



INSTRUCTIONS FOR COLLECTING \$5 QUALIFYING CONTRIBUTIONS Using Receipt and Acknowledgement Forms

1. Qualifying contributions are checks or money orders from registered Maine voters in the amount of \$5 or more made payable to the "Maine Clean Election Fund." For legislative candidates, the contributors must be registered to vote in the candidate's district.
2. Money orders must be signed by the contributor.
3. The \$5 (or more) qualifying contribution must come from the personal funds of the contributor.
4. Every person making a qualifying contribution of \$5 (or more) by check or money order must sign a Receipt and Acknowledgment Form. Spouses, domestic partners, family members, and friends cannot sign for each other. The campaign may make photocopies of the form if additional sheets are needed.
5. All contributors listed on a single page of the Receipt and Acknowledgment Form should be from the same town or city.
6. Members of a family who are registered to vote in the same household may combine contributions in one check or money order, provided that each contributor gives the qualifying contribution from their personal funds and signs the Receipt and Acknowledgment Form. *(Note: If a money order is used, all contributors must sign the money order.)*
7. Checks drawn from a checking account with a business name are acceptable if the contributor's name is also imprinted on the check (not hand printed) or the contributor submits a note or makes a notation on the check (e.g., memo line) that the contributor uses the business account for personal expenses.
8. Candidates and campaign staff must clearly explain to the contributor that the purpose of collecting qualifying contributions and signatures is to qualify for Maine Clean Election Act funding for their campaign. It is a violation of the Act to misrepresent the purpose of collecting the contribution or contributor's signature.
9. Anyone who circulates the Receipt and Acknowledgment Form and collects the qualifying contributions must read and complete the circulator's section at the bottom of the form, date and sign in the space provided.

Additional Instructions from Candidate: