City of Eau Claire

At-Large Alderperson Candidate

Information Book

2020

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City Clerk / City Elections
Phone: (715) 839-4912
Fax: (715) 839-6177

December 2019

Dear City Council At-Large Alderperson Candidates:

In an attempt to answer some of the questions that come up during a campaign for City Council At-Large Alderperson, we have put together this packet of information. Please refer to the table of contents for a list of included documents. We hope you find the information helpful.

DATES TO REMEMBER

December 3, 2019	First day to circulate Nomination Papers
January 7, 2020	Last day to file Declaration of Candidacy, Nomination Papers and Campaign Finance Registration Statement All papers and forms are due in the City Clerk's Office by 5 p.m.
January 10, 2020	Drawing for order of candidate names on ballot Will take place in City Clerk's Office at 9 a.m.
February 18, 2020	Spring Primary (if necessary)
April 7, 2020	Spring Election
April 21, 2020	Council Organizational Meeting Newly elected members take their seats on the Council

FILING PAPERS

There are three forms you are required to complete and file with the City Clerk's Office by January 7, 2020. They are:

- ✓ Campaign Finance Registration Statement (Form CF-1)
- ✓ Declaration of Candidacy (Form EL-162)
- ✓ Nomination Papers (Form EL-169)

Samples of the forms are included in this booklet. All three forms must be completed accurately and thoroughly.

Campaign Finance Registration Statement

New Candidates: File a Campaign Finance Registration Statement before campaign funds are collected or spent or before submitting nomination papers.

Continuing Candidates: Amend your current Campaign Finance Registration Statement, indicating the office sought and the new primary and elections dates before campaign funds are collected or spent or before submitting nomination papers.

Nomination Papers

Please pay close attention to the signatures you obtain on your Nomination Papers. Signers must be *eligible* voters who live in the City limits. They do not have to be registered voters. Signers must give their complete address (house number, street and municipality). They need to date their signature. You are **strongly urged** to obtain more than the minimum number of signatures required for ballot status in case a problem is found with some signatures. However, you cannot collect over the maximum number.

Candidates for At-Large Alderperson need to turn in 100 to 200 signatures.

FINANCIAL REPORTS

All candidates are required to keep financial records, but not everyone is required to file reports with the City Clerk's office. You may claim exemption from filing financial reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding $2,000 in a calendar year.

If you are exempt from financial reporting, indicate this on the Campaign Finance Registration Statement. During the campaign, you may find you no longer meet the exemption limits. If this occurs, you must come to the City Clerk's office and complete an amended Campaign Finance Registration Statement.

Candidates on the ballot may claim an exemption when they first file the Campaign Finance Registration Statement for this election. However, a candidate on the ballot in that calendar year, who did not claim the exemption on their original Campaign Finance Registration Statement, may not amend the registration to claim the exemption before the date of the election.

The reporting requirements are explained in the attached Campaign Finance Overview Manual for Local Candidate Committees. The required reporting forms will be emailed to you as they become due. More information on campaign finance may be found at the Wisconsin Ethics Commission website: www.ethics.wis.gov.

DISCLAIMER

As a candidate, you will want to get your name and political message out to the public. Any communication that is paid for with political funds must contain a disclaimer identifying who is paying for the message. Political funds include any of your own money spent on the campaign. Political communication includes, but is not limited to, printed advertisements, television and radio advertisements, bumper stickers, yard signs, etc. Please see the page on Disclaimers in the Supplemental Information section of this booklet.

DISTRIBUTION OF FLYERS

If you distribute informational brochures to homes, make sure they cannot be scattered. See Chapter 13.16.030 of the City Ordinances regarding Scattering Papers. A copy of the ordinance is located in the Supplemental Information section of this booklet.

SIGNS

You may want to put up yard signs. Yard signs may not exceed six feet in height and may not exceed twelve square feet in size. Larger signs are only allowed if attached to a permanent structure, such as an existing fence or wall, and the sign does not extend beyond the perimeter of the structure. Signs cannot be illuminated. Any signs must be removed within 10 days following the election.

Signs of any size may not be placed in the public right-of-way, meaning they cannot be placed on street boulevards and sidewalks, on utility, sign or light poles, or in any other public place. Signs must be located entirely on private property. Please make sure that anyone putting up signs for you is aware of where the signs may be placed.

See the Supplemental Information section of this booklet for more information regarding the size and placement of election signs.

CAMPAIGN FREE ZONE

On Election Day, there is a campaign free zone around every building used as a voting site. No election signs or other electioneering may take place on public property within 100 feet of a voting site. This includes the Davies Center at UWEC, which is a polling place and public property.

ORDER OF NAMES ON THE BALLOT

Statutes require that the order which candidates' names appear on the ballot be determined by the drawing of lots. The drawing for At-Large Alderperson candidates will take place at 9:00 a.m. on Friday, January 10, 2020, in the City Clerk's Office, located at City Hall, 203 S. Farwell Street, Eau Claire. Candidates are not required to be present at the drawing, but may attend if they wish. We will notify you by email of the order in which the names will appear on the ballot.

ADDITIONAL INFORMATION

The City of Eau Claire Budget information may be found on the City website at www.eauclairewi.gov/government/budget.

We have attempted to make this information as complete as possible. If you have other questions, contact me at 715-839-4912. Chapters 5-12 of the Wisconsin State Statutes deal with Elections. Specifically, Chapter 11 deals with Campaign Finance and Chapter 12 deals with Prohibited Election Practices. If you have further questions, the number for the Wisconsin Elections Commission is 608-266-8005 and their website is www.elections.wi.gov. The City of Eau Claire website is www.eauclairewi.gov.

Good luck in your campaign and call me at 715-839-4912 if you have any questions.

Carrie L. Riepl
Carrie L. Riepl, City Clerk

1. General City Government Information

EAU CLAIRE CITY GOVERNMENT

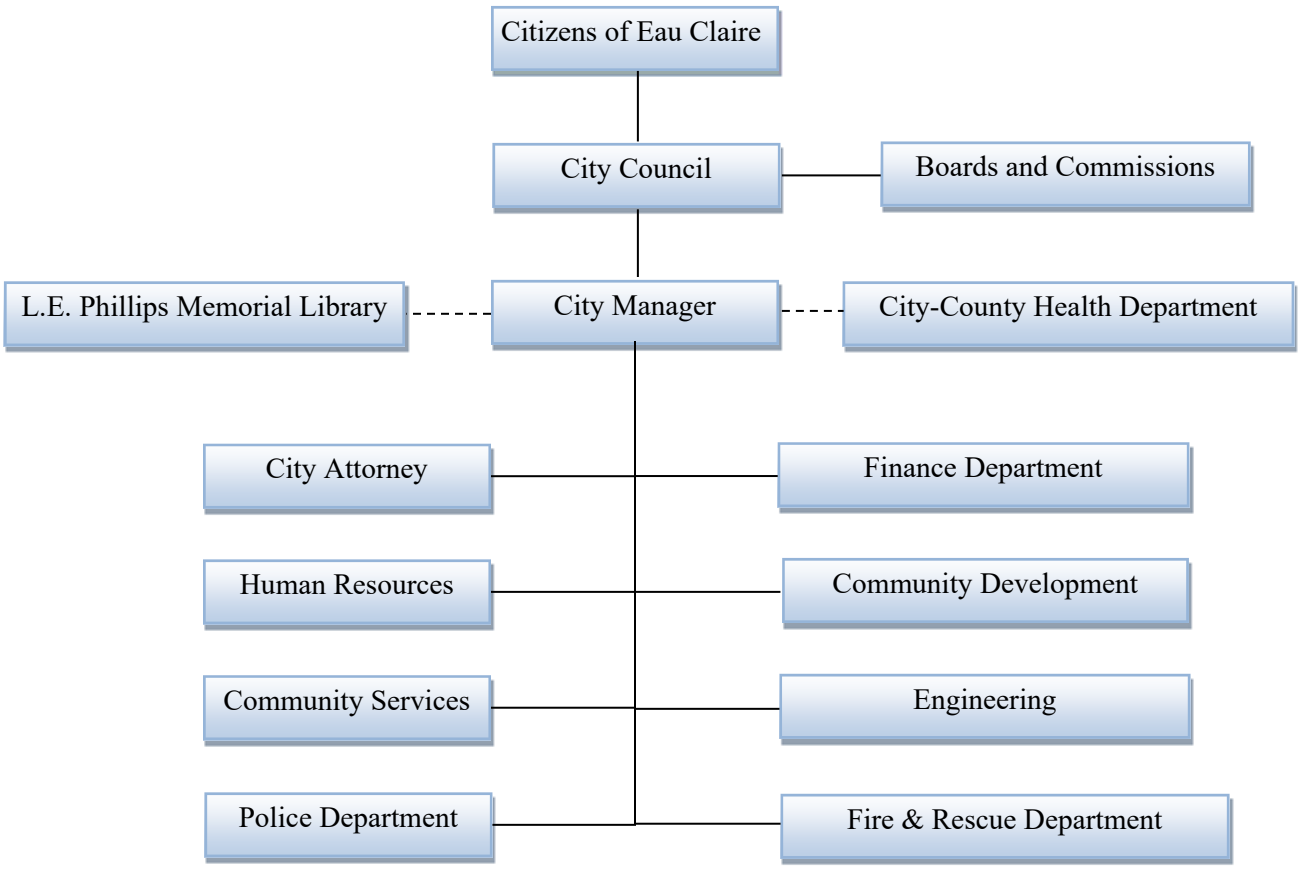
City Council

The City Council is organized under the Council-Manager form of government as defined in the State Statutes. The City Council is responsible for all legislative actions, determining community needs, establishing priorities and policies, adopting an annual budget and hiring the City Manager. The City Manager, in turn, is responsible for carrying out the directives of the City Council and the hiring and management of City staff.

City Manager

The City Manager is hired by the City Council to direct the operations of the City organization so as to accomplish the goals and objectives set by the City Council. The City Manager is the chief executive officer of the City and is responsible for the hiring of department directors and other City employees.

Organizational Chart
City of Eau Claire



MEETINGS

The City Council meets on the second and fourth Tuesdays of each month and the preceding Monday evenings. The Monday evening meetings begin at 7:00 p.m. and consist of public hearings, public discussions and presentations. The Tuesday meetings begin at 4:00 p.m. and are legislative sessions where Council Members debate the issues and take action on the resolutions and ordinances.

2020 CITY COUNCIL MEETING DATES

Jan 13 & 14	April 13 & 14	CIP Work Sessions	Oct 12 & 13
Jan 27 & 28	April 21 – Organizational Meeting	July 13 & 14	Oct 26 & 27
Feb 10 & 11	April 27 & 28	July 27 & 28	Nov 9 & 10
Feb 24 & 25	May 11 & 12	August 10 & 11	Nov 23 & 24
March 9 & 10	Board of Review	August 24 & 25	Dec 7 & 8
March 23 & 24	May 25 & 26	Budget Work Sessions	Dec 21 & 22
April 7 Election Day	June 8 & 9	Sept 7 & 8	
	June 22 & 23	Sept 21 & 22	

Due to various holidays, certain dates and times may change.

In addition to the Regular Council Meetings, **Capital Improvement Plan (CIP) Work Sessions** are held in the summer and **Budget Work Sessions** are held in the fall. The exact times and dates of the work sessions are determined by the Council.

