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Information Manual F

**Campaign Provisions of the
Political Reform Act for:**

- **Slate Mailer Organizations**

Prepared by the

Fair Political Practices Commission
428 J Street, Sacramento, CA 95812-0807
(916) 322-5662

Revised December 31, 1994

The Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports, as described in this manual, provide the public with the identity of contributors and the amounts they give; and the amount officeholders, candidates, and committees spend.

Governing Statutes:

- Political Reform Act of 1974 As Amended to January 1, 1995. (Government Code Sections 81000-91015.)
- California Code of Regulations, Title 2, Division 6 (Section 18000 et seq.).

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Part I.

Introduction

Overview

California's Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports, as described in this manual, provide the public with the identity of slate mailer organizations and the amounts they spend and the amounts they receive to produce slate mailers.

Provisions of the Political Reform Act do not apply to elections for federal office, including the Office of the President and Vice President, nor seats in the U.S. House of Representatives or U.S. Senate. Candidates for federal office and committees that participate in federal campaigns are subject to federal disclosure requirements. Assistance for federal candidates and committees may be obtained from the Federal Election Commission, 1325 K Street N.W., Washington, DC 20463; (800) 424-9530.

This manual provides basic facts about the campaign disclosure provisions of the Political Reform Act to enable accurate, timely, and complete filing of all campaign disclosure statements. All filers are advised to read this manual carefully.

Failure to file appropriate statements and reports in compliance with the Act can result in substantial criminal, civil, and administrative penalties. Failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late. (The law does not allow for extensions of due dates for the filing of campaign statements.)

Any questions on reporting obligations may be addressed to the Fair Political Practices Commission (FPPC). Please call (916) 322-5662.

Part II.

Definitions

This reference section defines key terms and concepts that relate to campaign disclosure. These definitions are provided in their entirety only once, although definitions are repeated in narrow contexts throughout the manual.

Calendar Year:

January 1 - December 31.

Campaign Statement:

An itemized report prepared on a form prescribed by the Commission that provides the information required by Chapter 4 of the Political Reform Act. (Gov. Code Section 82006.)

Candidate:

An individual who is listed on a ballot or is qualified to have election officials count write-in votes on his/her behalf for nomination for, or election to, any state or local elective office. A candidate is also one who receives a contribution or makes an expenditure - or gives his/her consent for any other person to receive a contribution or make an expenditure - with a view to bringing about his/her nomination for election to any state or local elective office whether or not at such time:

- The specific elective office that he/she will seek nomination for, or election to, is known when the contribution is received or the expenditure is made;
- His/her candidacy has been announced; or
- A declaration of candidacy has been filed.

"Candidate" also includes:

- An elected officeholder; and
- An officeholder who is the subject of a recall election.

An individual who becomes a candidate retains his/her status as a candidate until all campaign activity that requires disclosure has ended and a Statement of Termination, Form 416, has been filed. (Gov. Code Section 84214.) "Candidate" does not include any person within the meaning of Section 301(b) of the Federal Election Campaign Act of 1971. (Gov. Code Section 82007.)

Closing Date:

The date through which any report or statement is required to be complete. (Gov. Code Section 82010.)

Committee:

Any person or combination of persons who directly or indirectly does any of the following during a calendar year:

- Receives contributions that total \$1,000 or more (referred to as a "recipient committee");
- Makes independent expenditures that total \$1,000 or more (referred to as an "independent expenditure committee"); or
- Makes contributions that total \$10,000 or more to or at the behest of candidates or committees (referred to as a "major donor committee").

A person or combination of persons who becomes a recipient committee under the first bulleted item above retains status as a committee until such time as that status is terminated in accordance with Government Code Section 84214 by filing Form 415. (Gov. Code Section 82013.)

Contribution:

A payment, including a loan, a forgiveness of a loan, a third party payment on a loan, or an enforceable promise to make a payment except to the extent that full and adequate consideration is received and it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure made at the behest of an officeholder, candidate, or committee is a contribution to the officeholder, candidate, or committee unless full and adequate consideration is received for making the expenditure.

A payment is "made at the behest of" an officeholder, candidate, or committee if it is made under the control or at the direction of the officeholder, candidate, or committee. It is also made at the behest if it is in cooperation, consultation, coordination, or concert with, or at the request or suggestion of the officeholder, candidate, controlled committee, official committee of a political party or organization formed or existing primarily for political purposes.

The term "contribution" includes:

- Tickets purchased for events such as dinners, luncheons, rallies, and similar fundraising events;
- The officeholder or candidate's own money or property used on behalf of his/her candidacy;
- Discounts or rebates granted an officeholder, candidate, or committee not generally extended to the public;

- Television, radio, and newspaper discounts or rebates not equally extended to all candidates for the same office; and
- Compensation paid by any person for the personal services or expenses of any other person, if such services are rendered, or such expenses are incurred, on behalf of an officeholder, candidate, or committee without payment of full and adequate consideration.

The term "contribution" also includes the transfer of anything of value that a committee receives from another committee, unless full and adequate consideration is received.

Exceptions:

The term "contribution" does not include:

- A payment that the occupant of a home or office makes for costs related to any meeting or fund-raising event held in his/her home or office, if the total cost for the meeting or event is \$500 or less.
- Any individual's personal services or payments for his/her own travel expenses if such payments are made voluntarily and without any understanding or agreement that the payments will be directly or indirectly repaid.
- An expenditure by a political party or a political committee that is made at the behest of a candidate or officeholder if the expenditure is made in connection with voter registration activities and does not clearly identify or expressly advocate the election or defeat of any candidate for elective office.
- Amounts received as part of an enforceable promise if such amounts were previously reported as a contribution. The fact that such amounts were received, however, must be indicated in the appropriate campaign statement. (Gov. Code Section 82015; 2 Cal. Code of Regulations Section 18215.)

Cumulative Amount:

The cumulative amount is the amount of contributions received or expenditures made in a calendar year (January 1 through December 31). (Gov. Code Section 82018.)

Elected Officer:

Any person who holds an elective office or has been elected to an elective office but has not yet taken office. A person who is appointed to fill a vacant elective office is an elected officer. (Gov. Code Section 82020.) Elected officeholders include: state constitutional officers and state legislators; city

and county elected officers; judges; members of special districts; and county central committee members.

Elected State Officer:

Any person who holds an elective state office or has been elected to an elective state office but has not yet taken office. A person who is appointed to fill a vacant elective state office is an elected state officer. (Gov. Code Section 82021.)

Election:

Any primary, general, special, or recall election held in this state. (Gov. Code Section 82022.)

Elective Office:

Any state, regional, county, municipal, district, or judicial office that is filled at an election. Elective office also includes membership on a county central committee of a qualified political party. (Gov. Code Section 82023.)

Elective State Office:

The office of Governor, Lieutenant Governor, Attorney General, Controller, Secretary of State, Treasurer, Superintendent of Public Instruction, Insurance Commissioner, member of the Legislature, and member of the State Board of Equalization. (Gov. Code Section 82024.)

Expenditure:

A payment, a forgiveness of a loan, a third party payment of a loan, or an enforceable promise to make a payment, unless it is clear from the surrounding circumstances that it is not made for political purposes. An expenditure is made on the date the payment is made or on the date consideration, if any, is received, whichever is earlier. (Gov. Code Section 82025.)

