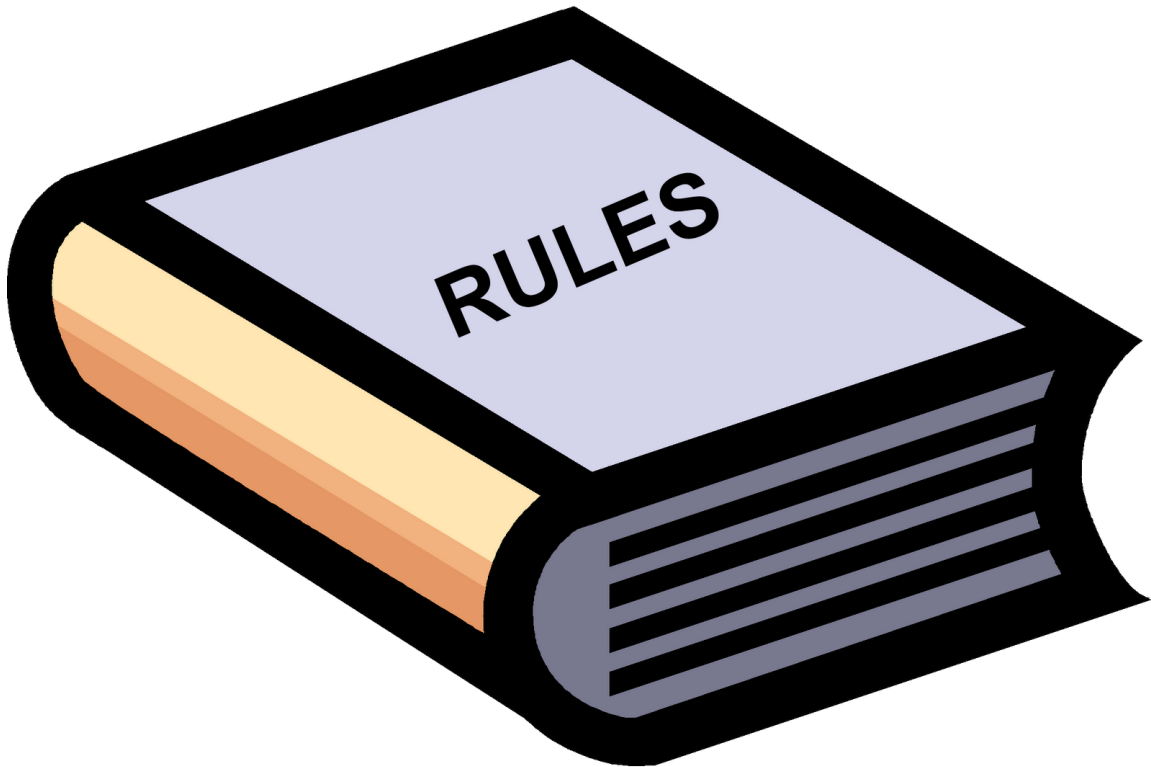


How to Run for Local Office

LEGAL REQUIREMENTS



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How to Run for Local Office – Legal Requirements

You need to fill out paperwork with two separate entities to become a qualified candidate for public office within the City and Borough of Juneau – the CBJ Clerk’s Office and the Alaska Public Offices Commission (APOC).

The CBJ Clerks Office will need:

- A notarized Declaration of Candidacy Form
- A nominating petition with the signatures of 25 CBJ registered voters (get more!)
- A signed copy of the APOC **Public Officials Financial Disclosure (POFD)** Statement - you must file it electronically with APOC and provide a printed/signed copy to the City Clerk

To obtain a Declaration of Candidacy Form and Nominating Petition, contact the CBJ Clerk’s Office at:

155 Heritage Way, Juneau, AK 99801 (2nd Floor of City Hall)

Call: 907-586-5278

Fax: 907-586-4550

Email: city.clerk@juneau.gov

See the website: <https://juneau.org/clerk/elections>

The Alaska Public Office Commission will need:

For Campaigning Purposes:

- A Letter of Intent
- One of the following:
 - A Municipal Candidate Exemption Form (for campaigns not exceeding \$5000.00)
 - A Campaign Disclosure Form (for campaigns exceeding \$5000.00)

Campaign Disclosure: <https://doa.alaska.gov/apoc/FilerResources/campaignDisclosure.html>

For Declaration of Candidacy:

You must file a **Public Officials Financial Disclosure Statement (POFD)** with APOC and provide a printed, signed copy to the Clerk’s Office.

Financial Disclosure: <https://doa.alaska.gov/apoc/FilerResources/financialDisclosure.html>

Qualifications for Office

Eligibility:

"**Qualified Voter**" means a voter who meets the following requirements at the time of the election:

- 1) qualified to vote in State elections;
- 2) a resident of the municipality for at least thirty days immediately preceding the election;
- 3) registered to vote in state elections at a residence address within the municipality at least thirty days before the municipal election at which the person seeks to vote; and
- 4) not disqualified under Article V of the Alaska Constitution.

