

Campaign Finance and Public Disclosure Board

WAYS FOR LOBBYISTS TO AVOID VIOLATIONS CHAPTER 10A

1. Register for all clients. Remember to register when you are trying to influence officials in a metropolitan governmental unit.
2. Make all required filings on time. Remind principals to file on March 15th. Legislation now provides for civil penalties as well as late filing fees.
3. Designated lobbyists should contact clients to find out what they have spent during the period to ensure ALL lobbying expenditures are reported on periodic reports.
4. Report all gifts given to officials in excess of \$5 – even if there is an exception or you have an advisory opinion that says you may make the gift.
5. Report salaries, fees, allowances, and other expenses for all activities that support lobbying.
6. Report and itemize all original sources of money in excess of \$500 used for lobbying purposes.
7. Keep required records for four years
8. Don't give or ask another to give a prohibited gift to an official or legislative employee.
9. Don't make contributions to candidates or caucuses during a regular legislative session.
10. Don't make excessive contributions – facially or aggregate.
11. Don't give contributions to a candidate or a party unit to give to another entity.
12. Always provide your lobbyist registration number when giving personal contributions to candidates and caucuses. Remind candidates that the contribution counts toward the special source limit.
13. Amend your registration when there is a change in reporting status – authorizing, self-reporting, reporting, or designated.
14. Terminate your registration when you no longer lobby for a particular association.