Filer:

A person who files or is required to file any statement or report under Chapter 4 of the Political Reform Act. (Gov. Code Section 82026.)

General Purpose Committee:

A general purpose committee is a non-controlled recipient committee that is not primarily formed to support or oppose a single officeholder, candidate, ballot measure, or group of specific candidates, or a group of specific measures voted upon in a state election or in a single city or county election. Most political action committees (PACs) are general purpose committees. (Gov. Code Section 82027.5.)

Independent Expenditure:

An expenditure made in connection with a communication that expressly advocates the nomination, election, or defeat of a clearly identified candidate, or the qualification, passage, or defeat of a clearly identified measure, or taken as a whole and in context, unambiguously urges a particular result in an election but which is not made to or at the behest of the affected candidate or committee. (Gov. Code Section 82031.)

A payment is made at the behest of a candidate or committee if it is made under the control or at the direction of, in cooperation, consultation, coordination, or concert with, or at the request or suggestion of the candidate or committee. (2 Cal. Code of Regulations Sections 18215 and 18225.)

(A payment that is made to or at the behest of the affected candidate or committee is a contribution.)

Independent Expenditure Committee:

An individual or entity that makes independent expenditures totaling \$1,000 or more in a calendar year. Independent expenditure committees do not receive contributions (Gov. Code Section 82013(b).)

Late Independent Expenditure:

Any independent expenditure, as defined above, that totals in the aggregate \$1,000 or more, and is:

- Used to support or oppose a single candidate or measure; and
- Made during the 16 days that immediately precede the election in which the candidate or measure supported or opposed is to be voted on. (Gov. Code Section 82036.5.)

Major Donor Committee:

An individual or entity that makes contributions to or expends funds at the behest of candidates or committees totaling \$10,000 or more in a calendar year. Major donor committees do not receive contributions. (Gov. Code Section 82013(c).)

Mass Mailing:

"Mass mailing" is defined as more than 200 substantially similar pieces sent during a calendar month. This definition does not include a form letter or other mail that is sent in response to an unsolicited request, letter, or other inquiry. (Gov. Code Section 82041.5.)

Measure:

Any constitutional amendment or other proposition that:

- A legislative body submits to a popular vote at an election; or
- Is submitted, or is intended to be submitted, to a popular vote at an election by initiative, referendum, or recall procedure, whether or not it qualifies for the ballot. (Gov. Code Section 82043.)

Payment:

A payment, distribution, transfer, loan, advance, deposit, gift, or other rendering of money, property, services, or anything else of value, whether tangible or intangible. (Gov. Code Section 82044.)

Recipient Committee:

An individual, group of individuals, organization, or any other entity that receives \$1,000 or more in contributions during a calendar year. (Gov. Code Section 82013(a).)

Slate Mailer:

A mass mailing that supports or opposes four or more candidates or ballot measures. (Gov. Code Section 82048.3.)

Slate Mailer Organization:

Any person who directly or indirectly:

- Is involved in the production of one or more slate mailers and exercises control over selection of candidates and measures to be supported or opposed in the slate mailers; and
- Receives or is promised payments that total \$500 or more in a calendar year for the production of one or more slate mailers.

A slate mailer organization does not include:

- An officeholder or candidate, or the officeholder or candidate's controlled committee;
- An official committee of a political party;
- A legislative caucus committee; or
- A committee primarily formed to support or oppose an officeholder, candidate, or ballot measure. (Gov. Code Section 82048.4.)

Part III.

Campaign Reporting Requirements

Overview

The Political Reform Act requires organizations that receive funds for the purpose of producing one or more slate mailers which support or oppose state and local candidates and ballot measures to file periodic campaign statements that disclose:

- All payments received in connection with producing slate mailers;
- All payments made in connection with producing slate mailers; and
- The identity of each candidate or measure supported or opposed by each slate mailer.

This manual has been prepared for use by slate mailer organizations. See page 5 for the definition of slate mailer organization.

Committee Campaign Statements

In addition to filing slate mailer campaign statements, if a slate mailer organization also qualifies as a general purpose committee, it must attach a copy of its most recent committee campaign statement (Form 420 or Form 450) to its slate mailer campaign statement (Form 401).

- Payments received by the organization from candidates or committees who wish to appear on a slate mailer, or from a third party who is paying to have a specific candidate or measure included on a slate mailer, are not contributions to the slate mailer organization. Although such payments count toward qualification as a slate mailer organization, they do not count toward qualification as a committee. (Third party payments would be considered contributions or independent expenditures made by the third party to or on behalf of the specific candidates/asures supported or opposed.)
- Payments made by a slate mailer organization for production and distribution of slate mailers are not considered contributions or independent expenditures to or on behalf of the candidates or measures supported or opposed in the slate mailers. Therefore, such payments do not count toward qualification as a committee.
- Payments received by a slate mailer organization for the general production or distribution of slate mailers, or for the purpose of making contributions or independent expenditures, are considered contributions to the slate mailer organization. If the organization receives contributions totaling \$1,000 or more in a calendar year, it will also qualify as a committee.

- A general purpose committee which receives \$500 or more in a calendar year for the express purpose of producing and distributing a slate mailer will also qualify as a slate mailer.

Examples:

Friends of the Mountains is a general purpose recipient committee that receives contributions for the purpose of supporting candidates and ballot measures. The committee will produce a slate mailer in connection with the June 1996 election and has received \$750 from three candidates who wish to appear on the slate mailer. The \$750 received from the candidates will qualify Friends as a slate mailer organization.

.....

The Independent Vegetarian Coalition is an organization which monitors legislation and produces educational materials concerning vegetarianism. In October 1996, the Coalition contacts several vegetarian candidates in connection with producing a slate mailer and receives \$2,000 from several candidates who wish to appear on the mailer. In addition, the Coalition receives \$1,200 from various other sources who wish to donate toward the cost of the slate mailer, but have not earmarked their payments for any specific candidates. The Coalition will qualify as a slate mailer organization by virtue of receiving \$500 or more from candidates who wish to appear on the slate mailer, and as a general purpose committee by virtue of receiving contributions totaling \$1,000 or more.

.....

Computerized Campaign Statements

Campaign statements filed pursuant to the Political Reform Act must be prepared on forms prescribed by the Fair Political Practices Commission. (Gov. Code Section 82006.) The Commission permits computer-generated campaign statements if required information is in a format substantially similar to the Commission's forms. Computerized formats *must* be sent to the Commission for approval prior to use.

For information on computer-generated campaign statements, contact the Commission's Technical Assistance Division at (916) 322-5662.

Filing Requirements and Sample Forms

Slate mailer organizations must file campaign statements at specified intervals. This section describes the purpose of each campaign statement, identifies the information each statement requires, and indicates when each statement must be filed. A sample campaign statement accompanies each explanation to show practical application of the concepts discussed. See page 25 for where to file statements.

Filing officers must receive campaign statements and other required reports as follows:

<i>Method of Delivery</i>	<i>Considered Received</i>
Personal delivery	On date delivered
Guaranteed overnight delivery	On date delivery service receives material
First class mail	On date of postmark. (If not received, sender must possess post office receipt with date of deposit and filing officer's name and address.)
Fax*	On date of transmittal

* Campaign statements containing 30 pages or less may be faxed provided that the required original (a copy containing an original signature of the responsible officer) and the required copies are sent by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline.