Board of Education (School Board)

To be eligible to serve on the Board of Education (School Board), a person must have the same qualifications as outlined in "Qualified Voter", and:

- not be an employee of the Juneau School District;
- not be a member of the Alaska Legislature

Assembly

To be eligible to serve on the Assembly, a person must have the same qualifications as outlined in "Qualified Voter", and:

- Be a resident of the municipality for at least one year immediately preceding the election
- Be a resident of the district from which they are elected at the time of the election
- Not be an employee of CBJ, Bartlett Regional Hospital, or any other compensated municipal office (except the School District)
- Not be elected to a partisan political office

According to CBJ Code 11.10.020 Eligibility:

"No Assemblymember may be an employee of the Bartlett Memorial Hospital, the City and Borough administration or any department or division thereunder, a City and Borough service area, or any municipal board, commission, committee or other group, except for the school district, which is funded in whole or in part by Assembly appropriations, nor may an Assemblymember serve on the Planning Commission, the City and Borough Personnel Board, the School Board of the City and Borough, nor any public body created by the Assembly except when an Assemblymember holds a position on such body as a representative of the Assembly."

Declaration of Candidacy/Nominations:

Petitions

Nomination for elective office shall be made only by a Nominating Petition accompanied by a signed Declaration of Candidacy form. These forms are available at the Election Official/Municipal Clerk's office, located at City Hall, 155 Heritage Way, Rm 215, and online at: <https://juneau.org/clerk/elections>

Forms may also be requested by mail to CBJ Clerk, 155 Heritage Way, Juneau, AK, 99801, by fax (907) 586-4552, by email (city.clerk@juneau.gov), or by phoning the clerk's office at: (907) 586-5278.

Procedures

The Declaration of Candidacy, Nomination Petition and Alaska Public Offices Financial Disclosure forms must be completed and all three forms filed with the Election Official not earlier than 8:00 a.m. on Friday, July 12, 2024, nor later than 4:30 p.m. on Monday, July 22, 2024. For a petition to be sufficient, it must be signed by 25 qualified voters. It is highly recommended that anyone circulating a petition obtain more than 25 signatures, in case the petition is inadvertently signed by a person who is not a qualified voter, the clerk cannot decipher the handwriting, the person has moved and not changed their voter registration, or other reasons to question the validity of the signature.

Public Official Financial Disclosure and Campaign Disclosure Information

All candidates must file a printed and signed Public Official Financial Disclosure Statement (POFD) with the Election Official/Municipal Clerk prior to the closing date of the candidacy filing period. Once the POFD Statement is filed online, please print a copy, sign it, and submit it with the candidate nominating petition. ***Late filings of Public Official Disclosure Statements must be refused and the candidate's name removed from the filing records. (ref. AS 39.50.020)***

A Letter of Intent to Run for Office and Campaign Disclosure forms must be filed with the Alaska Public Offices Commission before the candidate can begin to raise funds or actively campaign for office. These records are maintained by the APOC and not with the CBJ Clerk's office.

Complete information about financial and campaign disclosure can be found at the Alaska Public Offices Commission website at: <http://doa.alaska.gov/apoc/home.html>

To file POFD Statements and Campaign Disclosure forms, a candidate in the City and Borough of Juneau must file on-line through the State of Alaska's internet portal <https://my.alaska.gov/>.

ALASKA PUBLIC OFFICES COMMISSION CONTACT INFO

Office Hours of Operation: 8am to 5pm (Alaska time)

Anchorage Office

2221 E. Northern Lights, Room 128
Anchorage, AK 99508-4149

Phone: (907) 276-4176

Toll-Free: 1-800-478-4176

Fax: (907) 276-7018

General Email: apoc@alaska.gov

Filer Reports: doa.apoc.reports@alaska.gov

Please note that most of the POFD questions should be directed to the Anchorage APOC staff.

Juneau Office

Mailing Address:

Alaska Public Offices Commission

PO Box 110222

Juneau, AK 99811-0222

Physical Address:

240 Main St. #201

Juneau, AK 99811

Phone: (907) 465-4864

Toll-Free: 1-866-465-4864

Fax: (907) 465-4832

Juneau Group

email: doa.apocjnu@alaska.gov

Write-in candidates:

For write-in votes to be counted, a write-in candidate must file a Letter of Intent and a Public Officials Financial Disclosure Statement (POFD) no later than 4:30 p.m., on Tuesday, September 24, 2024, with the Election Official/Municipal Clerk. Filing forms are available from the Municipal Clerk's Office and interested persons are encouraged to contact the Clerk to review the process.

In addition, and separately from the submissions to the Clerk's office, a write-in candidate must submit a Public Officials Financial Disclosure Statement and comply with Alaska Campaign Finance Laws.

CBJ Code 29.07.050(f) states the following with respect to write-in candidates:

A write-in candidate shall, not later than 4:30 p.m. of the seventh day before the election (Tuesday, September 24, 2024), file with the election official a letter of intent stating:

- 1) full name of candidate;
- 2) full residence address of the candidate and the date on which residency at that address began;
- 3) full mailing address of candidate;
- 4) the office the candidate seeks;
- 5) the date of the election at which the candidate seeks election;
- 6) the length of residency in the City and Borough;

- 7) the name of the candidate as the candidate wishes it to be written on the ballot by the voter;
- 8) that the candidate will meet the specific age requirements of the office for which the person is a candidate by the time that candidate, if elected, is sworn into office;
- 9) that the candidate is a qualified voter as required by law; and
- 10) that the candidate is not a candidate for any other office to be voted on at the election and that the candidate is not a candidate for this office under any other nominating petition or declaration of candidacy.