City Council Members are also members of the **Board of Review**, along with the City Manager, City Treasurer and City Clerk. The Board meets annually (usually in May or June) to hear property assessment appeals. This is a day-time meeting. It is very important that Council Members make necessary adjustments to participate in the Board of Review if at all possible.

Salary

Council President $ 3,600 – Annually ($300 Per Month)

Council Members $ 3,000 – Annually ($250 Per Month)

Boards, Commissions and Committees

Council Members also serve on various boards, committees and commissions. Some committees meet once a month, some twice a month, some quarterly and some meet on an as-needed basis. The Committees listed below have at least one Council person as a member.

- Advisory Committee on Appointments
- Chippewa Valley Innovation Center Board
- City/County Board of Health
- Housing Authority
- Joint Commission on Shared Services Initiatives
- Landmarks Commission
- Library Board
- Plan Commission
- Putnam Park Commission
- Redevelopment Authority
- Revolving Loan Fund Committee
- Transit Commission
- Utility Appeals Board
- Visit Eau Claire Board
- Visit Eau Claire Tourism & Cultural Arts Grant Program Committee
- Waterways and Parks Commission

2. BALLOT ACCESS CHECKLIST & EXAMPLE FILING PAPERS

BALLOT ACCESS CHECKLIST

FOR 2020 MUNICIPAL CANDIDATES

WHERE NOMINATION PAPERS ARE USED

Each of the following forms must be completed and filed on time by a candidate for municipal office in order for the candidate's name to be placed on the ballot at the **February 18, 2020 Spring Primary** and the **April 7, 2020 Spring Election**.

In the City of Milwaukee, the filing officer is the Milwaukee City Election Commission. In all other municipalities, the filing officer is the municipal clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

☐ ***Complete and Submit a Registration Statement*** **(Form CF-1)** to the filing officer no later than **5 p.m. on Tuesday, January 7, 2020** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 7, 2020. Wis. Stat. §§ 8.10(5), 8.30(2), Wis. Admin. Code EL § 6.04.

- *New Candidates*
  File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers. Wis. Stat. §§ 11.0202(1)(a),11.0101(1).
- *Continuing Candidates*
  Amend your current registration, indicating the office sought and the new primary and election dates before funds are collected or spent or before submitting nomination papers. Wis. Stat. §§11.0202(1)(a), 11.0101(1).

☐ ***Complete and Submit a Declaration of Candidacy*** **(Form EL-162)** to the filing officer no later than **5 p.m. on Tuesday, January 7, 2020** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 7, 2020. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code EL § 6.04.

☐ ***Circulate and Submit Nomination Papers for Nonpartisan Office*** **(Form EL-169)** to the filing officer no later than **5 p.m. on Tuesday, January 7, 2020** or the candidate's name will not be placed on the ballot**.** Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2019. Wis. Stat. § 8.10(2), Wis. Admin. Code EL § 6.04(2).

The number of signatures required is as follows:

All village and town offices:		20 - 100
1st Class Cities:	Citywide offices	1,500 - 3,000
	Alderperson elected to district	200 - 400
2nd and 3rd Class Cities:	Citywide offices	200 - 400
	Alderperson elected at large	100 - 200
	Alderperson elected to district	20 - 40
4th Class Cities:	Citywide offices	50 - 100
	Alderperson elected to district	20 - 40

☐ **Municipal Judge Candidates:**

Complete and submit a Statement of Economic Interests (SEI) to the Ethics Commission using the website (https://sei.wi.gov). Faxed or emailed forms are also acceptable. The SEI must be received no later than 4:30 p.m. on Friday, January 10, 2020, or the candidate's name will not appear on the ballot. Wis. Stat. §§ 8.10(5), 8.30(3), 19.43(4). Candidates may print the Statement of Economic Interests form and instructions from the Ethics Commission website (https://sei.wi.gov). For more information regarding Statements of Economic Interests, please contact the Ethics Commission at 608-266-8123 or ethics@wi.gov.

Important Note Regarding Statements of Economic Interests:

A municipality may enact an ordinance establishing a code of ethics for public officials that may require a candidate for municipal office*, in addition to the office of Municipal Judge, to* file a *Statement of Economic Interests* (SEI). The ordinance may also provide that failure to timely file a *Statement of Economic Interests* will prevent the candidate's name from being placed on the ballot. Wis. Stat. § 19.59(1m),(3)(b). Please contact the filing officer to learn if this requirement applies to you.

FOR OFFICE USE ONLY

Declaration of Candidacy

(See instructions for preparation on back)

Is this an amendment?

☐ **Yes** (if you have already filed a DOC for this election) ☐ **No** (if this is the first DOC you have filed for this election)

I, Jamie P. Resident, being duly sworn, state that
Candidate's name

I am a candidate for the office of Eau Claire City Council Alderperson At-Large
Official name of office - **Include district, branch or seat number**

representing N/A
If partisan election, name of political party or statement of principle - five words or less (*Candidates for nonpartisan office may leave blank.*)

and I meet or will meet at the time I assume office the applicable age, citizenship, residency and voting qualification requirements, if any, prescribed by the constitutions and laws of the United States and the State of Wisconsin, and that I will otherwise qualify for office, if nominated and elected.

I have not been convicted of a felony in any court within the United States for which I have not been pardoned.[1]

My present address, including my municipality of residence for voting purposes is:

House or fire no.	Street Name	Mailing Municipality and State	Zip code	Municipality of Residence for Voting
				Town of ☐ **Village** of ☐ **City** of ☐

My name as I wish it to appear on the official ballot is as follows:

_____
(Any combination of first name, middle name or initials with surname. A nickname may replace a legal name.)

_____
(Signature of candidate)

STATE OF WISCONSIN }
County of _____ } ss.
(County where oath administered)

Subscribed and sworn to before me this _____day of _____, _____.

_____
(Signature of person authorized to administer oaths)

NOTARY SEAL REQUIRED, IF OATH ADMINISTERED BY NOTARY PUBLIC

☐ Notary Public or ☐ other official _____
(Official title, if not a notary)

If Notary Public: My commission expires _____ or ☐ is permanent.

The information on this form is required by Wis. Stat. § 8.21, Art. XIII, Sec. 3, Wis. Const., and must be filed with the filing officer in order to have a candidate's name placed on the ballot. Wis. Stats. §§ 8.05 (1)(j), 8.10 (5), 8.15 (4)(b), 8.20 (6), 120.06 (6)(b), 887.01.

EL-162 | Rev. 2019-08 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984
608-266-8005 | web: elections.wi.gov | email: elections@wi.gov

1 A 1996 constitutional amendment bars any candidate convicted of a misdemeanor which violates the public trust from running for or holding a public office. However, the legislature has not defined which misdemeanors violate the public trust. A candidate convicted of any misdemeanor is not barred from running for or holding a public office until the legislature defines which misdemeanors apply.

Instructions for Completing the Declaration of Candidacy

All candidates seeking ballot status for election to any office in the State of Wisconsin must properly complete and file a ***Declaration of Candidacy***. This form must be **ON FILE** with the proper filing officer no later than the deadline for filing nomination papers or the candidate's name will not appear on the ballot. A facsimile will be accepted if the FAX copy is received by the filing officer no later than the filing deadline **and** the signed original declaration is received by the filing officer with a postmark no later than the filing deadline.

***Information to be provided by the candidate*:**

- Type or print your name on the first line.
- The title of the office and **any district, branch, or seat number** for which you are seeking election must be inserted on the second line. *For legislative offices insert the title and district number, for district attorneys insert the title and the county, for circuit court offices insert the title, county and branch number, and for municipal and school board offices insert the title and any district or seat number.*
- Type or print the political party affiliation or principle supported by you in five words or less on the third line. *Nonpartisan candidates may leave this line blank.*
- **Felony convictions: Your name cannot appear on the ballot if you have been convicted of a felony in any court in the United States for which you have not been pardoned. Please see footnote on page 1 for further information with respect to convictions for misdemeanors involving a violation of public trust.** ***These restrictions only apply to candidates for state and local office.***
- Your current address, including your municipality of residence for voting purposes, must be inserted on the fourth line. This must include your entire mailing address (**street and number**, **municipality where you receive mail)** *and* **the name of the municipality in which you reside and vote** (town, village, or city of __). If your address changes before the election, an amended Declaration of Candidacy must be filed with the filing officer. Wis. Stat. § 8.21. *Federal candidates are not required to provide this information, however an address for contact purposes is helpful.*
- Type or print your name on the fifth line as you want it to be printed on the official ballot. You may use your full legal name, former legal surname, or any combination of first name, middle name, and initials, surname or nickname with last name.

  Note: The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

  No titles are permitted. In addition, names such as “Red” or “Skip” are permitted, but names which have an apparent electoral purpose or benefit, such as “Lower taxes,” “None of the above” or “Lower Spending” are not permitted. It is also not permissible to add nicknames in quotes or parentheses. For example, John “Jack” Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

This form must be sworn to and signed in the presence of a notary public or other person authorized to administer oaths, such as a county or municipal clerk. Wis. Stat. §§ 8.21(2), 887.01(1).

***Information to be provided by the person administering the oath*:**

- The county where the oath was administered.
- The date the Declaration of Candidacy was signed and the oath administered.
- The signature and title of the person administering the oath. If signed by a notary public, the notary seal is required and the date the notary’s commission expires must be listed.

All candidates for offices using the nomination paper process must file this form (*and all school district candidates must file the EL-162sd*) with the appropriate filing officer no later than the deadline for filing nomination papers. Wis. Stats. §§ 8.10 (5), 8.15 (4)(b), 8.20 (6), 8.21, 8.50 (3)(a), 120.06 (6)(b). Candidates nominated for local office at a caucus must file this form with their municipal clerk within 5 days of receiving notice of nomination. Wis. Stat. § 8.05 (l)(j).

CAMPAIGN FINANCE REGISTRATION STATEMENT

STATE OF WISCONSIN

Note: An amended registration statement must be filed within 10 days of any changes in information.

1. Is this an Amendment? ☐ No ☐ Yes If yes, please enter your committee number:

Committee Number

SECTION A: GENERAL INFORMATION

A1. Candidate Committee/Committee/Conduit Name			**A2. Registrant Type (Choose One)** ☐ Candidate ☐ Referendum ☐ Recall ☐ Conduit ☐ Political Action (PAC) ☐ Independent Expenditure (IEC) ☐ Political Party ☐ Legislative Campaign Committee	
A3. Email	**A4. Phone**			
A5. Mailing Address	**A6. City**		**A7. State**	**A8. Zip**

Depository Institution Information

A9. Institution Name	**A10. Street Address**	**A11. City**	**A12. State**	**A13. Zip**

Treasurer/Administrator Information

A14. Name	**A15. Email**	**A16. Phone**	
A17. Mailing Address	**A18. City**	**A19. State**	**A20. Zip**

Other Officers (Optional)

Independent and local non-partisan candidates: Indicate by an asterisk (*) which officers are authorized to fill a vacancy in nomination due to death of candidate.

A21. Name	**A22. Title**	**A23. Email**	**A24. Phone**
A25. Name	**A26. Title**	**A27. Email**	**A28. Phone**

Filing Exemption

Registrants that will not accept contributions, make disbursements, or incur obligations in an aggregate amount of more than $2,000 in a calendar year are eligible for exemption from filing campaign finance reports. Exempt status is effective only for the calendar year in which it is granted. Registrants wishing to remain on exempt status must renew each year. Candidates may not claim exemption in the year of their election before the day they appear on the ballot.