As stated in the Introduction to this manual, substantial civil and criminal penalties may result if campaign statements are not filed in compliance with the Act. Late filing penalties, at the rate of \$10 per day, may also accrue if forms are not filed on time. Provisions do not exist for the extension of due dates.

Statement of Organization, Form 400 (Slate Mailer Organizations)

An individual or entity which receives or is promised \$500 or more in a calendar year to produce one or more slate mailers qualifies as a slate mailer organization and - within 10 days of qualifying - must file Form 400 with the Secretary of State and the local filing officer, if any, with whom the slate mailer organization will be required to file the originals of its campaign statements.

Form 400 may be filed prior to receiving or being promised payments totaling \$500 or more. Enter "not yet qualified" in the "Date Qualified as a Slate Mailer Organization" box. When \$500 has been received, file an amended Form 400 indicating the date qualified.

The Secretary of State will issue an identification number to the slate mailer organization upon receipt of the Form 400. This identification number must be included on all slate mailer campaign disclosure forms.

24-Hour Filing of an Initial Statement of Organization

If an entity qualifies as a slate mailer organization during the 16 days immediately preceding an election for which it would be required to file pre-election campaign statements (the late contribution period), the slate mailer organization must file the information contained on the Statement of Organization via telegram, fax or personal delivery within 24 hours of qualification. The 24-hour statement must be sent to the Secretary of State and a copy to the local filing officer who will receive the organization's original campaign statements. The Form 400 must also be filed within 10 days, as discussed previously.

Amending Form 400

If any information on a Statement of Organization changes, the committee must file an amendment to the statement within 10 days of the change. The amended Form 400 must be sent to the Secretary of State and the local filing officer, if any,

Statement of Organization (Slate Mailer Organization) (Government Code Sections B4100, B4101, B4103, B4104, B4108)		Type or Print in Ink	Amendment <input type="checkbox"/> Check box if an Amendment and enter ID number # _____	Date Stamp	FOR OFFICIAL USE ONLY
Please check one box to indicate the organization's level of activity: <input type="checkbox"/> CITY <input checked="" type="checkbox"/> STATE <input type="checkbox"/> COUNTY	File an original and one copy of this form with Secretary of State Political Reform Division P O Box 1467 Sacramento CA 95812 1467	And if applicable, file one copy of this form with The city or county filing officer, if any, with whom the organization must file its original campaign disclosure statements	Date qualified as a Slate Mailer Organization (Month, Day Year) 1/10/96		
I. Slate Mailer Organization Information					
FULL NAME OF SLATE MAILER ORGANIZATION First & Best Slate Mailers					
STREET ADDRESS OF SLATE MAILER ORGANIZATION (NO AND STREET) 2001 Redwood Street					
CITY Rainier	STATE CA	ZIP CODE 92222	COUNTY Horn	AREA CODE (333)	PHONE NUMBER 222-1111
MAILING ADDRESS OF PRER IF DIFFERENT THAN ABOVE: P O Box 1996, Rainier, CA 92223					
A OFFICIAL USE ONLY			B OFFICIAL USE ONLY		
II. Treasurer And Other Principal Officers					
POSITION	NAME AND PERMANENT ADDRESS			(AREA CODE) DAYTIME PHONE NO	
TREASURER	Sam Periwinkle, 100 B Street, Rainier, CA 92224			(333) 222-1010	
President	Ginger First, 999 Viceroy Avenue, Rainier, CA 92226			(333) 222-4444	
Vice-President	Colleen Best, 608 Southland, Rainier, CA 92223			(333) 222-8888	
Attach additional information on appropriately labeled continuation sheets					
FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR SLATE MAILER ORGANIZATIONS					
State of California Fair Political Practices Commission					

with whom the slate mailer organization is required to file the originals of its campaign statements showing:

- The slate mailer organization's name and identification number in the spaces provided;
- The "Amendment" box checked at the top of the form; and
- The amended information.

Example:

When there is a change in any of the principal officers, the slate mailer organization must provide the required information on the new officer(s) on another Form 400. The amended form must also include the slate mailer organization's name and previously issued identification number in the appropriate box on the front page. The "Amendment" box must be checked at the top of the Form 400.

XXXXXXXXXX

24-Hour Filing of an Amendment to a Statement of Organization

Certain changes that occur during the 16 days immediately preceding an election in which a slate mailer organization is required to file pre-election campaign statements must be disclosed via telegram, fax or personal delivery within 24 hours and must be filed with the filing officer who receives the committee's original campaign statements. Such changes include:

- The name of the slate mailer organization;
- The slate mailer organization's treasurer or other principal officers; or
- The name of any person who authorizes the content of a slate mailer.

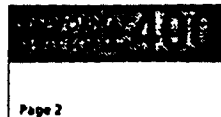
The committee must also file an amended Form 400 within 10 days, as explained above.

Detailed instructions appear on Form 400.

**Statement of Organization
(Slate Mailer Organization)**

Type or Print in Ink

(Government Code Sections 84100, 84101, 84103, 84104, 84108)



FULL NAME OF SLATE MAILER ORGANIZATION
First & Best Slate Mailers

III Individuals Who Authorize Contents Of Slate Mailers (See instructions on reverse)

FULL NAME	ADDRESS (NO. AND STREET, CITY STATE ZIP CODE)	(AREA CODE) DAYTIME PHONE NO.
Ginger First	999 Viceroy Avenue, Rainier, CA 92226	(333) 222-4444

Attach additional information on appropriately labeled continuation sheets

IV Is This Organization A "Committee" Pursuant To Government Code Section 820137

YES (PROVIDE THE NAME AND IF RECIPIENT COMMITTEE, THE IDENTIFICATION NUMBER OF THE COMMITTEE) NO

NAME _____ ID NO _____

V Verification

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 1/14/96 At Rainier, CA By _____ (Signature Required)
DATE CITY AND STATE SIGNATURE OF RESPONSIBLE OFFICER

Name of Responsible Officer Ginger First Title President
(TYPE OR PRINT)

Times for Filing Form 401

All slate mailer organizations will file campaign statements as follows:

Semi-Annual Statements

Slate mailer organizations must file a semi-annual statement for each half of the year during which it receives payments totaling \$500 or more for the production of one or more slate mailers, or makes payments totaling \$500 or more to produce one or more slate mailers.

Semi-annual statements are due on July 31 and January 31, with closing dates of June 30 and December 31, respectively.

Pre-Election Statements

In addition to semi-annual statements, slate mailer organizations must file pre-election statements in connection with a specific election if the organization:

- Produces one or more slate mailers supporting or opposing candidates or measures being voted upon in an election; and
- Receives payments totaling \$500 or more or makes payments totaling \$500 or more during the period covered by each pre-election statement for the purpose of producing slate mailers.

Refer to the 1995/1996 "Modified Filing Schedule" for elections held on dates **OTHER THAN** June 6 and November 7, 1995, and March 26, June 4, and November 5, 1996.

For elections held on:

June 6 and November 7, 1995, see page 22

June 4 and November 5, 1996, see page 23.

March 26, 1996, see page 24.

Additional Special Report

In addition to semi-annual and pre-election statements, there is a Late Payment Report that may affect your filing obligations. See page 18.