Procedures for counting write-in ballots

CBJ Code Section 29.07.160 General procedures for ballot count:

(a)(10) Write-in votes shall not be counted unless the candidate has filed a letter of intent as required by subsection [29.07.050\(f\)](#). If the total number of ballots containing write-in votes in the general election are at least the second highest in number in a race with two or more candidates, the write-in votes will be counted individually, which may be done using an electronic adjudication process when available. In races where a candidate is unopposed, write-ins will be counted individually if they are within 100 votes or less. Write-in votes will be counted after the date of the election, but before the certification of the election in which the write-ins occurred. Write-in vote totals that do not fall within either of these two categories will not be individually counted.

Withdrawal from candidacy:

Any candidate nominated may withdraw their nomination not later than 4:30 p.m. on Friday, July 26, 2024, through written notification to the Election Official.

Official Candidate Statement:

A candidate for elected office has the OPTION of filing an official candidate statement for publication on the CBJ website. All information must be received by the election official for formatting by 4:30 p.m. on Friday, August 12, 2024. (CBJ Code 29.07.055) As this is an optional service, if nothing is received from the candidate by the August 12 deadline, the website will simply state that the candidate did not chose to submit a candidate statement.

Quick Reference Dates for October 1, 2024 CBJ Regular Election

WORKING DRAFT-Updated April 23, 2024 All dates are 2024
See <https://juneau.org/clerk/elections> for full details.

**Dates of Regular Assembly meetings at which Assembly action may occur are highlighted below.*

March 26	<u>Initiative Petition</u> Filing Period opens (to make a new law)
March 29	First day for the public to file for a Charter Amendment change (to change the CBJ Charter)
April 9	<u>Initiative Petition</u> filing period closes. <u>Referendum Petition</u> Filing Period opens (to get rid of an existing law)
April 24	<u>Referendum Petition</u> Filing Period closes
May 11	What It Takes to Run for Public Office , a free workshop by the Juneau League of Women Voters, CBJ Clerk's Office, Juneau School District, and Juneau Public Libraries.
May 13	Earliest Regular Assembly meeting for the Assembly to introduce a Charter Amendment Ordinance
May 13	Last Day for the public to file for a Charter Amendment change
June 3	[120 days prior to Election Day] Earliest day for the clerk to certify a petition for a Charter amendment
June 17	First Regular Assembly Meeting for the Assembly to adopt any Charter Amendment Ordinance
June 14	Deadline for the Clerk to certify an Initiative Petition and submit it to the Assembly for Action.
June 22	[100 Days until Election Day]
June 28	Deadline for the Clerk to certify a Referendum Petition and submit it to the Assembly for action.
July 1	Last Regular Assembly Meeting to Introduce all Ballot ordinances, including any Charter amendments.
July 3	[90 days prior to Election Day]
July 12	[81 days prior to Election Day] Filing for Assembly and School Board Candidacy Opens at 8:00 a.m.
July 22	[71 days prior to Election Day] Filing for Assembly and School Board Candidacy Closes at 4:30 p.m.
July 26	Last day for candidates to withdraw their name from the printed ballot – 4:30 p.m. First day a write-in candidate can file a letter of intent to run a write-in campaign.
July 29	Last Regular Assembly Meeting to Adopt all ballot ordinances, including any Charter amendments or to make a motion placing an advisory question on the ballot.
Aug. 2	[60 days prior to Election Day] Last day for Assembly to adopt or the Clerk to certify a petition for a Charter amendment proposition (This is a Friday and would require a Special Assembly meeting.)
Aug. 7	Clerk finalized ballot layout & submits ballot text for design, voice recording, and testing.

Quick Reference Dates for October 1, 2024 CBJ Regular Election

WORKING DRAFT-Updated April 23, 2024 All dates are 2024
See <https://juneau.org/clerk/elections> for full details.