A29. Exemption Affirmation

☐ Yes, this registrant is eligible for exemption

☐ No, this registrant is not eligible for exemption

SECTION B: CANDIDATE COMMITTEES

B1. Office Sought (include District/Branch) Eau Claire City Council Alderperson At-Large	**B2. Political Party**	**B3. Election Date** April 7, 2020

Candidate Information

B4. Name	**B5. Email**	**B6. Phone**	
B7. Mailing Address	**B8. City**	**B9. State**	**B10. Zip**

Second Candidate Committee

An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office.

B11. Is this your only registered candidate committee in Wisconsin?

☐ Yes, this is my only candidate committee in Wisconsin

☐ No, this is my second candidate committee in Wisconsin

B12. Other Office Held or Sought (include District/Branch) *Only complete B12 if you responded "No" to B11.*

SECTION C: RECALL COMMITTEES

C1. Name of Official Subject to Recall	**C2. Office of Official Subject to Recall**	**C3.** ☐ Support ☐ Oppose

Campaign Finance Registration Statement

State of Wisconsin

Note: An amended registration statement must be filed within 10 days of any changes in information.

SECTION D: PAC, IEC, AND CONDUITS

D1. Sponsoring Organization	D2. Email	D3. Phone	
D4. Mailing Address	D5. City	D6. State	D7. Zip

SECTION E: POLITICAL PARTY & LEGISLATIVE CAMPAIGN COMMITTEES

E1. Political Party (Name candidates appear under on a ballot)	E2. Does the Committee have a Segregated Fund? ☐ No ☐ Yes

Segregated Fund Depository Institution Information (if applicable)

E3. Institution Name	E4. Street Address	E5. City	E6. State	E7. Zip

SECTION F: REFERENDA COMMITTEES

F1. Nature of Referendum (if applicable)	F2. ☐ Support ☐ Oppose

SECTION G: CERTIFICATION

Accurate Information

I certify that I am an authorized representative of the registrant and that to my knowledge all of the information contained within this registration is true, correct, and complete.

Timely Amendments

I am aware of the requirement to amend this registration statement within 10 days of any change of information contained within, as well as the requirement to register within 10 days of meeting the requirements to register under Chapter 11 of Wisconsin Statutes.

Records Retention

I further acknowledge the requirement to maintain the records of the registrant in an organized and legible manner for three years from the date of the most recent election in which this registrant participated.

Ongoing Compliance

This registrant shall continue to maintain its registration and comply with all applicable reporting requirements under Chapter 11 of Wisconsin Statutes.

Treasurer/Administrator

G1. Printed Name	G2. Signature	G3. Date

Candidate (if applicable)

G4. Printed Name	G5. Signature	G6. Date

FORM INSTRUCTIONS

CAMPAIGN FINANCE REGISTRATION STATEMENT (CF-1)

Note: Use of this form is required by the Ethics Commission for registration of a political committee or conduit under Chapter 11 of Wisconsin Statute. Completion of this form is mandatory for committees that file on paper. It is not the Commission's intention to use any personally identifiable information from this form for any other purpose.

Item 1. Is this an amendment? Check the appropriate box. If "Yes" is checked, enter the committee ID number if you have one. If "No' is checked, proceed directly to Section A.

Section A: General Information. All candidates, committees, and conduits must complete section A.

Item A1: Committee/Conduit Name. All committees and conduits must have a name. It is not required that the name include the candidate or organization's name, but it is recommended, e.g., Friends of John Smith. A political party committee wishing to operate under the same name as a state political party committee must receive authorization from that state party (WIS. STAT. § 11.0101(26)(a)1).

Depository Institution Information. All committees and conduits must designate a depository institution. While it is recommended that all committees have a designated campaign depository account, candidates who will serve as their own treasurer may designate a single personal account to serve as the committee depository account and may intermingle personal and campaign funds (WIS. STAT. § 11.0201(2)(b)).

Treasurer/Administrator Information. Each committee must appoint a treasurer and each conduit must appoint an administrator. Any adult may serve as a treasurer or administrator. A candidate may serve as his or her own treasurer. If a candidate is serving as their own treasurer, this section may be left blank.

Section B: Candidate Committees. Candidate committees must complete section B. No other committee type should complete section B.

Section C: Recall Committees. Recall committees must complete section C. No other committee type should complete section C.

Section D: PAC, IEC, and Conduits. Political action committees, independent expenditure committees, and conduits must complete section D. No other committee type should complete section B. All fields in section D refer to the sponsoring organization's contact information.

Section E: Political Party and Legislative Campaign Committees. Only political party committees and legislative campaign committees should complete section E.

Item E2. A political party or a legislative campaign committee may establish a segregated fund for purposes other than making contributions to a candidate committee or making disbursements for express advocacy (WIS. STAT. § 11.1104(6)). It is recommended that the committee maintain the segregated fund in a depository account separate from the primary account, but it is not required.

Items E3 - E7. If the segregated fund is maintained with the same depository institution as the primary account, write "Same as primary account." in E3.

Section F: Referendum Committees. Only referenda committees should complete section F.

Section G: Certification. All committees and conduits must complete section G.

NOMINATION PAPER FOR NONPARTISAN OFFICE

Candidate's name (**required**); no titles may be used.	Candidate's residential address (**required**) ***No P.O. box addresses*** Street, fire, or rural route number; box number (if rural route); and name of street or road	Candidate's municipality for voting purposes (**required**) ❑ Town ❑ Village ■ City Eau Claire (name of municipality)
Jamie Resident		

Candidate's mailing address, including municipality for mailing purposes (**required** if different than residential address or voting municipality)	State (**required**)	Zip code	Type of election (**required**)	Election date (**required**) *Do not use primary date*. Mo/Day/Year
	WI		❑ spring ■ special	04/07/2020

Title of office (**required**)	Branch, district or seat number (**required** if applicable) ❑ Branch ❑ District ❑ Seat	Name of jurisdiction or district in which candidate seeks office (**required**)
City Council Alderperson At-Large		City of Eau Claire

I, the undersigned, request that the candidate, whose name and residential address are listed above, be placed on the ballot at the election described above as a candidate so that voters will have the opportunity to vote for ❑ him or ❑ her for the office listed above. I am eligible to vote in the jurisdiction or district in which the candidate named above seeks office. I have not signed the nomination paper of any other candidate for the same office at this election.

The municipality used for mailing purposes, when different than municipality of residence, is not sufficient. The name of the municipality of residence must always be listed.

Signatures of Electors	Printed Name of Electors	Residential Address *(No P.O. Box Addresses)* **Street and Number or Rural Route** (Rural address must also include box or fire no.)	**Municipality of Residence** Check the type and write the name of your municipality for voting purposes.	**Date of Signing** Mo/Day/Year
1.			❑ Town ❑ Village ❑ City	
2.			❑ Town ❑ Village ❑ City	
3.			❑ Town ❑ Village ❑ City	
4.			❑ Town ❑ Village ❑ City	
5.			❑ Town ❑ Village ❑ City	
6.			❑ Town ❑ Village ❑ City	
7.			❑ Town ❑ Village ❑ City	
8.			❑ Town ❑ Village ❑ City	
9.			❑ Town ❑ Village ❑ City	
10.			❑ Town ❑ Village ❑ City	

CERTIFICATION OF CIRCULATOR

I, _____ (Name of circulator) certify: I reside at _____ (Circulator's residential address - **Include number, street, and municipality.**).

I further certify I am either a qualified elector of Wisconsin, or a U.S. citizen, age 18 or older who, if I were a resident of this state, would not be disqualified from voting under Wis. Stat. §6.03. I personally circulated this nomination paper and personally obtained each of the signatures on this paper. I know that the signers are electors of the jurisdiction or district the candidate seeks to represent. I know that each person signed the paper with full knowledge of its content on the date indicated opposite his or her name. I know their respective residences given. I intend to support this candidate. I am aware that falsifying this certification is punishable under Wis. Stat. § 12.13(3)(a).

_____ (Date) _____ (Signature of circulator)

Page No.

EL-169 | Rev. 2019-10 | Wisconsin Elections Commission, P.O. Box 7984, Madison, WI 53707-7984 | 608-261-2028 | web: elections.wi.gov | email: elections@wi.gov

INSTRUCTIONS FOR PREPARING NOMINATION PAPERS FOR NONPARTISAN OFFICE

This is a sample nomination paper form. It conforms to the statutory requirements for nomination papers for nonpartisan office. All information concerning the candidate must be completed in full before circulating this form to obtain signatures of electors. All information concerning the signing electors and the circulator must be completed in full before filing with the appropriate filing officer. This form may be reproduced in any way. A candidate's picture and biographical data may also be added to this form. The Wisconsin Elections Commission has determined that no disclaimer or other attribution statement is required on nomination papers. Candidates are advised to send a sample of their completed form the filing officer for review before circulation.

Page Numbers – Number each page consecutively, beginning with "1", before submitting to the filing officer. A space for page numbers has been provided in the lower right-hand corner of the form.

Candidate's Name - Insert the candidate's name. A candidate may use his or her full legal name, or any combination of first name, middle name, and initials or nickname with last name. The Wisconsin Elections Commission has determined that, absent any evidence of an attempt to manipulate the electoral process, candidates are permitted to choose any form of their name, including nicknames, by which they want to appear on the ballot.

No titles are permitted. In addition, names such as "Red" or "Skip" are permitted, but names which have an apparent electoral purpose or benefit, such as "Lower taxes," "None of the above" or "Lower Spending" are not permitted. It is also not permissible to add nicknames in quotes or parentheses between first and last names. For example, John "Jack" Jones or John (Jack) Jones are not acceptable, but John Jones, Jack Jones or John Jack Jones are acceptable.

Candidate's Address – Insert the candidate's residential address (*no P.O. Box addresses*) and the municipality for voting purposes. Indicate if the municipality of residence is a town, village, or city. If a candidate's mailing address is different from the residential address or voting municipality, a complete mailing address must also be given.

Date of Election - Insert the date of the election. If the nomination paper is being circulated for a spring election, the date is the first Tuesday in April. If the election is a special nonpartisan election, the date of the special election must be listed.

Title of Office - The name of the office must be listed **along with any branch, district, or seat number** (if applicable) that clearly identifies the office the candidate is seeking. If necessary, the name of the jurisdiction that identifies the office, such as Dane County Circuit Court Judge, Branch 3, must also be listed.

Name of Jurisdiction - The nomination papers must also indicate the municipality or jurisdiction in which the signing electors are qualified to vote, as it relates to the office sought by the candidate named on the nomination paper. For example, for a statewide office the jurisdiction is the State of Wisconsin. Others may be the county, town, village, city, aldermanic district, school district, or town sanitary district, as required.

Signatures and Printed Name of Electors - Only qualified electors of the jurisdiction or the district the candidate seeks to represent may sign the nomination papers. Each signer must also legibly print their name. Each elector must provide their **residential** address (*no P.O. Box addresses*), including any street, fire or rural route number, box number (if rural route) and street or road name, and municipality of residence. A post office box number alone does not show where the elector actually resides. The name of the Municipality of Residence must be listed for each signing elector and must clearly identify the town, village or city where the elector's voting residence is located. The date the elector signed the nomination paper, including month, day and year, must be indicated. Ditto marks that follow correct and complete address or date information are acceptable. The circulator may add any missing or illegible address or date information before the papers are filed with the filing officer.