Slate Mailer Organization Campaign Statement, Form 401

Slate mailer organizations use Form 401 if they produce one or more slate mailers and they:

- Receive or are promised \$500 or more in a calendar year; or
- Make payments of \$500 or more in a calendar year.

The period a campaign statement covers - whether a pre-election or a semi-annual - begins with the day after the closing date of the most recently filed slate mailer organization campaign statement. The period for the first statement filed begins on January 1 of the year for which the statement is filed.

Part I - Slate Mailer Organization Information

The information disclosed on Part I must correspond to the information disclosed on the slate mailer organization's Statement of Organization, Form 400.

Part II - Committee Campaign Statements

If the slate mailer organization is also a general purpose committee, enter its committee I.D. number and attach the most recent committee campaign statement (Form 420 or 450) filed covering the current calendar year. See discussion on page 7.

Part III - Summary of Payments

Report total payments received and total payments made during the period covered by the statement in connection with producing slate mailers.

Verification

If the filer is an individual, he or she must sign the statement. If the filer is an entity or other organization, a responsible officer of the entity or organization, or an attorney or certified public accountant acting as the entity's or organization's agent, must sign the statement.

Detailed instructions appear on Form 401.

Slate Mailer Organization Campaign Statement (Government Code Sections 84218-84219)				Type or Print in Ink	Date Signed	COVER PAGE
SEE INSTRUCTIONS ON REVERSE				Statement Covers Period from <u>5/19/96</u> through <u>6/30/96</u>		Page <u>1</u> of <u>6</u> <small>FOR OFFICIAL USE ONLY</small>
I Slate Mailer Organization Information				II Is This A General Purpose Committee?		
FULL NAME OF SLATE MAILER ORGANIZATION <u>First & Best Slate Mailers</u>			ID NUMBER <u>590644</u>	If this Slate Mailer Organization is also a "general purpose committee" as defined in Government Code Section 82027.5 check box and attach the committee's campaign disclosure report to this statement.		
ADDRESS (NO AND STREET) <u>2001 Redwood Street</u>			<input checked="" type="checkbox"/> N/A Committee Report Attached <input type="checkbox"/> ID Number of Recipient Committee			
CITY	STATE	ZIP CODE	PHONE NUMBER			
<u>Rainier</u>	<u>CA</u>	<u>92222</u>	<u>(333) 222-1111</u>			
NAME OF TREASURER <u>Sam Periwinkle</u>						
ADDRESS (NO AND STREET) <u>100 B Street</u>						
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER			
<u>Rainier</u>	<u>CA</u>	<u>92224</u>	<u>(333) 222-1010</u>			
III Summary of Payments				(A) Total This Period	(B) Cumulative to Date (Since January 1 of calendar year covered)	
1	TOTAL PAYMENTS RECEIVED	\$	<u>34,000</u> <small>See A Line 1</small>	\$	<u>235,068</u>	
2	TOTAL PAYMENTS MADE	\$	<u>100,000</u> <small>See B Line 1</small>	\$	<u>198,757</u>	
IV Verification						
I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.						
Executed on	<u>7/20/96</u>	At	<u>Rainier, CA</u>	By	<u>(Signature Required)</u>	
	<small>DATE</small>		<small>CITY AND STATE</small>		<small>SIGNATURE OF RESPONSIBLE OFFICER</small>	
Name of Responsible Officer	<u>Ginger First</u>			Title	<u>President</u>	
	<small>TYPE OR PRINT</small>					
<small>FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR SLATE MAILER ORGANIZATIONS</small>						
<small>State of California Fair Political Practices Commission</small>						

Schedule A: Reporting Payments Received

All payments received in connection with producing slate mailers must be reported on Schedule A. Payments of \$100 or more received during the period from a single source must be itemized.

NOTE: If a slate mailer organization receives any payment which totals in the aggregate from a single source \$2,500 or more for the purpose of supporting or opposing any candidate or ballot measure in a slate mailer during the 16 days prior to an election, a late payment report must be filed. See page 18 for information concerning this additional filing requirement

Detailed instructions appear on Form 401.

Schedule A Payments Received					SCHEDULE A	
SEE INSTRUCTIONS ON REVERSE					Statement covers period	
NAME OF SLATE MAILER ORGANIZATION					from <u>5/19/96</u>	
First & Best Slate Mailers					through <u>6/30/96</u>	
					Page <u>2</u> of <u>6</u>	
					I D NUMBER 590644	
(1)	(2)	(3)	(4)		(5)	
DATE RECEIVED	IDENTIFICATION OF PERSONS FROM WHOM \$100 OR MORE HAS BEEN RECEIVED THIS PERIOD (SEE IMPORTANT INSTRUCTIONS ON REVERSE)	NAME, OFFICE SOUGHT, AND JURISDICTION OF CANDIDATE/ NAME JURISDICTION AND NUMBER OR LETTER OF BALLOT MEASURE SUPPORTED OR OPPOSED (IF DIFFERENT THAN COLUMN 2)	CHECK BOX TO INDICATE IF PAYMENT WAS RECEIVED TO SUPPORT OR OPPOSE CANDIDATE OR MEASURE INCLUDED IN SLATE MAILER		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE AMOUNT RECEIVED SINCE JANUARY 1 PER CANDIDATE OR MEASURE
			SUPPORT	OPPOSE		
5/25	Homer Rye 100 North Center Plaza Hope, CA Physician Sinclair Hospital	Blue Sky Measure Z City of Hope	X		3,000	3,000
6/1	Citizens for Law Enforcement 1996 Winners Circle Winnit, CA ID #843322	Proposition 800 State		X	26,000	46,000
6/1	Iris Magnolia for State Senate 266 Occidental Blvd Hope, CA ID #96468 41 SD		X		5,000	7,000
SUBTOTAL					\$ 34,000	
Summary						
1 Amount Received - Payments of \$100 or More (include all Schedule A subtotals)					\$ <u>34,000</u>	
2 Amount Received - Payments of Less than \$100 (Not itemized)					\$ <u>0</u>	
3 Total Payments Received (Line 1 + Line 2) Enter here and in Column A, Line 1, of the Summary of Payments section on Page 1					\$ <u>34,000</u>	

Schedule B: Reporting Payments Made

All payments made in connection with producing slate mailers must be reported on Schedule B. Each payment of \$100 or more made during the period covered by the statement must be itemized, including the name and street address of the payee, a description of the payment and the amount paid.

Payments Made by Agents or Independent Contractors

When an agent or independent contractor makes expenditures of \$100 or more on behalf of a slate mailer organization, the expenditures must be reported in the same detail as if made directly by the organization.

The amount paid to the agent or independent contractor must be disclosed on Schedule B.

Payments of \$100 or more made by the agent or independent contractor may be reported on Schedule B or Schedule B-1. Information required to be disclosed includes:

- The name and address of each vendor who was paid \$100 or more;
- The amount paid to each vendor during the period; and
- A description of the payment

NOTE: Payments made by the agent or independent contractor for his/her own overhead and operating expenses are not required to be reported by the organization.

Detailed instructions appear on Form 401.