- Aug. 12** [50 days prior to Election Day]
Optional Candidate Profiles due to Clerk
- Aug. 16** Final ballot approval with printer
- Aug. 31** Notice of Election Published in Newspaper of General Circulation (Juneau Empire)
- Sept. 1** [30 days prior to Election Day]
Last day for residents to register to vote in this election; Deadline for Candidate Profiles to be published on CBJ Elections website
- Sept. 2** Labor Day Holiday Observed
- Sept. 3-6** Election Equipment Logic and Accuracy Testing occurs week of Sept. 3
- Sept. 12** Ballots mailed out from printer/contractor (in WA) to all qualified registered voters
- Sept. 13** Ballot Drop Boxes unlocked to begin receiving ballots
- Sept. 16-10/1** Vote Centers open in Assembly Chambers and Mendenhall Valley Library Large Meeting Room for in-person voting, special needs voting, ADA accessible voting equipment, or to drop off by-mail ballots.
- Sept. 24** [7 days prior to Election Day]
Last day for Clerk's to receive applications for a ballot to be mailed to a temporary address
Last day to file "write-in" candidacy letter of intent and candidacy packet.
- Sept. 30** 5:00pm Deadline to submit application for a fax/e-ballot (by electronic transmission).
- Oct. 1** Election Day: Vote Centers open 7 a.m. - 8 p.m. Ballot Drop Boxes available until 8 p.m.
[Ballots received and reviewed prior to Election Day will begin tabulation after 8p.m. and preliminary unofficial results will be published later that evening with periodic updates published throughout the review period.]
- Oct. 14** Deadline for ballot cures to be submitted to the Election Center for consideration by the Canvass Review Board.
- Oct. 14 - 15** Final ballot review and tabulation by the Canvass Review Board held at the Ballot Processing Center with up to three additional days, as may be needed.
- Oct. 15** FINAL RESULTS will be published online upon certification by the Canvass Review Board and the Election Official.
- Oct. 17** (Within 2 days after certification) Any request for a recount of election returns (CBJ Code 29.07.300) must be filed with the Clerk. Within 5 days of recount application being deemed sufficient, the Clerk conducts a recount of election returns to be completed within 2 days and certifies final results.
- Oct. 21** Swearing in & first meeting with newly elected Assemblymembers, Election of Deputy Mayor
- Oct. 22** Swearing in & first meeting with newly elected School Board Members
- Oct. 25** Last Day to file for Judicial Review of Election in Superior Court (Within 10 days of certification)

Please check the CBJ Elections Website at <https://juneau.org/clerk/elections> for periodic updates or contact the Municipal Clerk's office at 907-586-5278 or via email at CBJ.Elections@juneau.gov.

Assembly Districts

General Information about Assembly Districts:

The City Code defines the Assembly Districts, dividing the land within the boundaries of CBJ into two areas of approximately equal population. These “residential” district seats attempt to ‘spread out’ Assemblymembers so that geographical perspective is represented.

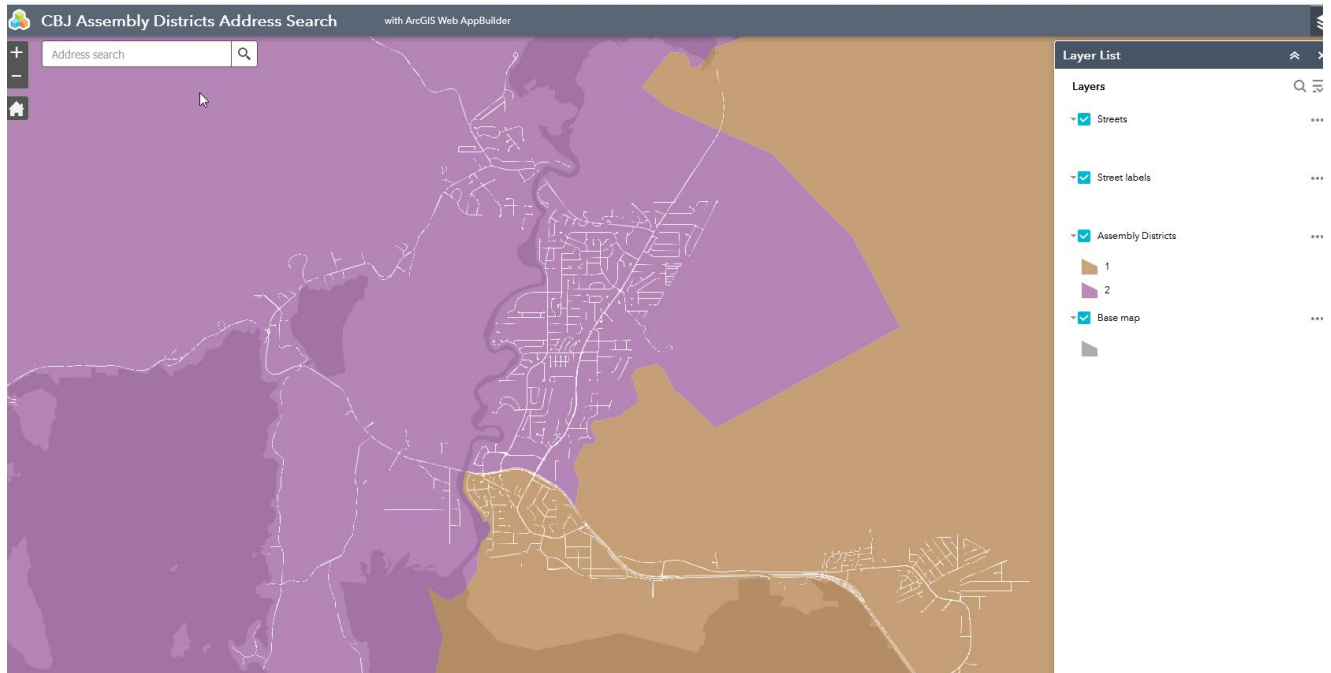
Three Assemblymembers must reside in Assembly District 1, three in Assembly District 2 and two other Assemblymembers may live anywhere in the borough, known as the “areawide seats.” The Mayor may also live anywhere in the borough. Assembly District 1 includes all of Douglas Island, Thane, “downtown”, Lemon Creek, and the Mendenhall Valley south of Egan Drive and east of the Mendenhall River (near the airport). Assembly District 2 includes the rest of the Mendenhall Valley, Auke Bay, and “out-the-road”.

