candidacy:

- If a person publicly announces their candidacy, files for office, accepts a contribution, or spends any money on their candidacy, they must file a Financial Affairs Report (form F-1) within two weeks.

Contribution Limits:

- A donor may contribute up to \$2,000 per election to a statewide or judicial candidate (see Candidates' Guide to Reporting above).
- A donor may contribute up to \$1,000 per election to a legislative candidate.
- No more than \$5,000 may be accepted by a legislative or local office candidate from a single source other than a bona fide state party committee during the last 21 days before a general election. The threshold increases to \$50,000 for a Supreme Court or state executive office candidate.

Reporting:

- If a candidate plans to raise or spend no more than \$5,000 and accept no more than \$500 from any donor, they must file a form C-1 within two weeks. No other reports are required (see Candidates' Guide to Reporting).
- If candidate plans to raise or spend over \$5,000, must file for C-1 within two weeks of becoming a candidate, and also file forms C-3 and C-4 according to reporting schedule.
- Through May of the election year, deposits and expenditures are reported on the 10th of each month. A candidate that deposits or spends less than \$200 in a month can choose not to file a monthly report until the contributions or expenditures to be reported exceed \$200. A candidate who does not appear on the primary election ballot continues to file monthly reports through the end of August.
- Starting in June, each deposit is reported on the following Monday. Expenditure reports are filed 21 and 7 days before the election and on the 10th of the month following the election.
- Additionally, during the week before the primary election and the three weeks before the general election, a candidate must file a special report within 48 hours of receiving \$1,000 or more from a single source in the aggregate during the special

reporting period. Any contributions received outside of the special reporting period do not count towards the \$1,000 threshold.

West Virginia

Website: <http://www.sos.wv.gov/elections/Pages/default.aspx>

Campaign Finance Guide:

<http://www.sos.wv.gov/elections/administrators/Documents/Guides/2016%20Campaign%20Finance%20Guide.pdf>

Campaign Finance FAQs:

http://www.sos.wv.gov/elections/lawsandinstructions/Pages/Instructions_General.aspx

When to file a candidacy:

- A treasurer must be named at least 28 days prior to an election. If a candidate does not appoint a treasurer at least 28 days before an election, the candidate must serve as treasurer (see Campaign Finance Guide page 3).

Contribution Limits:

- Maximum contribution to a candidate or PAC is \$1,000 per election (see FAQs).
- A corporation may not make direct political contributions, either of money or in-kind support, to candidates or candidate committees. However, a corporation may make direct political contributions to committees who make independent expenditures - direct corporate contributions are limited to \$1,000.
- Sole proprietorships, partnerships, and LLCs may donate up to \$1,000 per election to a candidate or PAC.

Reporting:

- Annual report due for all transactions from the previous report deadline to the last Saturday in March (see Campaign Finance Guide page 21).
- Pre-primary report due for transactions up to the 15th day prior to the primary, to be filed within 4 business days of the final date of the report.
- Post-primary report due for transactions up to the 13th day after the primary, to be filed within 20 business days of the final date of the report.
- General first report due for transactions up to the 43rd day prior to the general, to be filed within 4 business days after the final date of the report.
- Pre-general report due for transactions up to the 15th day prior to the general, to be filed within 4 business days of the final date of the report.
- Post-general report due for transactions up to the 13th day after the general, to be filed within 20 business days of the final date of the report.
- For annual and general first reports, candidates who have not raised or spent \$500 during the reporting period may submit a waiver.

Wisconsin

Ethics Commission: <https://ethics.wi.gov/Pages/home.aspx>

Campaign Finance: <https://ethics.wi.gov/Pages/CampaignFinance/CampaignFinance.aspx>

Candidates: <https://ethics.wi.gov/Pages/CampaignFinance/Candidates.aspx>

Contribution Limits: <https://ethics.wi.gov/Pages/CampaignFinance/ContributionLimits.aspx>

Reporting Calendar: <https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx>

When to file a candidacy:

- Must register with the ethics commission as soon as a candidate files nomination papers, is nominated by a caucus or party, or receives a donation or makes campaign expenditure (see Candidates).

Contribution Limits:

- Statewide candidates may receive up to \$20,000 from individuals and candidate committees (see Contribution Limits).
- State senators may receive up to \$2,000 from individuals and candidate committees.
- State assembly representatives may receive up to \$1,000 from individuals and candidate committees.
- See Contribution Limits above for limits to candidates from PACs.
- Corporations, associations, and labor organizations may only donate to independent expenditure committees.
- Contribution limits include both primary and general elections.

Reporting:

- Must file semi-annual reports for each year, due 15 days after the report deadline.
- Fall pre-primary report due August 6 for transactions in the month of July.
- September report due September 25 for transactions in the month of August.
- Fall pre-election report due 8 days prior to the general election for transactions from Sep 1 to the 15th day prior to the election.
- January continuing report due Jan 15 for transactions up to Dec 31.
- Candidate committees and party committees must report contribution(s) of \$1,000 or more, from a single contributor, received within 15 days of a primary or election within 72 hours of receipt.

Wyoming

Website: <http://soswy.state.wy.us/Elections/Default.aspx>

Campaign Finance:

https://www.wycampaignfinance.gov/WYCFWebApplication/GSF_Authentication/Default.aspx

When to file a candidacy:

- All candidates must file reports, even if they haven't raised or spent any money.

Contribution Limits:

- Corporations may not make contributions.
- PACs may make unlimited donations to statewide candidates, and may donate up to \$5,000 to a non-statewide candidate per election.
- No limit on donations to a PAC from an individual.
- An individual may donate up to \$2,500 to a statewide candidate, and up to \$1,500 to a non-statewide candidate per election. Immediate family members may make unlimited donations to candidates.
- No limit on donations to or from a political party.

Reporting:

- Pre-primary report due 7 days prior to the primary election (see Campaign Finance).
- Primary report due 10 days after primary election.
- Pre-general report due 7 days prior to the general election.
- General report due 10 days after general election.
- Non-election years: end-of-year report due the last day of the year.