Schedule B Payments Made		SCHEDULE B	
SEE INSTRUCTIONS ON REVERSE		Statement covers period	[REDACTED]
NAME OF SLATE MAILER ORGANIZATION First & Best Slate Mailers		from <u>5/19/96</u>	Page <u>3</u> of <u>6</u>
		through <u>6/30/96</u>	ID NUMBER 590644
NAME AND STREET ADDRESS OF PAYEE	DESCRIPTION OF PAYMENT	AMOUNT PAID	
Perry's Print Professionals 222 Southpaw Plaza Hope, CA	Printing of Mailer	12,220	
Sonia Somerset 101 Cherry Lane Concertina, CA	Graphic Artist-- Artwork for Mailer	1,025	
Ginger First 999 Viceroy Avenue Rainier, CA	Reimbursement of Expenses Vendor paid \$100 or more Color Screening Experts, 800 C St., Rainier, CA \$1,600--Color screening on mailer.	1,600	
Political Systems Inc. 10 Hooper Street Rainier, CA	Mailing Labels	2,334	
U.S. Postal Service 929 I Street Rainier, CA	Postage	15,680	
Shamrock Direct Mail 104 Third Street Rainier, CA	Mail Service	1,500	
Good Consultants Inc. 9009 Country Plaza York, CA	Consulting Fees See Schedule B-1 for vendors paid \$100 or more	40,000	
		SUBTOTAL	\$ 74,359
Summary			
1. Payments of \$100 or More (include all Schedule B subtotals)		\$	74,359
2. Payments under \$100 This Period (Not itemized)		\$	25,641
3. Total Payments This Period (Line 1 + Line 2) Enter here and in Column A, Line 2, of the Summary of Payments section on Page 1		\$	100,000

Schedule B-1: Subvendor Reporting (Payments Made by an Agent or Independent Contractor)

When an agent or independent contractor makes expenditures of \$100 or more on behalf of a slate mailer organization, the expenditures must be reported in the same detail as if made directly by the organization.

The amount paid to the agent or independent contractor must be disclosed on Schedule B.

Schedule B-1 or Schedule B may be used to report payments of \$100 or more made by an agent or independent contractor. Information required to be disclosed includes:

- The name and address of each vendor who was paid \$100 or more;
- A description of the payment; and
- The amount paid to each vendor during the period.

Detailed instructions appear on Form 401.

Schedule B-1 Payments Made By An Agent or Independent Contractor on Behalf of A Slate Mailer Organization		Statement covers period from <u>5/19/96</u> through <u>6/30/96</u>	SCHEDULE B-1 Page <u>4</u> of <u>6</u>
NAME OF SLATE MAILER ORGANIZATION First & Best Slate Mailers		ID NUMBER 590644	
NAME OF AGENT OR INDEPENDENT CONTRACTOR Good Consultants Inc			
NAME AND STREET ADDRESS OF PAYEE	DESCRIPTION OF PAYMENT	AMOUNT PAID	
Mary Ann's Color Photography 600 Broadway Drogenes, CA	Photography	16,000	
Campaign Plus 222 21st Street Mytown, CA	Accounting/Campaign Filing	1,200	
TOTAL*		17,200	

* Do not transfer to any other schedule or to the Summary. This total may not equal the amount paid to the agent or independent contractor as reported on Schedule B by the Slate Mailer Organization.

Schedule D: Candidates and Measures Not Listed on Schedule A

Schedule D is used to disclose candidates or measures supported or opposed in the organization's slate mailer for which the organization did not receive a payment from the candidate or a committee formed to support or oppose the candidate or measure, or from any other person. Information required to be disclosed includes the name of the candidate or measure; an indication whether the candidate or measure was supported or opposed in the slate mailer; and the jurisdiction and office sought by the candidate, or the jurisdiction and ballot measure letter or number of the measure.

Detailed instructions appear on Form 401.

<p>Schedule D Candidates and Measures Not Listed on Schedule A</p> <p>SEE INSTRUCTIONS ON REVERSE</p> <p>NAME OF SLATE MAILER ORGANIZATION First & Best Slate Mailers</p>	<p>Statement covers period from <u>5/19/96</u> through <u>6/30/96</u></p>	<p>SCHEDULE D</p> <p>Page <u>6</u> of <u>6</u></p> <p>ID NUMBER 590644</p>	
<p>You must identify each candidate and measure supported or opposed in a slate mailer sent by you during the period for which you did not receive a payment of \$100 or more (either from the candidate or ballot measure committee or from any other person).</p>			
NAME OF CANDIDATE OR MEASURE	CHECK ONE		JURISDICTION AND OFFICE SOUGHT BY CANDIDATE OR JURISDICTION AND BALLOT MEASURE LETTER OR NUMBER
	SUPPORT	OPPOSE	
CA Clean Air Measure	X		State/Proposition 805
Save Our Forests	X		State/Proposition 810
Higher Building Limits		X	State/Proposition 900
Terry Cupp	X		State Assembly, AD82
Barry Herringbone	X		State Assembly, AD86
Susan Bean		X	City Council, City of Hope
Jerry Goldbar		X	Supervisor, Apple County

Late Payment Report

If a slate mailer organization receives any payment which totals in the aggregate from a single source \$2,500 or more for the purpose of supporting or opposing any candidate or ballot measure in a slate mailer, and the payment is received during the 16 days prior to an election in which the candidate or measure supported or opposed by the slate mailer is being voted upon, the slate mailer organization must file a Late Payment Report.

The Late Payment Report must be filed by fax, telegram, guaranteed overnight delivery service or personal delivery (not by regular mail) WITHIN 24 HOURS of receiving the payment. The report must be filed with each filing officer with whom the organization files its regular campaign statements and must contain the following information:

- The slate mailer organization's full name and street address;

- The full name, street address, occupation, and the name of employer, if any, or the name of business if self-employed, of the person making the payment;
- The date the payment was received;
- The amount of the payment; and
- The name and office sought of the candidate, or the name and letter or number of the measure, supported or opposed by each late payment.

NOTE: There is no standard form for filing Late Payment Reports. However, below is a suggested format.

Late Payment Report Example

Late Payment Report

Secretary of State
Political Reform Division
1500 11th Street
Sacramento, CA 95814

Filer: First & Best Slate Mailers
2001 Redwood Street
Rainier, CA

Received From:

Homer Rye
100 North Center Plaza
Hope, CA
Physician
Sinclair Hospital
Date: 5/25/96
Amount: \$3,000
Blue Sky Measure Z/support

Statement of Termination (Slate Mailer Organization), Form 402

Form 402 is used by all slate mailer organizations that are eligible to terminate their filing obligations.

Slate mailer organizations do not automatically terminate; they may only terminate if all of the following criteria are met:

- They have ceased to receive payments or make disbursements for the purpose of producing and distributing slate mailers;
- They do not anticipate receiving payments or making disbursements for the purpose of producing and distributing slate mailers in the future; and
- They have filed all required campaign statements disclosing all reportable transactions.

This form has no deadline for filing. However, until the Form 402 is filed, a slate mailer organization must continue filing campaign statements.

NOTE: Additional filing obligations will be incurred if a slate mailer organization receives payments or makes disbursements in connection with a slate mailer after a Statement of Termination has been filed.

Detailed instructions appear on Form 402.