Whether elected to a district seat, an areawide seat or the Mayor, all Assemblymembers serve all people within the CBJ. All CBJ residents may vote for all seats, regardless of where they live. This is different than the State of Alaska’s elections for the House of Representatives. Only one ballot is printed for candidates in the City and Borough of Juneau, and voters may cast a vote in every race on the ballot.

How to find your Assembly District:

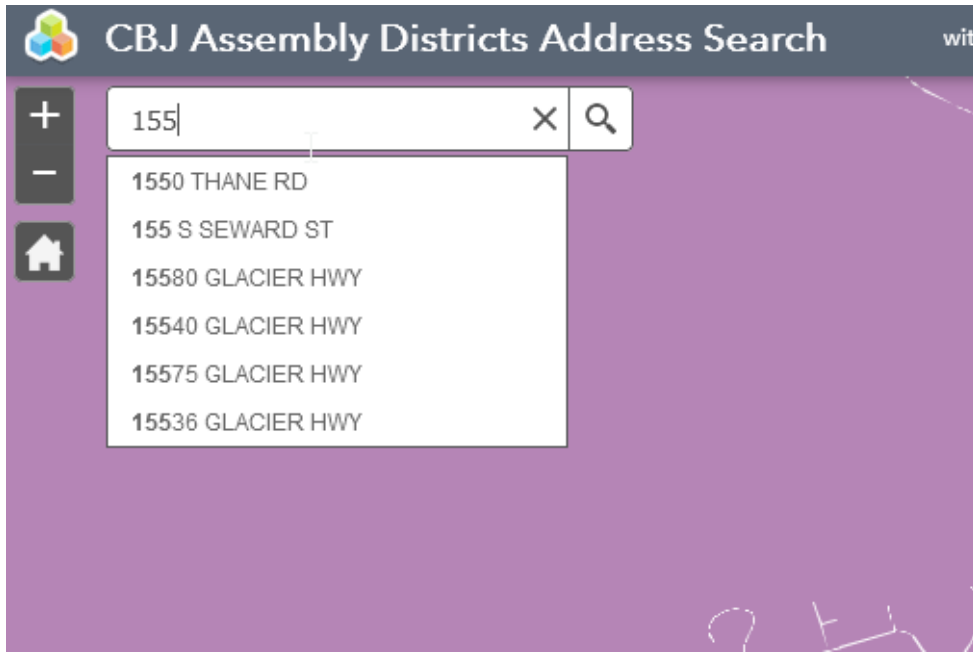
If you’re not sure what district you live in, you can look it up here: <https://cbj-gis.maps.arcgis.com/apps/webappviewer/index.html?id=fe70589b26af497da493f129b8f41213>.

This link is also found on <https://juneau.org/clerk/elections> under “Election Information Basics – Maps Code, Statistics”

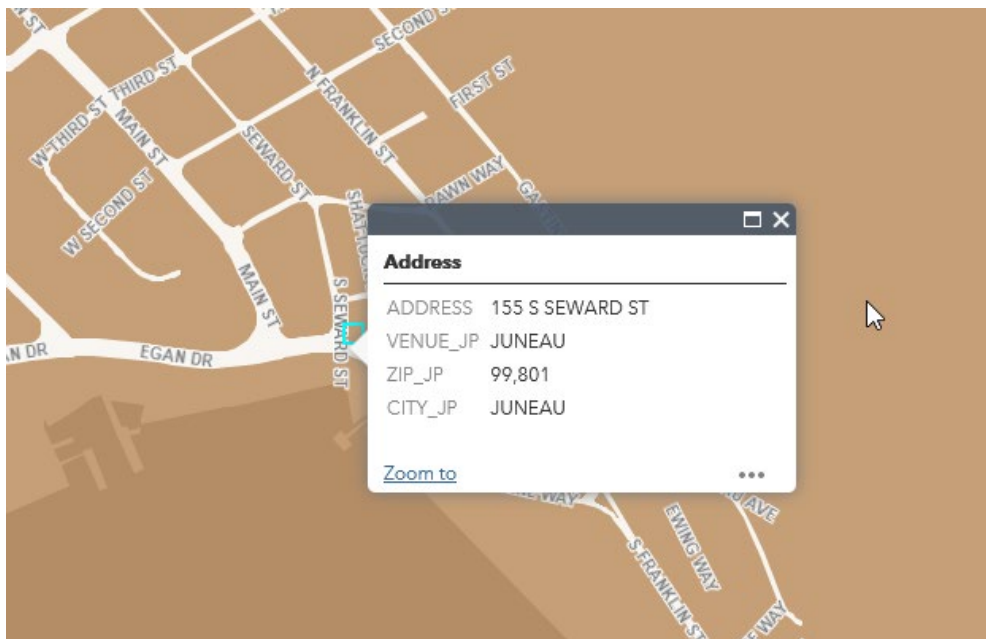


How to use the map:

In the upper left-hand corner of the map is a search bar. Put in the beginning of the address and it will auto-populate an address for you to choose.