Signature of Circulator - The circulator should carefully read the language of the *Certification of Circulator*. **THE CIRCULATOR MUST PERSONALLY PRESENT THE NOMINATION PAPER TO EACH SIGNER. THE NOMINATION PAPER MAY NOT BE LEFT UNATTENDED ON COUNTERS OR POSTED ON BULLETIN BOARDS.** The circulator's complete residential address including municipality of residence must be listed in the certification. **After** obtaining signatures of electors, the circulator must sign and date the certification.

Other Instructions - Candidates and circulators should review Ch. Wisconsin Elections Commission §§ 2.05, 2.07, Wis. Adm. Code.

- *Original* nomination papers must be in the physical custody of the appropriate filing officer by the filing deadline. A postmark on the filing deadline is **NOT** sufficient. Nomination papers **CANNOT** be faxed to the filing officer. Ch. Wisconsin Elections Commission § 6.04(2), Wis. Adm. Code.
- Nomination papers with the required number of signatures must be filed with the appropriate filing officer **no later than 5:00 p.m.** on the first Tuesday in January (or the next day if the first Tuesday is a holiday) before the spring election. Special elections may have different filing deadlines. Check with the filing officer.
- In order for a candidate's name to be placed on the ballot, a candidate must file a *Campaign Registration Statement* (ETHCF-1), a *Declaration of Candidacy* (EL-162), and *Nomination Papers* (EL-169) containing the appropriate number of signatures for the office sought no later than the filing deadline. Wis. Stat. § 8.10(3). Candidates for state office and municipal judge must also file a statement of economic interests with the Wisconsin Ethics Commission by the third business day after the nomination paper filing deadline. Wis. Stat. § 19.43. If any one of these required forms is not filed by the deadline, the candidate's name will not be placed on the ballot. Wis. Stat. § 8.30.
- If a candidate or circulator has any questions, he or she should contact the filing officer.

3. Campaign Finance Overview for Local Candidates

CAMPAIGN FINANCE CHECKLIST
FOR 2020 MUNICIPAL AND SCHOOL DISTRICT CANDIDATES

Candidates should determine if they are required to make financial disclosure reports.

For Milwaukee City offices, the filing officer is the Milwaukee City Board of Election Commissioners. For all other municipal offices, the filing officer is the municipal clerk. For school district offices, the filing officer is the school district clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms. WIS. STATS. §§11.0102(1)(b), 11.0102(1)(d), 11.0102(3)(c)

If NOT claiming the exemption from reporting requirements:

- ❒ Obtain a copy of the ***Campaign Finance Overview – Local Candidates Manual*** (Revised 2019) from your filing officer and carefully review it with your treasurer.

- ❒ Complete and submit a ***January Continuing Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer no later than **January 15, 2020,** if registered before January 1, 2020. This report covers activity from July 1, 2019, or the date of registration (whichever is later), through December 31, 2019. WIS. STATS. §§11.0204(2)(c), 11.0103(3)(a)2.

- ❒ Complete and submit a ***Spring Pre-Primary Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer no later than **February 10, 2020,** if a primary is held. This report covers activity from January 1, 2020, through February 3, 2020. WIS. STATS. §§11.0204(2)(a), 11.0103(3)(a)1.

- ❒ Complete and submit a ***Spring Pre-Election Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer, no later than **March 30, 2020.** This report covers activity from February 4, 2020, through March 23, 2020, if a primary is held, **or** January 1, 2020, through March 23, 2020, if no primary is held. WIS. STATS. §§11.0204(2)(b), 11.0204(3)(a), 11.0103(3)(a)1

- ❒ Complete and submit a ***July Continuing Campaign Finance Report*** **(Form ETHCF-2L)** to the filing officer no later than **July 15, 2020.** This report covers activity from March 24, 2020, through June 30, 2020. WIS. STATS. §§11.0204(2)(c), 11.0204(3)(b), 11.0103(3)(a)2.

Committees must file "Continuing Reports" until a termination report (ETHCF-2L) is filed. *WIS. STATS. §11.0207. Note that an individual that has won the election and holding office is defined as a candidate, and therefore must remain registered and cannot terminate while in office. WIS. STATS. §§11.0202(1)(a), 11.0101(1)(b)*

CAMPAIGN FINANCE OVERVIEW

Local Candidate Committees

Wisconsin Ethics Commission

PO Box 7125

Madison, WI 53707-7125

Phone: (608) 266-8123

Email: campaignfinance@wi.gov

Websites: https://cfis.wi.gov

https://ethics.wi.gov

Published: July 2019

There has been no change in campaign finance statutes since March of 2016.
This manual has been updated to include specific statutory citations and clarify basic reporting requirements for
local candidate committees.

Provided pursuant to WIS. STAT. § 11.1304(3) and
in compliance with WIS. STAT. § 227.112.

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REGISTRATION REQUIREMENTS

Who is Required to Register?

Under Wisconsin campaign finance law, a candidate for election to public office must register a candidate committee with the appropriate filing officer. A candidate for local office must register with the appropriate filing officer as soon as is practicable after any of the following occur:

(a) The individual takes any of the following affirmative actions to seek nomination or election to a state or local office:
   1. Files nomination papers with the appropriate filing officer;
   2. Is nominated as a candidate for state or local office by a caucus or by a political party and the nomination is certified to the appropriate filing officer;
   3. Receives a contribution, makes a disbursement, or gives consent for another person to receive a contribution or make a disbursement in order to bring about the individual's nomination or election to a state or local office;

(b) The individual holds a state or local office and is the subject of a recall petition; or

(c) The individual holds a state or local office.

WIS. STAT. §§ 11.0101(1), 11.0202(1)(a).

Appropriate filing officers are as follows:

Office:	Filing Officer:
County Executive	County Clerk
County Supervisor	County Clerk
County Clerk or County Treasurer	County Clerk
Clerk of Circuit Court	County Clerk
Coroner	County Clerk
Register of Deeds	County Clerk
Sheriff	County Clerk
Multi-Jurisdictional Judge*	County Clerk
Mayor, Village President	Municipal Clerk
Alderperson, Village Trustee, Town Board Member	Municipal Clerk
Municipal Clerk or Municipal Treasurer [if elected]	Municipal Clerk
Municipal Judge	Municipal Clerk
School District Board Member	School District Clerk

Referendum committees acting to support or oppose a school district referendum shall file with the school district clerk.

*If a multi-jurisdictional judge serves a district with municipalities in more than one county, the filing officer is the County Clerk in the county with the largest population within the district.

WIS. STAT. § 11.0102(1)(b)-(g).

A candidate who receives no contributions, makes no disbursements, and incurs no obligations need not designate a campaign depository account until the first contribution is received, disbursement is made, or obligation is incurred. WIS. STAT. § 11.0202(1)(b). The minimum amount of money needed to open an account can be deposited at a financial institution and a post office box can be rented before registration. WIS. STAT. § 11.0202(2)(b).

After filing the registration statement, a candidate may begin receiving and disbursing campaign funds. WIS. STAT. § 11.0202(2)(a). The candidate committee's financial activities must be reported to the appropriate filing officer on campaign finance reports, unless the committee has claimed an exemption from filing reports. WIS. STAT. §§ 11.0103, 11.0104. These reports will disclose information on the receipts, expenditures, incurred obligations and loans of the campaign. WIS. STAT. § 11.0204(1).

Completing a Registration Statement

Registration statements are to be filed with the appropriate filing officer using the Ethics Commission's Campaign Finance Registration Statement (https://ethics.wi.gov/Resources/CF-1_Registration_Statement.pdf). WIS. STAT. § 11.1304(1).

Required Information

Information required on the registration statement as determined by statutes:

1. The name and mailing address of the candidate committee.
2. The name and mailing address of the candidate committee treasurer and any other custodian of books and accounts. Unless otherwise directed by the treasurer on the registration form and except as otherwise provided in this chapter or any rule of the commission, all mailings that are required by law or by rule of the commission shall be sent to the treasurer at the treasurer's address indicated upon the form.
3. In the case of a candidate committee of an independent candidate for partisan office or a candidate for nonpartisan county or municipal office, a list of the members of the committee, if any, whom the filing officer shall recognize as eligible to fill a nomination vacancy if the candidate dies before the election.
4. The name and address of the depository account of the candidate committee and of any other institution where funds of the committee are kept.

WIS. STAT. § 11.0203.

Guide for Filing the Campaign Finance Registration Statement (CF-1)

Section A. General Information

This section must be completed by all candidates and candidate committees. It contains the information identifying the candidate committee.

A1. Candidate Committee/Committee/Conduit Name

The Ethics Commission recommends using something like "FIRST AND LAST NAME for OFFICE" for the committee name, so that any attribution/disclaimer statements placed on advertisements or yard signs make clear who paid for them.

A2. Registrant Type

Local candidate committees should choose "Candidate."

A3-13. Contact and Depository Institution Information

If the candidate committee does not have a separate address/PO box, phone number, email or depository account for the candidate committee, then the candidate should use their personal address, phone number, email and depository account.

A14-20. Treasurer Information

If the candidate is serving as their own treasurer, they should include their own contact information here.

A21-28. Other Officers

This section is intended to list other individuals that are helping on the campaign and is entirely optional. Local non-partisan candidates can list an individual here with an asterisk by their name which indicates they are to fill a vacancy if the candidate were to pass away.

A29. Exemption

Indicate whether the candidate committee will not accept contributions, make disbursements or incur obligations in aggregate of more than $2,000 in a calendar year and therefore is eligible to claim an exemption from filing campaign finance reports.

Section B. Candidate Committees

B1-3. Election Information

List the office sought, including the district and branch and the election date. If the race is nonpartisan, then "nonpartisan" can be listed in B2.

B4-10. Candidate Information

This section should list the personal contact information of the candidate.

B11-12. Second Candidate Committee

If the candidate has an additional candidate committee, they should indicate it in this section.

Section C-E: Other Committee Registration Information

Local candidate committees do not need to fill out information in Sections C-E because those sections are for Recall, Political Action, Independent Expenditure, Political Party, Legislative Campaign, Referenda Committees and Conduits.

Section G. Certification

The candidate and treasurer certify the registration here with their signatures. If the candidate serves as the treasurer, they only need to sign once under "Candidate" in G4-G6.

Amending a Registration Statement

When any of the information reported on the registration statement changes, an amendment to the registration statement must be filed with the appropriate filing officer within **ten days**. WIS. STAT. § 11.0203(3)(a).

Candidates Seeking More Than One Office

An individual who holds a state or local elective office may establish a second candidate committee to pursue another state or local office. WIS. STAT. § 11.0202(2)(d). If a second committee is

established, that committee will register and file reports with the appropriate filing officer. WIS. STAT. § 11.0102.

Failure to File a Registration Statement

Failure to file the original registration statement by the deadline for filing nomination papers prevents a candidate's name from appearing on the ballot. WIS. STAT. §§ 8.15(4)(b), 8.30(2). If a required statement or amendment is not filed on time, the registrant may be subject to a civil penalty. WIS. STAT. § 11.1400(1).

EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS

Eligibility

Committees may be eligible for an exemption from filing campaign finance reports if the committee anticipates that it will not accept or make contributions, make disbursements, or incur loans and other obligations in an aggregate amount exceeding $2,000 in a calendar year. WIS. STAT. § 11.0104. This includes the candidate's own contributions to their committee.