Statement of Termination (Slate Mailer Organization)		Type or Print in Ink		Duty Stamp	OFFICIAL USE ONLY
This form must be completed by Slate Mailer Organizations in order to terminate pursuant to Government Code Section 84221		FILE AN ORIGINAL AND ONE COPY OF THIS FORM WITH Secretary of State Political Reform Division P.O. Box 1467 Sacramento, CA 95812-1467	AND IF APPLICABLE FILE ONE COPY OF THIS FORM WITH The city or county filing officer, if any with whom the organization must file its original campaign disclosure statements		
FULL NAME OF SLATE MAILER ORGANIZATION First & Best Slate Mailers		ID NUMBER 590644	NAME OF TREASURER Sam Periwinkle		
STREET ADDRESS (Not P.O. Box) 2001 Redwood Street		NO. AND STREET	PERMANENT ADDRESS OF TREASURER (Not P.O. Box) 100 B Street		
CITY Rainier	STATE CA	ZIP CODE 92222	CITY Rainier	STATE CA	ZIP CODE 92224
AREA CODE (333)	PHONE NO. 222-1111		AREA CODE (333)	DAYTIME PHONE NO. 222-1010	
Verification					
I have used all reasonable diligence in preparing this Statement. This Slate Mailer Organization has ceased to receive payments and make disbursements in connection with producing "slate mailers," does not anticipate receiving payments or making disbursements in the future, and has filed all campaign statements required by the Political Reform Act disclosing all reportable transactions. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.					
Executed on <u>1/30/97</u> <small>DATE</small>		At <u>Rainier, CA</u> <small>CITY AND STATE</small>		By _____ <small>SIGNATURE OF RESPONSIBLE OFFICER</small>	
Name of Responsible Officer <u>Ginger First</u> <small>TYPE OR PRINT</small>		Title <u>President</u>			
NOTE Additional filing obligations will be incurred if a Slate Mailer Organization receives payments or makes disbursements after this Statement of Termination has been filed					
FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON Campaign DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT FOR SLATE MAILER ORGANIZATIONS					
State of California Fair Political Practices Commission					

Amendment to Campaign Disclosure Statement, Form 405

Form 405 is used to amend campaign disclosure statements. A separate Form 405 should be used for each campaign statement amended. Form 405 may not be used to amend a Statement of Organization, Form 400 - use an additional Form 400.

If further clarification is needed, include the appropriate revised schedule(s) to show changed information and totals

There is no deadline for filing a Form 405. However, all amendments should be filed as soon as practical.

Detailed instructions appear on Form 405.

Amendment to Campaign Disclosure Statement

Type or print in ink

Date Stamp

AMENDMENT

This form must be used to amend statements filed pursuant to Government Code Sections 84200-84216.5, and must be filed with all filing officers who received the statement being amended. NOTE: Do not use this form to amend a Statement of Organization Form 410, Candidate Intention Form 501 or a Campaign Bank Account Form 502. Use the actual Form 410, 501 or 502, respectively to make amendments.

For Official Use Only

The information required in Part I must correspond to the information provided on the campaign statement being amended.

I Name of Filer (See important information on reverse)

NAME OF FILER First & Best Slate Mailers		ID NUMBER (IF APPLICABLE) 590644
MAILING ADDRESS OF FILER (NO AND STREET) 2001 Redwood Street		
CITY Rainier	STATE CA	ZIP CODE 92222
AREA CODE/DAYTIME PHONE NUMBER (333) 222-1111		
NAME OF TREASURER IF RECIPIENT COMMITTEE		
PERMANENT ADDRESS OF TREASURER (IF APPLICABLE) (NO AND STREET)		
CITY	STATE	ZIP CODE
AREA CODE/DAYTIME PHONE NUMBER		

II Amendment Information

- A The following information amends campaign disclosure statement, Form No. 401
- executed on 3/19/96 for the period 1/1/96 through 3/17/96
(MO DAY, YR) (MO DAY, YR) (MO DAY, YR)
- B The amended information affects items on the
- Cover Page Allocation Page Summary Page
- Schedule(s) A Part(s)
- C Describe the changes below. Include in detail all information you wish to become a part of your official campaign statement. Please attach a cover page, summary page and/or appropriate schedule(s) to this Form 405 if necessary for clarification. Include additional information on appropriately labeled continuation sheets. (Number of sheets attached 2.)

Cover Page: To correct amounts reported in Part III, Line 1, Columns (A) and (B)

Schedule A: Add payments received from three payees. Corrected schedule attached.

III Verification (See important information on reverse)

I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein and in the attached schedules is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 3/25/96 At Rainier, CA By _____ (Signature Required)
DATE CITY AND STATE SIGNATURE OF TREASURER OR FILEE

Officeholder, candidate, state measure proponent, or sponsored committee responsible officer verification: I have used all reasonable diligence in preparing this statement. I have reviewed the statement and to the best of my knowledge the information contained herein is true and complete. I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on 3/25/96 At Rainier, CA By _____ (Signature Required)
DATE CITY AND STATE SIGNATURE OF OFFICERHOLDER, CANDIDATE, PROPONENT OR RESPONSIBLE OFFICER

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICERHOLDER, CANDIDATE OR PROPONENT

Executed on _____ At _____ By _____
DATE CITY AND STATE SIGNATURE OF OFFICERHOLDER, CANDIDATE OR PROPONENT

FOR INFORMATION REQUIRED TO BE PROVIDED TO YOU PURSUANT TO THE INFORMATION PRACTICES ACT OF 1977 SEE INFORMATION MANUAL ON CAMPAIGN DISCLOSURE PROVISIONS OF THE POLITICAL REFORM ACT.

1995/1996 Modified Filing Schedule For Elections Held on Dates Other Than:

- June 6, 1995
- November 7, 1995
- June 4, 1996
- November 5, 1996
- March 26, 1996

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
40 days before the election	First Pre-election	* through 45 days before the election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
12 days before the election	Second Pre-election	44 days through 17 days before the election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Payment Report	16 days prior to the election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Fax
12 days before** the run-off election	Pre-run-off-election	16 days before first election through 17 days before the run-off election	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
July 31	Semi-Annual (If election held during 1st six months)	* through June 30	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
January 31	Semi-Annual (If election held during 2nd six months)	* through December 31	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

NOTES:

* The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1 if no previous statement has been filed.

** If the run-off election is held more than 60 days after the first election, two pre-election statements must be filed. Call your filing officer to obtain filing deadlines.

Certain pre-election and semi-annual statements may be faxed. See page 25.

The Commission recommends filers contact the FPPC for state elections and their local filing officer for local elections to verify campaign filing deadlines.

June 6, 1995 and November 7, 1995 Election Filing Schedules

June 6, 1995

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
April 27	First Pre-election	1/1/95 - 4/22/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
May 25	Second Pre-election	4/23/95 - 5/20/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Payment Report	5/21/95 - 6/5/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Fax
July 31	Semi-Annual	5/21/95 - 6/30/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

November 7, 1995

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
September 28	First Pre-election	* - 9/23/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
October 26	Second Pre-election	9/24/95 - 10/21/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Payment Report	10/22/95 - 11/6/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Fax
January 31, 1996	Semi-Annual	10/22/95 - 12/31/95	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

NOTES:

The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

Certain pre-election and semi-annual statements may be faxed. See page 25 for information concerning faxed statements.