Pick your address from the drop down and it will zoom in. District 1 addresses are brown and District 2 addresses are purple.



ALASKA PUBLIC OFFICES COMMISSION

CANDIDATE REPORTING DATES **2024 STATEWIDE MUNICIPAL ELECTIONS**

Tuesday, October 1, 2024

Report:	Covers:	Due:
Year Start Report	Start of campaign - February 1	Thursday, February 15, 2024
30 Day Report	February 2 – August 30	Tuesday, September 3, 2024
7 Day Report	August 31 – September 21	Tuesday, September 24, 2024
24 Hour Reports*	September 22 – September 30	Daily As Needed*
105 Day Report	September 22 – December 30, 2024	Tuesday, January 14, 2025

*During the 9 days before the election, contributions in excess of \$250 from a single source must be reported by date, amount, and contributor within 24 hours of receipt. This includes all monetary, non-monetary, and candidate contributions, as well as contributions of more than \$250, in the aggregate, from a single contributor during the 9-day period. You may need to report each day during that period, or not at all.

Friday, August 30, 2024 (The last day of the 30-day reporting period)

The last day that a candidate may give or loan their campaign more than \$5,000.

Friday, November 15, 2024 (45 days after the date of the Statewide Municipal Elections)

The last day a candidate may accept contributions.

Monday, December 30, 2024 (90 days after the date of the Statewide Municipal Elections)

The date by which candidates must distribute the amount held in their campaign account.

Visit our website for more information about statutes, regulations, and reports filed by groups and candidates.

Contact Information

Website: doa.alaska.gov/apoc

Information Email: apoc@alaska.gov

File Reports at: <https://my.alaska.gov/>

Anchorage APOC – 2221 East Northern Lights Blvd., Room 128, Anchorage, Alaska 99508

General Information: (907) 276-4176 / (800) 478-4176 / FAX (907) 276-7018



Alaska Public Offices Commission

MUNICIPAL ELECTIONS

Please read this document carefully for important information about starting your campaign.

This information is presented only as an overview of your disclosure requirements. It is your responsibility to familiarize yourself and your campaign workers with the statutes and regulations to ensure you that you are in compliance with the law. Please visit the APOC homepage at www.doa.alaska.gov/apoc for further information, training opportunities, and to remain updated about your requirements and responsibilities as a candidate.

Unless they meet specific criteria found in [AS 15.13.040\(m\)\(1\)](#), **candidates must file all forms and reports electronically** through [myAlaska](#). Many Alaskans already have a myAlaska account to apply for their Permanent Fund Dividend. You may use this same account for APOC purposes. Candidates have the option to allow others to view their filings, but this access is specific to APOC services only.

FORMS TO GET STARTED

Letter of Intent: Must be filed with the APOC *before* any candidate engages in campaign activity. A Letter of Intent allows the candidate to begin accepting and spending contributions and may be filed 18 months prior to the date of the election. However, if a candidate files their Declaration of Candidacy first, they do not need to file a Letter of Intent.

The Declaration of Candidacy: Municipal candidates file their Declaration with their specific Municipal Clerk's Office. The Declaration of Candidacy is what gets a municipal candidate's name on the ballot. Check with your Municipal Clerk's Office to find out when your filing period opens and closes.

Public Official Financial Disclosure Statement: Must be filed with the Declaration of Candidacy at the Municipal Clerk's Office. Some municipalities have opted out of the requirement of filing a Public Official Financial Disclosure Statement. Check with your municipal clerk to be sure that you are complying with the requirements of your municipality.

Candidate Registration: Must be filed **within 7 days** after filing the Declaration of Candidacy with the Municipal Clerk's Office. The registration provides your campaign contact information, designates your campaign committee, and your campaign depository. Candidates may amend registrations as needed. **Until a candidate files their registration, designating a Treasurer or Deputy Treasurers, only the candidate may accept/expend campaign funds.**

Municipal Exemption Statement: May be filed by *municipal* candidates instead of the Candidate Registration form who do not intend on exceeding \$5,000 in campaign activity, including any personal money that they may use. As long as they remain under the \$5,000 threshold, exempt candidates are not required to file regular campaign disclosure reports. However, please note that exempt candidates are still subject to the campaign disclosure laws that apply to all candidates; including, but not limited to, applicable contribution limits, maintenance of contribution and

expenditure records, and the requirement that ads, yard signs, and other campaign materials include “paid for by” identifiers as required under [AS 15.13.090](#) and [2 AAC 50.306](#) (see pg. 3).

Candidate Reimbursement Notification: If candidates loan personal funds to their campaign with the intent to repay themselves after the election, they **MUST** file a Candidate Reimbursement Form **within 5 days** of depositing personal funds into their campaign account. The maximum limit a municipal candidate can loan and recover is \$5,000. **HOWEVER**, if the candidate is able to reimburse their personal contributions from the campaign account **within 72 hours** they may do so, and they do **NOT** need to file the Reimbursement Form.

CAMPAIGN DISCLOSURE REPORTS

Candidates, who are not exempt, are required to disclose financial information about their campaigns. The purpose of a campaign disclosure report is to provide a snapshot of a candidate’s activity during a specific reporting period. The **reporting period** is the time period covered by a campaign disclosure report. A **due date** is the date when a report is due, and comes three days after the end of a reporting period. The three days allows a treasurer time to complete the report.