An indication of limited activity (exemption) under this section is effective only for the calendar year in which it is granted. WIS. STAT. § 11.0104(2). The Ethics Commission is seeking guidance from the Attorney General's office on interpreting and enforcing this statute. Pending that guidance or legislative change, the Ethics Commission is not requiring committees to renew their exemption status annually.

If a candidate committee wishes to renew its exempt status, it should file an amendment to the registration statement. Candidates on the ballot may claim an exemption when they first register or renew their exemption from the previous calendar year. However, **a candidate on the ballot in that calendar year, who did not claim the exemption on their original registration, may not amend her/his registration to claim the exemption** before the date of her/his election. WIS. STAT. § 11.0104(1)(b).

Financial Records During Exemption

When a committee is exempt, it is not required to file any campaign finance reports. However, the candidate or treasurer is still required to keep financial records of all contributions to the committee and of all expenditures from the date of registration until three years from the date of the election in which the candidate participates. WIS. STAT. § 11.0201(4). If the term of office is longer than three years, the Ethics Commission recommends keeping all records covering the term for that office.

A candidate committee that is exempt from filing campaign finance reports and which the candidate serves as the treasurer may use a personal account as the campaign depository and intermingle campaign funds with personal and other funds. WIS. STAT. § 11.0201(2)(b).

Revoking Exemption

If the committee exceeds the $2,000 limit on contributions, disbursements, or obligations, the committee must amend its campaign registration statement by checking the box: "This registrant is no longer eligible to claim exemption," on the registration statement. An amendment to the registration statement must be filed with the appropriate filing officer within **ten days**. WIS. STAT. § 11.0203(3)(a). The committee is then required to file campaign finance reports beginning with the next regular report due after the earlier of either the date that the amended registration was filed or the date that the committee exceeded $2,000 in aggregate contributions, disbursements, or obligations. WIS. STAT. § 11.0104(3).

CONTRIBUTION LIMITS

All candidates running for elected office must abide by contribution limits that vary depending on the office sought and the population of the district.

Receiving Committee	From an Individual	From a Candidate Committee	From a PAC	From a Corporation/Union
Referendum	No limits	No limits	No limits	No limits
Recall Committee	No limits	No limits	No limits	$0; Illegal
Local Candidate	Greater of $500 or 2¢ times the population in the district Not to exceed $6,000.	Greater of $500 or 2¢ times the population in the district. Not to exceed $6,000	Greater of $400 or 2¢ times the population in the district. Not to exceed $5,000.	$0; Illegal

Districts of 20,000 inhabitants or less have an individual limit of $500 and a PAC limit of $400.

Districts with 300,000 inhabitants or more will have an individual limit of $6,000 and a PAC limit of $5,000.

Districts with more than 20,000 but less than 300,000 inhabitants will have varying individual limits between $500 and $6,000, and PAC limits between $400 and $5,000.

WIS. STAT. §§ 11.1101, 11.1104

The number of inhabitants in the jurisdiction or district is determined by the latest federal census or the census information on which the district is based, as certified by the appropriate filing officer. WIS. STAT. § 11.1101(2)(h)2.

Definition of Campaign Period for Calculating Contribution Limits

For purposes of calculating contribution limits, a new candidate's campaign begins on the date a new candidate is required to file a registration statement, i.e., the date she or he becomes a candidate. WIS. STAT. § 11.1103(2). The campaign period includes both the primary and general election. The campaign period ends the day before the winning candidate begins her or his new term of office. WIS. STAT. § 11.1103(2).

For an incumbent candidate, the new campaign period begins on the day the candidate assumes office. WIS. STAT. § 11.1103(1). The campaign period runs through the primary and general election for that office and lasts until the day before the winning candidate begins his or her new term of office. *Id.*

Exceptions to Contribution Limits

The following contributions to candidate committees may be made in unlimited amounts:

1. A candidate making contributions to their own campaign committee; (WIS. STAT. § 11.1104(7));
2. Political party committees or legislative campaign committees making contributions to candidate committees (WIS. STAT. § 11.1104(5)); or
3. Contributions used to pay legal fees and other expenses incurred in connection with a recount or petitions to recall an officer are not subject to contribution limits. To qualify for this exclusion, recall expenses must occur before the recall primary or election is ordered, or in contesting or defending the order. Contributions used to pay recount or recall expenses must be reported on the regular campaign finance reports. Both the contributor and the candidate should indicate which contributions are being used for this purpose (WIS. STAT. § 11.1104(9)-(11)).

CONTRIBUTIONS AND DISBURSEMENTS

Candidate committees are required to make full reports of all contributions, disbursements, and obligations received, made and incurred by the committee. Each report needs to include information covering the period since the last date covered on the previous report. WIS. STAT. § 11.0204(1)(a).

Contributions

"Contribution" means any of the following:

1. A gift, subscription, loan, advance, or transfer of money to a committee;
2. With the committee's consent under WIS. STAT. § 11.1109, a transfer of tangible personal property or services to a committee, valued as provided under WIS. STAT. § 11.1105;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

   WIS. STAT. § 11.0101(8)(a).

"Contribution" does not include any of the following:

1. Services that an individual provides to a committee, if the individual is not specifically compensated for providing the services to the committee;
2. Any unreimbursed travel expenses that an individual incurs to volunteer his or her personal services to a committee;
3. The costs of preparing and transmitting personal correspondence;
4. Interest earned on an interest-bearing account;
5. Rebates or awards earned in connection with the use of a debit or credit card;
6. A loan from a commercial lending institution that the institution makes in its ordinary course of business;
7. The reuse of surplus materials or the use of unused surplus materials acquired in connection with a previous campaign for or against the same candidate, political party, or recall if the materials were previously reported as a contribution;
8. The cost of invitations, food, and beverages in connection with an event held in a private residence on behalf of a candidate committee;
9. Any communication that does not expressly advocate for the election or defeat of a clearly identified candidate;
10. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting, or aiding the organization;
11. Any cost incurred to conduct Internet activity by an individual acting in his or her own behalf, or acting in behalf of another person if the individual is not compensated specifically for those services, including the cost or value of any computers, software, Internet domain names, Internet service providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual; or
12. Any news story, commentary, or editorial by a broadcasting stations, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including

an Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears.

WIS. STAT. § 11.0101(8)(b).

Required Information for Contributions

1. The date, full name, and street address of each person who has made a contribution to the candidate committee, together with the amount of the contribution. WIS. STAT. § 11.0204(1)(a)1.
2. The occupation, if any, of each individual contributor whose cumulative contributions to the candidate committee for the calendar year are in excess of $200. WIS. STAT. § 11.0204(1)(a)3.
3. An itemized statement of each contribution made anonymously to the candidate committee. If the contribution exceeds $10, the candidate committee shall specify whether the candidate committee donated the contribution to the common school fund or to a charitable organization and shall include the full name and mailing address of the donee. WIS. STAT. § 11.0204(1)(a)4.
4. A statement of totals during the reporting period of contributions received and contributions donated. WIS. STAT. § 11.0204(1)(a)5.

In-Kind Contributions

An in-kind contribution is any good, service, or property offered to the candidate's campaign free of charge or at less than the usual cost, or payment of a registrant's obligations for such goods, services or property. WIS. STAT. § 11.0101(8)(a)2. For example, if a campaign worker purchases stamps that are used for a mailing and is not reimbursed for the cost of the stamps, the value of the stamps is an in-kind contribution to the candidate's campaign from that campaign worker. When an individual is paid to work on behalf of a candidate by a political committee or some other individual, the payment for those services is an in-kind contribution to the candidate's campaign. If a political committee or individual offers to provide food and beverages for a fundraiser at less than the ordinary market price, the difference between the ordinary market price and the cost to the campaign is an in-kind contribution from the political committee or individual. If another committee pays for a newspaper, radio, or TV ad, and coordinates with the candidate committee about the content, timing, or other details of that ad, that ad would be an in-kind contribution.

Before making an in-kind contribution, the contributor is required to notify the candidate, candidate's agent, or the administrator or treasurer of the committee, and obtain either oral or written consent to the contribution. WIS. STAT. § 11.1109. If the contributor does not know the actual value of the contribution, a good faith and reasonable estimate of the fair market value should be provided to the candidate committee before the closing date of the next campaign finance report in which the contribution is required to be listed. WIS. STAT. § 11.1105, WIS. ADMIN. CODE ETH 1.20(5).

In-kind contributions are subject to the same itemization thresholds and the same contribution limits as monetary contributions. WIS. STAT. § 11.0101(8). Monetary contributions and in-kind contributions from a single contributor are added together for the purposes of determining compliance with contribution limits and the year-to-date amount for a specific contributor. WIS. STAT. §§ 11.0101(8), 11.1103.

Reporting In-Kind Contributions

An in-kind contribution received by the campaign committee is reported by the committee as **both a receipt and expenditure**. Reporting the amount of the in-kind contribution as a contribution allows the campaign to disclose the receipt of the contribution on its campaign finance report along with cash contributions received and track year to date and campaign period totals. To keep the committee's cash balance accurate, the amount of the in-kind is also reported as an expenditure. The two entries offset each other so as to not affect the committee's cash balance.

If an estimate of the value of an in-kind contribution is the only value available at the time the candidate is required to file a report, the committee must report the estimated value of the contribution. WIS. ADMIN. CODE ETH 1.20(7). When the actual value of the estimated in-kind contribution is known, the actual amount is reported as an amendment to the original campaign finance report. *Id*.

Contributions and Other Income from Businesses

Businesses may make contributions under some circumstances, but the rules vary by the type of business.

1. Corporations **may not contribute** to local or state candidates in the State of Wisconsin. WIS. STAT. § 11.1112.
2. Sole-proprietorships may contribute. The contribution must be reported under the name of the individual owner. This contribution counts toward the contribution limits from that individual to the candidate. WIS. STAT. § 11.1113(1).
3. Partnerships may contribute. The contribution must be reported under the names of the individual partners. The partnership may agree beforehand on how to allocate a portion of the contribution to each partner. If the partnership does not inform the candidate how the contribution should be allocated between the partners, then the contribution should be divided up according to each partner's share of the partnership's profits. WIS. STAT. § 11.1113(2).
4. LLCs taxed as a sole-proprietorship or partnership may contribute. The contribution must be reported under the name(s) of the individual owner(s). If there is more than one owner, contributions should be allocated as described in the partnership section above. WIS. STAT. § 11.1113(3).

Occasionally, a candidate committee may receive other income, like interest on a savings or checking account, or a refund of a security deposit, from a business. This other income is not a contribution and may be accepted from any type of business. WIS. STAT. § 11.0101(8)(b). The income should be reported as "Other Income," in campaign finance reports. WIS. STAT. § 11.0204(1)(a)10.

Contributions Transferred through Conduits

A conduit is any individual, committee or group that receives contributions from individuals, deposits those contributions in a financial institution, and then transfers the contributions to a candidate or political committee selected by the original contributor. WIS. STAT. § 11.0101(7). The conduit may not exercise any discretion over the amount or ultimate recipient of the contributions. WIS. STAT. § 11.0701(3). A conduit is required to register with the Ethics Commission. WIS STAT. § 11.0702.

