

SMC 2.06.115

Seattle Ethics and Elections Commission





Who should register as a sponsor of an indirect campaign and when should reporting begin?

A person or entity who has made expenditures of more than \$1,500 total within any 3 months

or

more than \$750 total in any 1 month to present a program to the public, primarily to influence legislation, should register and report as a sponsor within 30 days of meeting the threshold.

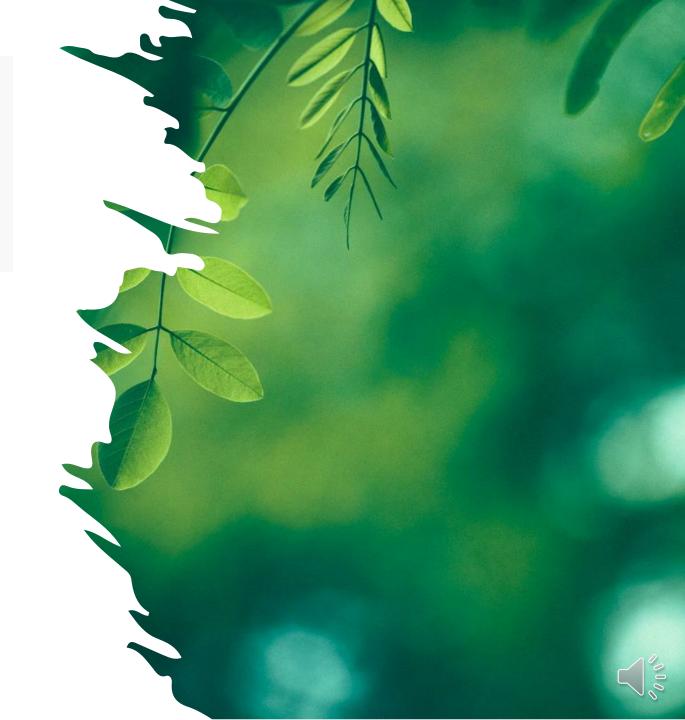




How does a sponsor of an indirect campaign register?

Sponsors of indirect lobbying campaigns can register to report online with the Seattle Ethics and Elections Commission (SEEC).

Please email Chrissy.Courtney@seattle.gov for registration credentials.





How is an indirect campaign reported?

Report Individual/Group Indirect Lobbying Sponsors. *

(Provide Name, Address, Business/Occupation or Title for all controlling persons)

- After logging in to the online lobbying reporting application, navigate to the Indirect Lobbying tab to the far right along the top menu.
- For the first indirect campaign, the required fields will be displayed for entry.
- To add a second indirect campaign, click on the Add Indirect Lobbying button.



What should be reported?

- The sponsor's name, address, and business or occupation, and if the sponsor is not an individual, the names, addresses, and titles of the controlling persons responsible for managing the sponsor's affairs
- The names, addresses, and business or occupation of all persons organizing and managing the campaign, or hired to assist the campaign (this includes PR or ad firms) and the terms of compensation for all
- The names and addresses of each person contributing \$25 or more to the campaign, and the aggregate amount contributed
- The purpose or subject matter of the campaign
- Totals of all expenditures made or incurred by financial category



Expenditures should be listed by category, which includes but is not limited to:

- Advertising; split out by media and if a large expenditure, split out by outlet
- Contributions being made
- Entertainment; including food and refreshments
- Office expenses; including rent, salaries and wages paid for staff and secretarial assistance
- Proportionate amount paid or incurred for lobbying campaign activities
- Consultants
- Printing and mailing expenses



When are reports due?

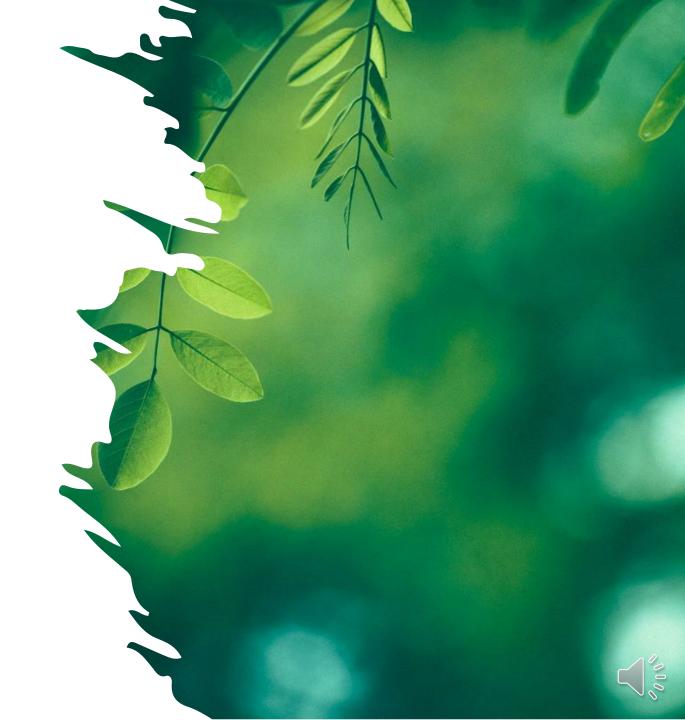
- Reports are due on the 10th of the month, for the activities of the preceding month. For example, activity in October should be reported on November 10th.
- The report should update the registration statement and show contributions received and totals of expenditures made during the month being reported.





What happens when the campaign ends?

When the campaign ends, the sponsor shall file a notice of termination with the final monthly report made to the Seattle Ethics and Elections Commission.





How is a notice of termination filed?

After reporting the final month of an indirect lobbying campaign, provide the last day of the campaign in the termination field.

Home Basic Registration Employer/Client Information Quarterly Expenditure Reports Employer Authorization Employer's Annual Certification Indirect Lobbying

Add Indirect Lobbying









Please contact our office if you have any questions or if you need assistance with reporting.

Questions?

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