The number of reports filed by municipal candidates will vary depending on when the campaign begins. If a candidate filed a Letter of Intent on or before February 1st, they will begin with a **Year Start Report**, due February 15th. Otherwise the cycle will begin with a **30 Day Report** (due 30 days before the election), **7 Day Report** (due 7 days before the election) and a **105 Day Report** (which should be a final report and is due 105 days after the election). In addition, during the 9 days before an election, candidates must report the contributor name and the amount of all monetary and non-monetary contributions, from a single source, over \$250 (i.e. \$250.01) within 24 hours of receipt. Candidates may need to report each day during that period, or not at all.

OTHER START UP CONSIDERATIONS

Only the candidate, a registered treasurer or a registered deputy treasurer may spend money and accept contributions on behalf of the campaign. Any action by a treasurer or registered deputy treasurer is considered an action of the candidate. The campaign must keep all records that substantiate financial activity for a period of 6 years after the date of the election.

If a registered treasurer or deputy treasurer makes a purchase on behalf of the campaign using personal funds, it is a non-monetary contribution to the campaign (against their individual \$500 contribution limit) unless it is reimbursed. **Reimbursements to a treasurer/deputy treasurer must be made within the same reporting period that the contribution was made and may not exceed \$500.**

Campaign contributions held by a candidate may be used only to pay for the expenses made/incurred by the candidate that reasonably relate to election campaign activities. Campaign contributions held by a candidate may not be: used to give a personal benefit to the candidate or another person, converted to personal income of the candidate, loaned to a person, knowingly used to pay more than the fair market value for goods or services purchased for the campaign, pay for civil penalties, or used to make contributions to another candidate or group.

PAID FOR BY IDENTIFIERS

Alaska Statute 15.13.090 and Regulation 2 AAC 50.306 require a paid for by identifier on all political communications. For candidate campaigns, print or video communications (i.e. newspaper ads, videos, Facebook pages, yard signs, etc.) must have the visible identifier:

“paid for by” followed by the name and address of the candidate

The paid for by identifier on all video communications must remain on screen throughout the entire communication.

Audible communications (i.e. radio ads, videos with sound, robo calls, etc.) must have the audible identifier:

“This communication was paid for by (candidate’s name only)”

If the communication has both a print/video and audio component (i.e. commercials, YouTube videos, etc.) it must have both a visual and audible disclaimer. The paid for by identifier on all video communications must remain on screen throughout the entire communication. Fixing missing or incomplete paid for by disclaimers costs time and money for a campaign, and can result in civil penalties.

CIVIL PENALTIES

Civil penalties apply to candidates who violate campaign disclosure law. Violations include failure to file a campaign disclosure report on time or failure to file a complete and accurate campaign disclosure report. **Even if you are filing a report indicating that you have had no activity in that report period, you will be assessed a civil penalty if the report is late.** It is YOUR responsibility, as the filer, to familiarize yourself (and your campaign workers) with the campaign disclosure law requirements and reporting deadlines. Penalties range from \$50 to \$500 a day depending on the report.

Review the APOC website for further reporting requirements. This information is only meant to provide you with an initial overview of your requirements as you begin your campaign. Do not hesitate to call APOC staff if you have questions. Thank you!

Contact Information

Anchorage Office

2221 East Northern Lights Blvd
Rm 128
Anchorage, AK 99508
Phone: (907) 276-4176
Toll Free: (800) 478-4176
Fax: (907) 276-7018

Juneau Office

P.O. Box 110222
240 Main Street, #201
Juneau, AK 99811-0222
Phone: (907) 465-4864
Toll Free: (866)
465-4864 Fax: (907)
465-4832

Website: www.doa.alaska.gov/apoc
Information Email: apoc@alaska.gov
File Forms and Reports at: <https://my.alaska.gov/>

Alaska Campaign Annual Contribution Limits – AS 15.13

FROM	TO CANDIDATE	TO GROUP & NON-GROUP ENTITY	TO POLITICAL PARTY	TO IE GROUP, INITIATIVE APPLICATION GROUP, & BALLOT GROUP
Authority	AS 15.13.070	AS 15.13.070	AS 15.13.070	AS 15.13.065(c)
Individual (AK resident)	Unlimited	Unlimited	\$5,000	Unlimited
Individual (non-resident)	Unlimited	Unlimited	\$5,000	Unlimited
Corporations, Business Organizations, Unions	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Prohibited AS 15.13.074(f)	Unlimited
Group (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Group (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC*	\$1,000 Must first register with APOC*	Unlimited
Nongroup Entity (based in Alaska)	\$1,000	\$1,000	\$1,000	Unlimited
Nongroup Entity (based outside Alaska)	Prohibited	\$1,000 Must first register with APOC	\$1,000 Must first register with APOC	Unlimited
Political Party	Municipal \$5,000 House \$10,000 Senate \$15,000 Lt. Gov./Gov. \$100,000	\$1,000	Unlimited	Unlimited
Foreign Nationals	Prohibited Foreign nationals are prohibited from making expenditures or contributions in Alaska elections only to the extent prohibited or permitted by Federal law. AS 15.13.068.			