1996 Standard Filing Schedule

June 4, 1996

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
March 22	First Pre-election	1/1/96 - 3/17/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
May 23	Second Pre-election	3/18/96 - 5/18/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Payment Report	5/19/96 - 6/3/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Fax
July 31	Semi-Annual	5/19/96 - 6/30/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

November 5, 1996

<i>FILING DEADLINE</i>	<i>TYPE OF STATEMENT</i>	<i>PERIOD COVERED BY STATEMENT</i>	<i>METHOD OF DELIVERY</i>
October 5 (Saturday--File no later than Monday, October 7)	First Pre-election	* - 9/30/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
October 24	Second Pre-election	10/1/96 - 10/19/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Payment Report	10/20/96 - 11/4/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Fax
January 31, 1997	Semi-Annual	10/20/96 - 12/31/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

NOTES:

* The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1, if no previous statement has been filed.

Certain pre-election and semi-annual statements may be faxed. See page 25 for information concerning faxed statements.

March 26, 1996 Filing Schedule

March 26, 1996

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
February 15	First Pre-election	1/1/96 - 2/10/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
March 14	Second Pre-election	2/11/96 - 3/9/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail
24 Hours	Late Payment Report	3/10/96 - 3/25/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> Telegram <input type="checkbox"/> Fax
July 31	Semi-Annual	3/10/96 - 6/30/96	<input type="checkbox"/> Personal Delivery <input type="checkbox"/> First Class Mail

NOTES:

The period covered by any statement begins on the day after the closing date of the last statement filed, OR January 1, if no previous statement has been filed.

Certain pre-election and semi-annual statements may be faxed. See page 25 for information concerning faxed statements.

Where to File Statements

Important Addresses for Filing Campaign Statements

Secretary of State*
Political Reform Division
P.O. Box 1467
1230 J Street, Room 219
Sacramento, CA 95812-1467

After March 1, 1995:
Secretary of State
Political Reform Division
P.O. Box 1467
1500 11th Street
Sacramento, CA 95812-1467

*Please mail or deliver campaign statements to the Secretary of State at the Sacramento address, or deliver to the Secretary of State,
107 South Broadway, Room 4001
Los Angeles, CA 90012

Registrar-Recorder of Los Angeles County
Campaign Reporting Unit
12400 Imperial Highway
Norwalk, CA 90650-3134
Fax: (310) 462-3030

Registrar of Voters, City and County of San Francisco
Campaign Statements
633 Folsom Street, Suite 109
San Francisco, CA 94107
Fax: (415) 554-7344

NOTES:

- An "original" copy of a campaign statement is one which contains an original signature of the individual required to sign the statement.
- Campaign statements which contain 30 pages or less may be faxed provided that the required original and the required copies are sent to the filing officer(s) by first-class mail or by guaranteed overnight delivery service within 24 hours of the filing deadline. Late Payment Reports may be faxed but are not also required to be mailed.

Statement of Organization, Form 400

- File the original and one copy with the Secretary of State.
- Slate mailer organizations that file original campaign disclosure statements with a local filing officer must also file a copy of the Statement of Organization with the appropriate city or county filing officer.

Semi-Annual and Pre-Election Campaign Statements, Form 401

"State" Slate Mailer Organizations:

Slate mailer organizations which produce one or more slate mailers supporting or opposing candi-

dates or measures being voted upon in a state election, or in more than one county must file:

- The original and one copy with the Secretary of State;
- Two copies with the Registrar-Recorder of Los Angeles County;
- Two copies with the Registrar of Voters of the City and County of San Francisco; and
- Two copies with the clerk of the county in which the organization is located, if different than Los Angeles or San Francisco.

"County" Slate Mailer Organizations

Slate mailer organizations which produce one or more slate mailers supporting or opposing candidates or measures voted on in only one county, or in more than one jurisdiction within a single county, must file:

- The original and one copy with the clerk of the county in which the candidates or measures are being voted upon; and
- Two copies with the clerk of the county in which the committee is located, if different than above. If the organization is located outside California, file two copies with the Registrar-Recorder of Los Angeles County.

"City" Slate Mailer Organizations

Slate mailer organizations which produce one or more slate mailers supporting or opposing candidates or measures voted on in only one city must file the original and one copy with the clerk of the city in which the candidates or measures are being voted upon.

NOTE: A STATE slate mailer organization which also produces slate mailers in connection with city or county elections is not required to file additional reports as a COUNTY or CITY slate mailer organization. However, if a slate mailer organization is initially required to file as a county or city slate mailer organization and later during the calendar year it qualifies as another type of slate mailer organization (e.g., a city organization becomes a county organization, or a county organization becomes a state organization), it must continue to file copies of its campaign statements in the original city or county (in addition to the other locations in which it is required to file) until the end of the calendar year.

Statement of Termination (Slate Mailer Organization), Form 402

To terminate a slate mailer organization, an original Form 402 must be filed with the Secretary of State and, if applicable, a copy must be filed with the local filing officer who receives the original campaign statements (Form 401) filed by the slate mailer organization.

Amendment to Campaign Disclosure Statement, Form 405

Form 405 must be filed with each filing officer who received the statement being amended

Late Payment Report

The late payment report must be filed with each filing officer with whom the slate mailer organization files its regular campaign statements, Form 401.

Part IV.

Slate Mailer Disclaimer and Identification Requirements

A "slate mailing" is a mass mailing (more than 200 substantially similar pieces of mail sent in a calendar month) which supports or opposes a total of four or more candidates or measures.

Disclaimer Requirement

A slate mailer organization which produces a slate mailer must include the following notice at the top or bottom of at least one insert contained in the slate mailer, or at the top or bottom of one side or surface of a postcard or other type of self-mailer:

NOTICE TO VOTERS

THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.

The notice must be printed in at least 8-point roman, boldface type, which must be in a color or print which contrasts with the background. The notice also must be contained in a printed or drawn box which is set apart from any other printed matter.

NOTE: Additional information may not be included in the "Notice to Voters" disclaimer. This disclaimer must be kept separate from any other information.

Identification Requirements

Slate Mailer Organization Requirements:

Slate mailers which are sent by a slate mailer organization must contain the name, street address, and city of the slate mailer organization. A post office box may be stated in lieu of a street address if the organization's street address is listed on its Statement of Organization, Form 400, on file with the Secretary of State.

The identification must be shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of the slate mailer. It must be printed in no less than 8-point roman type in a color or print which contrasts with the background.

Identification of Candidates and Committees for Which Payments Have Been Received:

In addition to identifying the slate mailer organization, each candidate and each ballot measure supported or opposed in a slate mailer for which a payment of \$100 or more has been received by the

organization (either from the candidate, a committee, or from any other person at the behest of a candidate or committee) must be designated in the slate mailer by an asterisk (*).

The asterisk must be of the same type size, type style, color or contrast and legibility that is used for the name of the candidate or the name or number of the ballot measure supported or opposed in the slate mailer, except that it need not be larger than 10-point boldface type.

The asterisk must immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure, if the candidates and measures supported or opposed appear in a list. If the mailer consists of a narrative text rather than a slate listing, the asterisk must appear at least once, in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.

If the name of a candidate appears in a slate mailer sent by a slate mailer organization and the candidate is a member of a political party which is different than the political party represented by the mailer, the party designation of the candidate must appear immediately below the candidate's name in no less than 9-point roman type in a color or print which contrasts with the background so as to be easily legible. The designation is not required for candidates for non-partisan office.