Reporting Conduit Contributions

Conduits are required to provide a transmittal letter with contribution checks sent to a receiving committee. The transmittal letter must identify the organization as a conduit, and list the individual contributors, the amount of each individual's contribution, and the date the individual authorized the contribution. WIS. STAT. § 11.0704(1). Contributions transferred through conduits are reported as contributions received from the individuals listed in the transmittal letter. WIS. STAT. § 11.1106(2). These contributions are reported under the individual's name. WIS. STAT. § 11.1106(1). They are subject to itemization on the same basis as other individual contributions. WIS. STAT § 11.0204(1)(a).

Returned Contributions

A committee may return a contribution at any time before or after it has been deposited. WIS. STAT. § 11.1110(1). Any contribution a committee returns to the donor after depositing it in the campaign account must be reported as a returned contribution to the contributor. A committee that accepts an unlawful contribution, reports that contribution, and returns that contribution within 15 days of the filing date for that report, does not violate the contribution or source limits. WIS. STAT. § 11.1110(2)(b).

Prohibited Contributions

Certain contributions are prohibited by Wisconsin law. A candidate's campaign may not accept the following types of contributions:

1. Anonymous contributions of more than $10 (WIS. STAT. § 11.1108);
2. Contributions in cash of more than $100 (WIS. STAT. § 11.1107);
3. Contributions given in the name of someone other than the contributor (WIS. STAT. § 11.1204(1));
4. Contributions from corporations, associations organized under ch. 185 or 193, labor organizations, or federally recognized American Indian Tribes (WIS. STAT. § 11.1112);
5. Contributions more than the limits set by law (WIS. STAT. §§ 11.1101, 11.1204(3)); or
6. Contributions from foreign nationals. WIS. STAT. § 11.1208(4).

Licensed lobbyists can make personal contributions to candidates for local office and their candidate committees, provided that the local candidate is **not** currently holding a partisan state elective office. WIS. STAT. § 13.625(1m). Lobbyists are prohibited from making campaign contributions to state candidates for partisan state office except between the first day authorized to circulate nominations papers, and the day of the general election in the year of the candidate's election. Additionally, if the legislature is in session during that period, lobbyists may not make contributions to legislators or candidates or legislative office. *Id.* For further information on lobbyist contributions, visit the Campaign Finance Prohibited Contributions section the Ethics Commission's website (https://ethics.wi.gov) or contact an Ethics Commission staff member.

A candidate committee should monitor contributions carefully. If the candidate committee is aware that a contribution was received from a potentially prohibited source, the committee should ensure that the contribution is lawful. WIS. STAT. § 11.1204(3). It is recommended that a committee not accept any contributions if the committee cannot determine whether the contribution is lawful.

Disbursements

"Disbursement" means any of the following:

1. An expenditure by a committee from the committee's depository account;
2. The transfer of tangible personal property or services by a committee;
3. A transfer of funds between committees; or
4. The purchase of a ticket for a fundraising event for a committee regardless of whether the ticket is used to attend the event.

WIS. STAT. § 11.0101(10)(a).

"Disbursement" does not include any of the following:

1. A communication made exclusively between an organization and its members. In this subdivision, a member of an organization means a shareholder, employee, or officer of the organization, or an individual who has affirmatively manifested an interest in joining, supporting or aiding the organization;
2. A communication or Internet activity by an individual acting in his or her own behalf, or acting on behalf of another person if the individual is not compensated specifically for those services, including the cost or value of computers, software, Internet domain names, Internet service providers, and any other technology that is used to provide access to or use of the Internet, but not including professional video production services purchased by the individual;
3. Any news story, commentary, or editorial by a broadcasting station, cable television operator, producer, or programmer, Internet site, or newspaper or other periodical publication, including an Internet or other electronic publication unless a committee owns the medium in which the news story, commentary, or editorial appears; or
4. A nominal fee paid for a communication to the general public.

WIS. STAT. § 11.0101(10)(b).

Required Information for Disbursements

1. The date, full name, and street address of each committee to which the candidate committee has made a contribution, together with the amount of the contribution. WIS. STAT. § 11.0204(1)(a)2.
2. An itemized statement of every disbursement exceeding $20 in amount or value, together with the name and address of the person to whom the disbursement was made, and the date and specific purpose for which the disbursement was made. WIS. STAT. § 11.0204(1)(a)8.
3. A statement of totals during the reporting period of disbursements made. WIS. STAT. § 11.0204(1)(a)10.

Obligations and Loans

Candidate committees are required to make full reports of all obligations received, made and incurred by the committee. The committee needs to include in each report information covering the period since the last date covered on the previous report. WIS. STAT. § 11.0204(1)(a).

"Obligation" means any express agreement to make a disbursement, including the following:

1. A loan or loan guarantee;
2. A promise to purchase, rent, or lease tangible personal property; or
3. A promise to pay for a service that has been or will be performed.

WIS. STAT. § 11.0101(23).

Required Information for Obligations

1. An itemized statement of every obligation exceeding $20 in amount or value, together with the name of the person or business with whom the obligation was incurred, and the date and the specific purpose for which each such obligation was incurred must be reported in campaign finance reports. WIS. STAT. § 11.0204(1)(a)9.
2. A statement of the balance of obligations incurred as of the end of the reporting period. WIS. STAT. § 11.0204(1)(a)11.

Required Information for Loans

Each loan of money made to the candidate committee in an aggregate amount or value in excess of $20, must be reported with all of the following:

1. The full name and mailing address of the lender;
2. A statement of whether the lender is a commercial lending institution;
3. The date and amount of the loan;
4. The full name and mailing address of each guarantor, if any;
5. The original amount guaranteed by each guarantor; and
6. The balance of the amount guaranteed by each guarantor at the end of the reporting period.

WIS. STAT. § 11.0204(1)(a)7.

Cash Balances

Candidate committees are required to provide a statement of the cash on hand at the beginning and end of each reporting period. WIS. STAT. § 11.0204(1)(a)6.

CAMPAIGN FINANCE REPORTS

All registrants that are not exempt from filing must file campaign finance reports. WIS. STAT. § 11.0103(1).

The information listed on the campaign finance report discloses the financial activity of the candidate's campaign. The law requires disclosure of income, disbursements, and incurred obligations. WIS. STAT. § 11.0204(1)(a). Committee treasurers must exercise diligence in acquiring and furnishing the contributor information required on the receipt schedules. For all contributors, the report must disclose the individual's name and address. WIS. STAT. § 11.0204(1)(a)1. If the individual's year-to-date total exceeds $200, you must also provide the individual's occupation. WIS. STAT. § 11.0204(1)(a)3.

Treasurers and candidates are required to make a "good faith effort" to obtain all information required on the reports. WIS. STAT. § 11.0103(1)(a).

Types of Reports

Candidates on the ballot must file a pre-primary and a pre-election report which is due eight days before the primary or general election. Candidates for local nonpartisan office do not have to file pre-primary reports if they do not appear on a primary ballot. Candidates that lose in the primary or general election must continue to file reports until they are eligible for, and request, termination of their committee. Candidates must also file continuing reports in January and July of each year until they terminate their candidate committee, whether or not they are on the ballot.

With some restrictions, candidate committees that will not spend or receive more than $2,000 in a calendar year may amend their registration and claim "exempt" status, which means they do not have to file campaign finance reports. See the section "EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS" on page 6 of this document for more information.

Reporting Periods and Elections:

Spring Primary: A committee that engages in activity concerning a spring primary must file: (1) a pre-primary report; (2) a pre-election report; and (3) annually in each year of an election cycle, a report on January 15 and July 15. WIS. STAT. § 11.0204(2).

Spring Election: A committee that engages in activity concerning a spring election must file: (1) a pre-election report; and (2) annually in each year of an election cycle, a report on January 15 and July 15. WIS. STAT. § 11.0204(3).

Partisan Primary: A committee that engages in activity concerning a partisan primary must file: (1) a pre-primary report; (2) a pre-election report; (3) in an odd-numbered year, a report on January 15 and July 15; and (4) in an even-numbered year, a report on January 15 and July 15 and on the 4th Tuesday in September. WIS. STAT. § 11.0204(4).

General Election: A committee that engages in activity concerning a general election must file: (1) a pre-election report; (2) in an odd-numbered year, a report on January 15 and July 15; and (3) in an even numbered year, a report on January 15 and July 15 and on the 4th Tuesday in September. WIS. STAT. § 11.0204(5).

Reporting deadlines can be found on the Ethics Commission's website at: https://ethics.wi.gov/Pages/CampaignFinance/ReportPeriods.aspx

How to Complete Campaign Finance Reports

The Ethics Commission requires candidate committees at the local level to file all necessary reports with the appropriate filing officer utilizing the:

- Local Campaign Finance Report Template on paper (https://ethics.wi.gov/Resources/CF-2L) or,
- Electronic Local Campaign Finance Report Template (https://ethics.wi.gov/Resources/CF-2LE) if the filing officer accepts electronic format.

WIS. STATS. §§ 11.0204(1)(a), 11.1304(1).

All contributions received by the committee must be reported in Schedule 1-A (Receipts) of the campaign finance report. Contributions and loans from individuals are listed in Schedule 1A (Contributions Including Loans from Individuals). Contributions from other committees, such as political action committees, political party committees, and other candidate committees, are reported in Schedule 1-B (Contributions from Committees). All other income such as loans from financial institutions, contributions returned from other registrants, refunds, returns of deposits or interest on investments are reported in Schedule 1-C (Other Income and Commercial Loans). The date which must be provided for all contributions is the date the committee **received** the contribution, that is, the date it acquired possession and control of the contribution, **not** the date of deposit or date on the check (unless all dates are the same). WIS. STAT. § 11.0103(2)(a)1.

All money spent by the committee is reported in Schedule 2 (Disbursements) of the campaign finance report. General operating expenditures are listed in Schedule 2-A (Gross Expenditures). Contributions to other political committees are listed in Schedule 2-B (Contributions to Committees).

Additional information required to be disclosed is reported in Schedule 3 (Additional Disclosure) of the campaign finance report. All obligations of the committee such as unpaid debts are listed in Schedule 3-A (Incurred Obligations Excluding Loans). Loans and the individuals who guarantee loans for the committee are listed in Schedule 3-B (Loans).

Schedule 4 of the campaign finance report form (Termination Request) is used for requests to terminate a committee.

No-Activity Report ("Postcard Report")

If a candidate receives no contributions, makes no disbursements and incurs no obligations during a reporting period, the registrant may file a "No Activity Report" (https://ethics.wi.gov/Resources/CF-2NA_Statement_of_No_Activity.pdf). This form should be used **only** when there has been no financial activity and the cash balance remains unchanged during the reporting period. WIS. STAT. § 11.0103(3)(d).

ATTRIBUTION STATEMENTS (DISCLAIMERS)

Attribution statements, commonly referred to as disclaimers, are statements required to be placed on any communication containing express advocacy in order to identify the person(s) who paid for and/or authorized the communication. WIS. STAT. § 11.1303(2).

No disbursement by a candidate committee may be made anonymously and no contribution or disbursement may be made in a fictitious name or by one person or organization in the name of another. WIS. STAT. § 11.1303(1).

Every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement, or other communication containing express advocacy which is paid for by any contribution or disbursement shall clearly identify its source. WIS. STAT. § 11.1303(2)(a).

Every communication containing express advocacy the cost of which is paid for or reimbursed by a committee, or for which a committee assumes responsibility, whether by accepting a contribution or making a disbursement, shall identify its source by the words "Paid for by" followed by the name of the committee making the payment or reimbursement or assuming responsibility for the communication and may include the name of the treasurer or other authorized agent of the committee. WIS. STAT. § 11.1303(2)(b).