* Groups based outside Alaska must ensure their received contributions comply with Alaska limitations before making contributions to groups based in Alaska or to a political party. Groups based in Alaska may not receive contributions from a group based outside Alaska whose received contributions do not comply with Alaska limitations, as such contributions are prohibited.

Individuals, Persons, and Groups may be required to fill out Form 15-5 Statements of Contribution and/or Form 15-6 Statements of Independent Expenditure where applicable. Please see our Forms page.

COMMON ERRORS THAT WILL CAUSE YOUR REPORTS TO BE RETURNED TO YOU FOR CORRECTION:

ILLEGIBLE REPORTS

Illegible reports **will** be returned to the filer to be re-submitted in a readable format.

INCOMPLETE INFORMATION

CANDIDATES

CONTRIBUTIONS UP TO \$50:

DATE (that the contribution was received by the campaign/*not* the date on the check),

TYPE OF CONTRIBUTION (Non-Monetary, Check, CC for Credit Card)

NAME (the person that signed the check is the contributor)

ADDRESS (*complete* address of the contributor; not just the city)

CONTRIBUTIONS OVER \$50:

All of the above (date, type, name, address) **plus**
OCCUPATION **and** EMPLOYER information.

GROUPS

CONTRIBUTIONS UP TO AND INCLUDING \$100.00:

Groups may total the number of contributors that gave less than \$100 and report the total amount; i.e. 27 contributors gave a total of \$530.00

CONTRIBUTIONS OVER \$100.00:

Groups are now required to report the date, type of contribution, amount, name of the contributor, the contributor's address, AND the occupation and employer information for **all contributions in excess of \$100.**

CANDIDATES AND GROUPS

Expenditures

Candidates and groups, **MUST** report all expenditure information.

DATE (the date the candidate or group obligated itself to an expenditure)

PAYMENT TYPE: (Check, etc.)

VENDOR INFORMATION (Name AND address of the payee)

PURPOSE (A clear description of the Purpose)

Do not forget: An expense is reportable when the campaign **obligates** itself to a debt; report unpaid expenses (i.e. printing costs) on the debt page.

Non-Monetary Contributions

Both candidates and groups must report non-monetary, in-kind contributions as BOTH a contribution AND an expenditure. You may list it in exactly the same way under contributions and expenditures. Be sure to include a good description of the non-monetary contribution; i.e. stakes for yard signs, 100@ \$1.00 each.

These are just a few of the more common reporting errors or omissions; as always, if you have any questions, please call us or visit our website for more detailed assistance.

Anchorage APOC: (907) 276-4176 Toll Free in Alaska: Anchorage Office 1(800) 478-4176
Toll Free in Alaska: Juneau Office 1(866) 465-4864

www.doa.alaska.gov/apoc



Website direct link: <http://doa.alaska.gov/apoc/FilerResources/remindersTreasurers.html>

Alaska Department of Administration
ALASKA PUBLIC OFFICES COMMISSION

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APOC REMINDERS FOR TREASURERS AND DEPUTY TREASURERS

- Corporations and unions are prohibited from contributing to candidates
- Only Candidates, registered Treasurers or Deputy Treasurers may accept or expend campaign funds
- The maximum an individual may contribute to a candidate in a calendar year is \$500
- The maximum *cash* contribution from an individual is \$100 in a calendar year
- A Political Action Committee (PAC) may contribute \$1000 to a candidate within a calendar year
- Report the date, amount, check number, name and address of all contributors and when a contributor exceeds \$50 include the contributor's occupation *and* employer information
- An expenditure is reportable when the campaign *obligates* itself to the vendor or supplier (Remember to report vendor addresses)
- Nonmonetary contributions count towards an individual's \$500 calendar year contribution limit (report them on *both* the contributor and expenditure schedules as nonmonetary contributions)
- The person who signs the check is considered the contributor; both account holders must sign the check if the contribution is to be split between them
- If a candidate intends to be reimbursed at the end of the campaign for personal contributions to their campaign, they must file a Candidate Reimbursement Form with APOC within 5 days of putting their money in (If the campaign reimburses the candidate within 72 hours, report the reimbursement as a paid expenditure to the candidate and describe the items purchased). An expense not repaid within 72 hours, becomes a nonmonetary contribution from the candidate and is reported as such
- If a registered Treasurer or Deputy Treasurer spends personal money on behalf of the campaign, they must be reimbursed within that reporting period. Treasurers and Deputy Treasurers must never spend more than \$500 of their own money on behalf of the campaign or it becomes a contribution to the campaign

**Please Note: Civil penalties will be assessed for all late reports;
*even if there is no activity to report.***

This list is incomplete; review the manual, laws and regulations and call us if you have any questions. Thank You!

- [**Accessibility \(/ada/resources/web.html\)**](#)
- [**Report Fraud \(/drm/oru/\)**](#)
- [**Site Map \(/apoc/SiteMap.html\)**](#)
- [**Privacy \(/resources/privacy.html\)**](#)

Alaska Public Offices Commission

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EMAIL THE WEBMASTER (MAILTO:WEBMASTER@ALASKA.GOV?SUBJECT=DOA WEBSITE ISSUE)

