



**2011 SPECIAL ELECTION IN HOUSE DISTRICT 11  
 REGISTRATION MATERIALS  
 FOR MAINE CLEAN ELECTION ACT CANDIDATES**

This packet contains the forms you will need to register with the Commission and to participate in the Maine Clean Election Act. We encourage you to call the Commission staff if you have any questions regarding the Maine Clean Election Act (MCEA) and campaign finance reporting.

COMPLETE THESE FORMS:

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| <b>Candidate Registration</b> | Every candidate must register with the Commission <u>before</u> accepting any campaign contributions or making any campaign expenditures. Please complete and sign the enclosed registration form and return it to the Commission. |
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| <b>Declaration of Intent (DOI)</b> | Please complete this when you register as a candidate. You are required to file the DOI within 5 business days after you begin to collect qualifying contributions. Qualifying contributions received <u>more than 5 business days before filing the DOI</u> will not count toward the eligibility requirements. |
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| <b>Maine Code of Fair Campaign Practices (optional)</b> | Please review the Code and return the signed form if you want to subscribe. Subscribing to the Code is voluntary and the Commission is not authorized to take action against candidates who violate the Code. |
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| <b>Vendor Form</b> | You must complete this form to receive MCEA funds. Please do this when you register or at your earliest convenience and submit it to the Commission. You should complete the form even if you were set up as a vendor in a previous election. |
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| <b>Authorization Agreement for Direct Deposit Services (optional)</b> | If you prefer to receive your MCEA payments by direct deposit (EFT) rather than by check, complete this form, attach a voided check or deposit slip, and submit them to the Commission. Most candidates prefer EFT because they can access campaign funds faster. The form should be completed even if you are using the same account that was set up for direct deposit in a previous election. |
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- OTHER REQUIREMENTS:
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| <b>Campaign Bank Account</b> | You must have a <u>separate</u> bank account for your campaign funds, <i>i.e.</i> , your seed money contributions and your MCEA payments. You cannot commingle seed money or MCEA funds with personal or business funds. Remember that cancelled checks (or copies) and monthly statements are records that you must keep for three years. You will also need these if you are selected for a random audit. |
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| <b>MCEA Expenditure Guidelines</b> | The MCEA requires that all public funds be spent on campaign-related expenditures in accordance with guidelines established by the Commission. Violations of this requirement may subject the candidate to civil and criminal penalties. Please familiarize yourself with the guidelines (copy included in this packet). |
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| <b>Seed Money</b> | Prior to MCEA certification, you may raise and spend only "seed money contributions." A seed money contribution cannot exceed \$100 and must come from individuals only. Each family member may make a seed money contribution, provided that the money is from their personal funds. House candidates may raise up to \$500 in seed money contributions; Senate candidates may raise up to \$1,500. These limits apply to the aggregate amount of cash and in-kind (goods and services) contributions. A seed money report must be filed whether you raised or spent any seed money. |
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Many questions can be answered by referring to the Commission's website, [www.maine.gov/ethics](http://www.maine.gov/ethics), or the *2010 Candidate Guide*. You can also call the Ethics Commission staff with your questions at 287-4179. Please ask for a candidate registrar.

OTHER REQUIREMENTS (CONTINUED)

**Qualifying Contributions**

To become eligible to receive MCEA funds, you must collect a minimum number of qualifying contributions during the qualifying period.

Qualifying Period and Required Number

ALL CANDIDATES: DEMOCRATIC, GREEN-INDEPENDENT, REPUBLICAN, AND UNENROLLED	
QUALIFYING PERIOD	January 13 to February 15, 2011
REQUIRED NUMBER OF QUALIFYING CONTRIBUTIONS	House Candidates – 60
	Senate Candidates – 175

What is a Qualifying Contribution

Qualifying contributions are donations of \$5 or more made with the personal funds of individuals who are registered to vote in your district. They do not have to be enrolled in the same political party as you.

Qualifying contributions maybe made by:

- a personal check payable to the Maine Clean Election Fund (MCE Fund);
- cash, but only if the contributor signs a money order provided by the campaign in the same amount as the cash contribution. If the contributor prints their name on the money order, please ask them to sign it, too. If the money order is not signed, it will not be accepted and counted as a qualifying contribution; or
- a debit or credit card payment to the MCE Fund using the Commission’s online contribution website ([www.maine.gov/online/ethics/cleanelection](http://www.maine.gov/online/ethics/cleanelection)).

**Receipt and Acknowledgment Form (R&A Form) and Voter Verification**

For qualifying contributions made by check or money order:

- Each contributor must fill out and sign the R&A form.
- The contributors listed on a single form should be from the same city or town.
- If you have other people circulating the forms and collecting qualifying contributions and signatures, they must complete and sign the circulator section of the form.
- You must bring these forms to the municipal clerks in your district to verify that the contributors are registered voters at the address listed on the form.

For qualifying contributions made by debit or credit card on the Commission’s website:

- Contributors do not sign a paper form because they sign electronically when they make their contribution.
- The online system automatically verifies the voter registration of online contributors.
- If the system is unable to verify the voter registration, the campaign must download and print the R&A forms for the unverified contributors and bring these forms to the town clerks for voter verification.

**Requesting Certification**

Requests for certification must be received by the Ethics Commission by 5:00 p.m. on the last day of the qualifying period. For a checklist of documents that must be submitted, please refer to the Request for Certification form included in this packet. Requests for certification will not be granted if the qualifying contributions and verified Receipt and Acknowledgement forms are not submitted by the deadline of the qualifying period.

Qualifying Contributions and R & A Forms

You must submit at least the minimum number of valid qualifying contributions along with the R&A forms verified by municipals registrars. You do not need to submit R&A forms for qualifying contributions verified online.

Alphabetical List

You must submit an alphabetical list of all individuals who made a qualifying contribution by check, money order and online. The list includes their name and town or city where they reside.

Seed Money Report

Before you can be certified, you must file a seed money report.