Attribution statements do not apply to communications containing express advocacy printed on small items, which would normally require a disclaimer, but cannot be conveniently printed, including text messages, social media communications, and certain small advertisements on mobile phones. WIS. STAT. § 11.1303(2)(f).

Formats for Disclaimers

When a communication is paid for by a candidate committee, the disclaimer must include the words "Paid for by," followed by the name of the committee:

> "Paid for by Friends of Mary Smith."

The disclaimer may also include the name of the treasurer or other authorized agent:

> "Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer."

When a communication is paid for by another in coordination with a candidate committee, both the person making the payment and the committee accepting the in-kind contribution should be listed:

> "Paid for by Citizens for Government, Authorized by Mary Smith for Governor."

TERMINATION OF CAMPAIGN FINANCE REGISTRATION

A candidate committee may terminate its registration if it meets the following requirements WIS. STAT. § 11.0105:

1. Determines that all financial activity will stop, and that she or he will no longer receive contributions, make disbursements, or incur obligations;
2. Files a termination campaign finance report showing that all incurred obligations have been paid or satisfied, and that the cash balance has been reduced to zero; and
3. Completes a request for termination in Schedule 4.

A candidate may not terminate his or her registration before a primary or election in which he or she is a candidate. If a candidate loses a primary, he or she may terminate before the election. WIS. STAT. § 11.0105(1)(b).

Incumbent office holders are candidates, and because candidates are required to file campaign finance registration statements; an incumbent officer holder cannot terminate his or her campaign finance registration prior to leaving office. WIS. STAT. §§ 11.0101(1)(c), 11.0202(1)(a). Incumbents with limited financial activity may file for "exempt" status, which means they would not have to file campaign finance reports during that time. See the section "EXEMPTION FROM FILING CAMPAIGN FINANCE REPORTS" on page 6 of this document for more information.

Disposal of Residual Funds

Residual funds may be used for any purpose that is not for an individual's strictly personal use and is not prohibited by law, including:

1. Repay any outstanding loans. If loans are not repaid, they must be forgiven before the committee can request termination;
2. Returning money to contributors in amounts that are not more than the contributor's original contribution (note: the candidate or treasurer may choose which contributors to refund. The committee is not required to pro-rate and return a portion to all contributors);
3. Donating money to any tax-exempt charitable organization or the Common School Fund;
4. Transferring money to another registrant within the permitted contribution limit; or
5. Using any combination of the above.

WIS. STAT. §§ 11.0105, 11.1208(2)(a).

Prior to making these disbursements of residual funds, make sure the committee does not have any pending fees or settlement offers.

CAMPAIGN FINANCE REPORT
LOCAL COMMITTEES OF WISCONSIN

Is This Report an Amendment: ☐ **Yes** ☐ **No**

Instructions for completing schedules are on the back of each schedule.

OFFICE USE ONLY

COMMITTEE IDENTIFICATION

Name of Committee

Street Address

City, State and Zip Code

Please check if address is different than previously reported, and complete the Campaign Registration Statement in the back of this form. ☐

NAME OF REPORT

☐ January Continuing _____ ☐ Pre-Primary _____
☐ July Continuing _____ ☐ Spring ☐ Fall ☐ Special
☐ September Continuing _____ ☐ Pre-Election _____

☐ Termination Report
also complete Schedule 4

SUMMARY OF RECEIPTS AND DISBURSEMENTS	Column A This Period	Column B Calendar Year-To-Date
1. RECEIPTS		
1A. Contributions (Including Loans) from Individuals	$	$
1B. Contributions from Committees (Transfers-In)	$	$
1C. Other Income and Commercial Loans	$	$
TOTAL RECEIPTS (Add totals from 1A, 1B and 1C)	$	$
2. DISBURSEMENTS		
2A. Gross Expenditures	$	$
2B. Contributions to Committees (Transfers-Out)	$	$
TOTAL DISBURSEMENTS (Add totals from 2A and 2B)	$	$

CASH SUMMARY

Cash Balance Beginning of Report	$
Total Receipts	$
Subtotal	$
Total Disbursements	$
CASH BALANCE END OF REPORT	$
INCURRED OBLIGATIONS (Balance at the Close of This Period-3A)	$
LOANS (Balance at the Close of This Period-3B)	$

I certify that I have examined this report and to the best of my knowledge and belief it is true, correct and complete.

Type or Print Name of Candidate or Treasurer	Signature of Candidate or Treasurer	Date:
	Email	Daytime Phone:

NOTE: The information on this form is required by ss. 11.0204, 11.0304, 11.0404, 11.0504, 11.0604, 11.0804, 11.0904, Wis. Stats. Failure to provide the information may subject you to the penalties of ss.11.1400, 11.1401, Wis. Stats.

Instructions for Completing Summary Page of Form ETHCF-2L

Instructions for Completing Schedules are on the Back of Each Schedule

Committee Identification

- ► Print or type the complete name and mailing address of your committee**.**
- ► If the report is an amendment to a previous report filed, check the "yes" box. If the report is NOT an amendment, check the "no" box.

Name of Report

- ► Check the box next to the name of the report being filed, and enter the correct calendar year. For information concerning filing dates and report names, refer to the CFIS website – https://cfis.wi.gov. **.**

Summary of Receipts and Disbursements

- ► Committees should complete the detailed pages in Schedules 1-A through 3-B before completing this summary section of the report form.

Receipts

1A. Contributions (Including Loans) From Individuals: Enter the amount of Total Contributions from Individuals (Schedule 1-A) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.

1B. Contributions From Committees (Transfers-In): Enter the amount from Total Contributions (Transfers-In) Received From Committees (Schedule 1-B) in Column A of the Summary page. Add the amount entered in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.

1C. Other Income and Commercial Loans: Enter the amount of Total Other Income (Schedule 1-C) in Column A. Add the amount entered in Column A to other income previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.

Total Receipts: Add the amounts entered on lines 1-A, 1-B and 1-C, in Column A and enter the total in Total Receipts. Add the amount of Total Receipts previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

Disbursements

2A. Gross Expenditures: Enter the amount from Total Expenditures (Schedule 2-A) in Column A of the Summary page. Add the amount in Column A to expenditures previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.

2B. Contributions to Committees (Transfers-Out): Enter the amount from Total Contributions (Transfers-Out) Made to Committees (Schedule 2-B) in Column A of the Summary page. Add the amount in Column A to contributions previously reported for this calendar year, if any, and enter the amount in Column B, Calendar Year-to-Date.

Total Disbursements: Add the amounts entered on lines 2-A and 2-B in Column A and enter the total in Total Disbursements. Add this amount to Total Disbursements previously reported, if any, and enter the amount in Column B, Calendar Year-to-Date.

Cash Summary

Cash Balance Beginning of Report: If this report is the first report filed by the committee, the cash balance will be zero. If this is not the first report filed by the committee, enter the cash balance from the end of the last report period. The beginning cash balance of a report must ***always*** be the ***same*** as the ending cash balance of the prior report.

Total Receipts: Enter the amount from Total Receipts in Column A of the Summary page.

Subtotal: Add Cash Balance Beginning of Report to Total Receipts and enter the amount.

Total Disbursements: Enter the amount from Total Disbursements in Column A of the Summary page.

Cash Balance End of Report: Subtract Total Disbursements from Subtotal and enter the amount. The cash balance at the end of the report period should **equal** the reconciled balance in the checking account ***plus*** any savings or investment accounts.

Incurred Obligations: Enter the amount from Total Incurred Obligations (Schedule 3-A) in Column A of the Summary page. Incurred obligations must be carried forward on **each** report until paid in full.

Loans: Enter the amount from the Total Outstanding Loans (Schedule 3-B) in Column A of the Summary page. Loans must be carried forward on **each** report until paid in full.

Sign and Date the Report

The treasurer or candidate must sign and date each report filed. Each report must be complete, correct, and in compliance with the reporting format. Please include a daytime phone number and a contact person if someone other than the treasurer prepares the report.

SCHEDULE 1-A

RECEIPTS
Contributions (Including Loans) From Individuals

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Contributor	Occupation (if year-to-date total exceeds $200)	Amount of Contribution	Y-T-D Total
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
	Check if: ☐ In-Kind ☐ Loan ☐ Conduit – Ethics ID#	_____		
		SUBTOTAL ITEMIZED CONTRIBUTIONS THIS PAGE	$	
		TOTAL ITEMIZED CONTRIBUTIONS	$	
		TOTAL ANONYMOUS CONTRIBUTIONS $10 OR LESS	$	
		TOTAL CONTRIBUTIONS RECEIVED FROM INDIVIDUALS	$	

Instructions for Completing Schedule 1-A

RECEIPTS - Contributions (Including Loans) From Individuals

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to report contributions, including loans from individuals, on this form.
- ► Enter the number of Schedule 1-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) each contribution was **RECEIVED**. *Do **not*** enter the date that appears on the contributor's check or the date deposited, unless it is the same as the date received *(is in committee's possession and control).*

Full Name, Mailing Address, and Zip Code:

1. Enter the full name and address of the contributor.
2. For single or cumulative contributions totaling over $200 in a calendar year: Enter the full name and address of the contributor. Enter the **occupation**.

Calendar Year-to-Date Total: Add contributions previously received this calendar year, from this contributor to the contributions received in this report period. The Calendar Year-to-Date Total for an individual must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year. Once the individual's Calendar Year-to-Date Total exceeds $200, you must enter the contributor's occupation.

Subtotal Itemized Contributions this page: Enter the total of all the contributions listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Contributions: Add the subtotals from all pages of Schedule 1-A. If more than one page, enter the total on only the last page of Schedule 1-A.

Total Anonymous Contributions $10 or less: Enter the total of anonymous contributions of $10 or less only on the last page of Schedule 1-A.

Total Contributions Received from Individuals: Add the total **Itemized** contributions to the Total **Anonymous** Contributions $10 or Less and enter the amount **only** on the last page of Schedule 1-A.

Special Instructions:

- ♦ Contributions and loans from individuals on Schedule 1-A include any cash, personal or individual loans, purchase of tickets to fundraising events, memberships, gifts, advances, in-kind contributions, and all other personal contributions from an individual **including** the candidate. An in-kind contribution is any goods, property, or services provided to the committee free or for less than the fair market value. *(Volunteer services are not a contribution).*
- ♦ **In-kind contributions from individuals must also be reported as in-kind expenditures on Schedule 2-A to avoid distortion of the cash balance.**
- ♦ When the contribution is in-kind, a loan, or is received through a conduit, check the appropriate box in the section where the contribution is listed. If you receive a personal check or cash, no box needs to be checked.
- ♦ Contributions from individuals transferred through conduits are reported on Schedule 1-A under the individual contributor's name with the name of the conduit listed. The transmittal letter accompanying the conduit check, identifies the conduit and lists the individuals who are the original sources of the contributions. These contributions are subject to itemization on the same basis as other individual contributions; if over $200, the occupation must be provided.
- ♦ Any individual loans, either from the candidate or from another individual, must be reported on Schedule 1-A **and** on Schedule 3-B, Additional Disclosure, Loans, until paid in full. Loans from individuals are subject to individual contribution limits (see Campaign Finance Overview).
- ♦ Each contributor's name, address, and amount must be listed separately. Contributions from joint accounts shall be reported as coming from the individual signing the check, unless the signor indicates otherwise. If the amount is divided, each individual must be itemized separately. Do not report a contribution as coming from more than one individual.
- ♦ All receipts, including those from raffles, auctions, garage sales or other similar events must be itemized unless the contribution is anonymous and totals $10 or less.
- ♦ Do **not** report contributions from political action committees, political party committees, or other candidate committees on Schedule 1-A. These contributions must be reported on Schedule 1-B.