NOTES:

- The asterisk requirement is not applicable to candidates and committees from whom payments totaling less than \$100 have been received by the slate mailer organization.
- If a slate mailer organization receives a payment from a third party for the purpose of including a candidate or ballot measure in a slate mailer, inclusion of the asterisk will depend upon whether the third party's payment is an in-kind contribution or an independent expenditure. An asterisk is required if the payment is an in-kind contribution. An asterisk is not required if the payment is an independent expenditure.
- An asterisk should not appear next to any candidate or ballot measure listed on a slate mailer for free. This is true even if authorization has been received from the candidate or ballot measure committee or the candidate or ballot measure committee has paid to appear on other slate mailers prepared by the slate mailer organization.

Part V.

Questions and Answers

1. **May an elected officeholder or candidate serve on the committee that determines who will be endorsed in a slate mailer?**

The Act does not prohibit an officeholder or candidate from serving on a committee that determines who will be included in a slate mailer. However, if the slate mailer organization also qualifies as a recipient committee, it may become a "controlled" committee.

2. **May a political consulting firm which is a sole proprietorship and whose owner serves as a member of the slate mailer organization's endorsement committee, be paid by the organization for management services?**

The Act does not prohibit a slate mailer organization from paying a consultant for management services. Such payments would be disclosed on Schedule B and, if applicable, Schedule C of Form 401.

3. **May a slate mailer organization include additional information in the "Notice to Voters" so long as the original requirements have been met?**

No. The "Notice to Voters" language required by the Act must be kept separate from any other information.

4. **Must all of the persons who serve on the slate mailer organization's endorsement committee be listed as officers of the slate mailer organization?**

No. Only persons who have final decision making authority as to which candidates or measures will be supported or opposed in the organization's slate mailers must be listed on Part III of the organization's Statement of Organization, Form 400.

5. **If a slate mailer organization receives, or expects to receive, less than \$100 from a candidate or other person to appear on the slate mailer, is the organization required to place an asterisk on the slate mailer next to the name of the candidate from, or on behalf of whom, the payment is received?**

No. An asterisk is not required to be placed next to the name of any candidate from whom, or at whose behest, payments totaling less than \$100 have been received.

6. **If a slate mailer organization receives a payment from a third party for the purpose of supporting or opposing a specific candidate or measure on a slate mailer, should an asterisk be included next to the name of the candidate or measure?**

Whether an asterisk should appear next to the name of the candidate or measure depends upon whether the payments to the slate mailer organization are in-kind contributions to the candidate or ballot measure or are independent expenditures. An asterisk is required for in-kind contributions and is not required for independent expenditures.

7. **If a slate mailer organization receives more than \$500 for producing a slate mailer during the first pre-election period, but it does not produce or contract for production of the mailer prior to the close of the period, is the organization required to file the first pre-election statement?**

Yes, the slate mailer organization must file the first pre-election statement.

8. **Does a mailer which expressly supports three candidates and expressly opposes the opponent of one of the candidates supported in the mailing qualify as a "slate mailer" under the Act?**

No. A "slate mailer" is a mass mailing which supports or opposes a total of four or more candidates or ballot measures. Opponents of candidates supported in a mass mailing are not counted toward the total required to qualify as a slate mailer.

Part VI.

Listing of Campaign Forms Filed by Slate Mailer Organizations

Following is a list of campaign forms used by slate mailer organizations.

400

**Statement
of Organization
(Slate Mailer
Organization)**

Used by individuals or entities which received or who are promised \$500 or more in a calendar year for the production of one or more slate mailers.

401

**Slate Mailer
Organization
Campaign
Statement**

Used to report payments made and received to produce slate mailers.

402

**Statement of
Termination
(Slate Mailer
Organization)**

Used by slate mailer organizations that are eligible to terminate their filing obligations.

405

**Amendment
to Campaign
Disclosure
Statement**

Used to amend campaign disclosure statements.
Exception: Do not use Form 405 to amend Form 400,
Statement of Organization.

**Late
Payment
Report**

There is no form for filing the Late Payment Report. See page 18 for information on the Late Payment Report

Part VII.

Information Collection and Access

The Information Practices Act of 1977 requires that the following information is provided when information is collected from individuals.

Agency Name

Secretary of State

Title of official responsible for information maintenance

Manager, Political Reform Division

Address

1230 J Street, Sacramento, CA 95814

After March 1, 1995:

1500 11th Street, Sacramento, CA 95814

Telephone number

(916) 322-4880

Authority that authorizes the maintenance of the information

Government Code Sections 81002, 81004, 81004.5, 81007, 81008, 81009, 81010, 82026, 82027, 83112, 83113, 84101-84107, 84200-84217, 84400, 85100-85307, 90001, 91000-91001.5, 91004, 91010, 91013; 2 California Code of Regulations Section 18401-18439

All items of information on forms filed pursuant to the Political Reform Act are mandatory.

The consequences, if any, of failure to provide all or any part of the requested information

Remedies for a violation of the Political Reform Act's reporting requirements include:

- 1) an administrative enforcement proceeding before the Fair Political Practices Commission (Gov. Code Section 83116);
- 2) a criminal misdemeanor proceeding (Gov. Code Section 91000);
- 3) a civil action, including an action for injunctive relief (Gov. Code Sections 91003, 91004); and
- 4) levying of late penalties by filing officers (Gov. Code Section 91013).

The principal purpose(s) for which the information is to be used:

The information reveals campaign financing practices of officeholders, candidates, and campaign committees, and certain organizational information about campaign committees for public scrutiny.

Each individual has the right to review campaign disclosure files, unless exempted by the law.

All forms filed with the Secretary of State are subject to audit by the Franchise Tax Board and the Fair Political Practices Commission, and copies of these forms may be provided to the Franchise Tax Board and the Fair Political Practices Commission for auditing purposes. (Gov. Code Sections 90000, 90006.) In addition, agencies and enforcement authorities pursuant to the Political Reform Act may obtain copies of forms filed with the Secretary of State for enforcement purposes. The Fair Political Practices Commission, the Attorney General, district attorneys, and elected city attorneys of chartered cities have enforcement authority. (Gov. Code Sections 83116, 91001, 91001.5, 91003.) In addition, filing officers may levy late fees for statements or reports not filed on time (Gov. Code Section 91013.)

All reports and statements filed pursuant to the Political Reform Act are public records open for public inspection and reproduction. (Gov. Code Section 81008.)

Separate information manuals are available for candidates and officeholders, and for the various types of committees. The manuals are:

- **Manual A: Elected State and Local Officers (Including Judges), Candidates for State and Local Elective Offices, and Their Controlled Committees**
- **Manual B: Non-Controlled Committees Primarily Formed to Support or Oppose a State or Local Candidate**
- **Manual C: General Purpose Recipient Committees (Political Committees and Broad-Based Committees)**
- **Manual D: Committees Primarily Formed to Support or Oppose the Qualification or Passage of a State or Local Ballot Measure (Including Ballot Measure Committees Controlled by a Candidate or Officeholder)**
- **Manual E: Independent Expenditure Committees and Major Donor Committees**
- **Manual F: Slate Mailer Organizations**

If you have questions on which manual you should use, call the Technical Assistance Division at (916) 322-5662.