

Background

Lobbying entities (lobbyists, lobbying firms, and lobbyist employers) are required to file this form with the Ethics Commission **within one business day** of engaging in certain levels of fundraising activity for a City officeholder.

You must file this form when the total amount of contributions that result from your fundraising activity exceed the following amounts in any 12 month period:

\$15,000 for a City Council member or

\$35,000 for the Mayor, the City Attorney, or the Controller

Contributions do not count toward the filing thresholds if they are made to a ballot measure committee or a campaign committee for a non-City office that is controlled by a City officeholder.

Fundraising activity includes all of the following:

- Asking someone, either personally or through an agent, to make a contribution at the behest of a City officeholder, the officeholder's campaign treasurer, the officeholder's campaign manager, or a member of the officeholder's fundraising committee.
- Asking someone, either personally or through an agent, to make a contribution after having informed the City officeholder that you are soliciting contributions.
- Allowing your signature to be used on a written request for funds.
- Doing any of the following regarding a fundraising event:
 - ▶ Providing the use of your home or office without charging market value;
 - ▶ Paying for at least a majority of the costs of the event;
 - ▶ Hiring another person to conduct the event;
 - ▶ Asking more than 25 persons to attend the event; or
 - ▶ Providing more than 25 names to be used for invitations to the event.
- Delivering a contribution for another person.
- Acting as an intermediary (making a contribution on behalf of another person who reimburses you).

Fundraising activity does not include making a public request for funds to at least a majority of the attendees at a public gathering or publishing a request in a newspaper or on radio or television.

Instructions

The form that must be filed is provided on page 2. Identify what type of lobbying entity you are and provide your name, mailing address, email address, and telephone number.

Identify the City officeholder for whom your fundraising activity has met the filing threshold. A separate form must be filed for each officeholder for whom you have met the threshold.

For every instance of fundraising activity, identify the date of the activity, the type of activity, the name and state identification number of the committee benefiting from the activity, the name of each contributor, and the total amount of contributions. If additional pages are necessary, check the box below the table and indicate how many pages you are attaching. Then provide the total dollar value for all pages.

- If a lobbying entity co-hosts a fundraising event, the lobbying entity must disclose the amount of contributions received as a result of the lobbying entity's own fundraising activity.
- If a contribution results from the fundraising activity of more than one person, it must be attributed equally between all persons who engaged in the activity.

Your signature under penalty of perjury is required. If you are an entity, one of your officers must sign.

Once the form is completed and signed, you must file the original with the Ethics Commission and a copy with the City Clerk and the City officeholder named in the form. The form is filed when postmarked or received by the Ethics Commission, whichever is earlier. The Ethics Commission is required to post the form online.