SCHEDULE 1-B

RECEIPTS
Contributions from Committees
(Transfers-In)

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name of Committee, Mailing Address and Zip Code	Amount of Contribution
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	Check if: ☐ In-Kind ☐ Loan	
	SUBTOTAL CONTRIBUTIONS (Transfers-In) THIS PAGE	**$**
	TOTAL CONTRIBUTIONS (Transfers-In) RECEIVED FROM COMMITTEES	$

Instructions for Completing Schedule 1-B

RECEIPTS

Contributions From Committees (Transfers-In)

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to report contributions from committees (transfers-in) on this form.
- ► Enter the number of Schedule 1-B pages in the upper right corner of the form.
- ► Each contribution received from a committee **must be itemized** regardless of the amount.

Date:

Enter the date (month, day, year) each contribution was **received**. **DO NOT** enter the date which appears on the contributor's check or the date deposited, unless it is the same as the date received.

Complete Name and Address of Committee:

Enter the full name and address of each contributor.

Amount:

Enter the amount of the contribution this period.

Calendar Year-to-Date Total:

Add contributions previously received this calendar year, from this committee to the contributions received in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

Subtotal Contributions (Transfers-In) This Page:

Enter the total of all the contributions (transfers-in) listed on this page. If additional pages are needed, enter the subtotal for each separate page.

Total Contributions (Transfers-In) Received from Committees:

Add the subtotals from all pages of Schedule 1-B. If more than one page, enter the total on only the last page of Schedule 1-B.

Special Instructions:

- ♦ Contributions transferred through **conduits** are reported as **individual contributions** on Schedule 1-A.
- ♦ In reporting contributions from committees, provide the ***complete*** name and address of each committee making a contribution.
- ♦ Contributions From Committees (Transfers-In) consist of any funds received from a political party committee, political action committee, candidate committee or a legislative campaign committee.
- ♦ In-kind contributions from a committee must also be reported as an in-kind offset in Schedule 2-A to avoid distortion of the cash balance. An in-kind contribution is any goods, service, or property provided to the committee free or for less than the fair market value. *(Volunteer services are not a contribution.)*
- ♦ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ♦ Contributions received from sole-proprietorships, partnerships, or qualifying LLCs, must be reported as individual contributions in Schedule 1-A. Contributions from partnerships must reflect the partners' share in the partnership unless otherwise specified.
- ♦ Contributions may not be accepted from corporations, cooperatives, associations, unions, or tribes.

SCHEDULE 1-C

RECEIPTS
Other Income and Commercial Loans

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code of Source of Income	Type of Income	Amount

SUBTOTAL OTHER INCOME THIS PAGE	**$**
TOTAL ITEMIZED OTHER INCOME	**$**
TOTAL OTHER INCOME	**$**

Instructions for Completing Schedule 1-C RECEIPTS

Other Income and Commercial Loans

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to report other income and commercial loans on this form.
- ► Enter the number of Schedule 1-C pages in the upper right corner of the form.

Date:

Enter the date (month, day, year) other income and commercial loans were **RECEIVED**.

Full Name, Mailing Address and Zip Code of Source of Income:

Identify the source of income by providing the name and address of the commercial lending institution. Provide the name and address of any person or business from which other income was received.

Describe Type of Income:

Describe the type of income, e.g., loan from commercial lender for campaign expenses, refund from utility, refund of an over-payment to a vendor, interest on savings, or returned or lost contribution checks previously listed on Schedule 2-B, etc. Use more than one box or attach an additional sheet if needed.

Amount:

Enter the amount of other income and commercial loans for this period only.

Subtotal Other Income This Page:

Enter the total of all the other income itemized on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Other Income:

Add the subtotals from all pages of Schedule 1-C. If more than one page, enter the total on only the last page of Schedule 1-C.

Total Other Income:

Add the Total Other Income and enter the amount on only the last page of Schedule 1-C.

Special Instructions:

- ♦ **Personal loans** from individuals (including the candidate) must be reported on **Schedule 1-A**.
- ♦ Other income and commercial loans include loans received from any financial institution. Loans must also be listed on Schedule 3-B, Additional Disclosure-Loans, until paid in full.
- ♦ When a contribution given by your committee to another committee is returned to you, report the receipt of the returned contribution in this schedule. Please indicate (under the Type of Income box) the original date your contribution was given.
- ♦ When a loan from a commercial lending institution is guaranteed by individuals, the full name and mailing address of each guarantor and the balance of the amount guaranteed by each guarantor at the end of the reporting period must be reported on Schedule 3-B. The amount of the guarantee is considered a contribution from the guarantor and subject to individual contribution limits until the amount is repaid to the lending institution.
- ♦ Other income includes refunds and interest received. Receipts from fundraising events (auctions, dinners, etc.) and from the sale of commercial items for the purpose of raising funds for political purposes are contributions and must be reported on Schedule 1-A or 1-B.

SCHEDULE 2-A

DISBURSEMENTS
Gross Expenditures

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code Of Person or Business to Whom Payment is Made	Specific Purpose of Expenditure	Amount
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		
	Check if: ☐ In-Kind Offset		

SUBTOTAL ITEMIZED EXPENDITURES THIS PAGE	**$**
TOTAL ITEMIZED EXPENDITURES	**$**
TOTAL UNITEMIZED EXPENDITURES	**$**
TOTAL EXPENDITURES	**$**

Instructions for Completing Schedule 2-A

DISBURSEMENTS

Gross Expenditures

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to report gross expenditures on this form.
- ► Enter the number of Schedule 2-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) the disbursement was made.

Full Name, Mailing Address, and Zip Code of Person or Business to Whom Payment Is Made: Enter the name and complete address of the person or business to whom payments were made.

Specific Purpose of Expenditure: Enter the specific purpose of the expenditure. A complete description of the **type** of expenditure or reimbursement must be given (i.e., food for fundraiser or campaign T-shirts for resale). You may use more than one box or attach an additional sheet if needed.

Subtotal Itemized Expenditures This Page: Enter the total of all the expenditures listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Expenditures: Add the subtotals from all pages of Schedule 2-A. If more than one page, enter the total itemized on only the last page of Schedule 2-A.

Total Unitemized Expenditures: Enter the total of unitemized expenditures that are specifically exempted by statute from the normal itemization requirements. (For example, expenses of $20 or less (§11.0204(1)(a) 8.); expenses for a PAC or independent expenditure committee's fundraising or administrative expenses (§11.0101 (10)(a)); and spending on express advocacy before reaching the $2,500 threshold (§11.0505(2)(a) and §11.0605(2)(a)). Place the totalon only the last page of Schedule 2-A. Note: If you choose to itemize an expenditure, **DO NOT** include that amount **again** in the total of unitemized expenditures.

Total Expenditures: Add the Total **Itemized** Expenditures to the Total **Unitemized** Expenditures, and enter the amount on the last page of Schedule 2-A.

Special Instructions:

- ♦ Only expenditures of **more than $20** must be itemized. Expenditures of **$20 or less** should be totaled and reported as unitemized expenditures.
- ♦ Expenditures for general services, such as consulting, data processing, or reimbursement, should be broken down into the specific services rendered, e.g., salary, travel, data entry, polling.
- ♦ In-kind contributions reported in Schedule 1-A or 1-B, must also be reported as in-kind offsets in Schedule 2-A.
- ♦ Expenditures incurred for in-kind contributions to other registrants must be reported in Schedule 2-B, **NOT** 2-A. See instructions on Schedule 2-B.
- ♦ All expenditures must be made from the campaign depository and must be used for political purposes only.
- ♦ It is permissible for a candidate or an agent of a committee to pay for items from personal funds as long as receipts are submitted to the treasurer for reimbursement from the depository. Reporting of a reimbursement must include information that describes the nature of the original expenditure, and the original vendor of the good(s) or service(s).
- ♦ It is permissible to maintain a petty cash account to pay for minor items provided that funds for the petty cash account are drawn from the campaign depository and that a record of the transactions is kept. Expenditures over $100 must be paid by negotiable instrument, and be itemized on the report. Expenditures of $20 or less may be included in unitemized expenditures. If itemized, the purpose of each expenditure must be provided. Only the specific expenditures are reported. Contributions received, deposited, and later returned to the original contributor must be reported as an expense in Schedule 2-A.

SCHEDULE 2-B

DISBURSEMENTS
Contributions To Committees (Transfers-Out)

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

Date	Full Name, Mailing Address and Zip Code	Amount	Y-T-D Total
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	Check if: ☐ In-Kind ☐ Loan		
	SUBTOTAL CONTRIBUTIONS (Transfers-Out) THIS PAGE	$	
	TOTAL CONTRIBUTIONS (Transfers-Out) MADE TO COMMITTEES	$	

Instructions for Completing Schedule 2-B

DISBURSEMENTS

Contributions to Committees

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to use this form to report Contributions to Committees (Transfers-Out). Enter the number of Schedule 2-B pages in the upper right corner of the form.
- ► Each contribution made to another committee **must be itemized regardless of the amount**.

Date:

Enter the date (month, day, year) that each contribution was made to another committee.

Complete Name and Address of Committee:

Enter the full name and address of each committee.

Amount:

Enter the amount of the contribution given in this period.

Calendar Year-to-Date Total:

Add contributions previously given this calendar year to this committee, to the contributions given in this report period. The Calendar Year-to-Date Total for a committee must always be entered. The Current Amount and Year-to-Date Total will be identical on the first report period of the calendar year.

Subtotal Contributions (Transfers-Out) This Page:

Enter the total of all the contributions (Transfers-Out) listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Contributions (Transfers-Out) Made to Committees:

Add the subtotals from all pages of Schedule 2-B. If more than one page, enter the total on only the last page of Schedule 2-B.

Special Instructions:

- ♦ If a contribution is made to a candidate for local office, please print the word "Local" in the space for the ID#. This would include candidates for municipal, school district, and county office. Note: District Attorney and Circuit Court Judge are considered state offices.
- ♦ Contributions to Committees (Transfers-Out) consist of any funds contributed to a political party committee, political action committee, political group (referenda), candidate committee, or legislative campaign committee.
- ♦ When the contribution is in-kind, check the in-kind box in the section where the contribution is listed.
- ♦ When the contribution is a loan, check the loan box in the section where the contribution is listed.
- ♦ For each in-kind contribution, the name and address of the candidate or committee receiving the contribution must be listed, along with the name and address of the person or business to whom payment was made and the amount and date of the in-kind contribution.
  1. *If the committee purchases goods or services and gives them to another committee in the same reporting period as an in-kind contribution, the amount must be reported only once as an expense on Schedule 2-B.*
  2. *If the committee already possesses goods or services and gives them to another committee as an in-kind contribution, please note that this is a non-monetary contribution.*

SCHEDULE 3-A

Incurred Obligations Excluding Loans
ADDITIONAL DISCLOSURE

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

		Outstanding Balance Beginning This Period	New Obligations or Additions This Period	Cumulative Payments This Period	Outstanding Balance At Close of This Period
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			
Date / /	Full Name, Mailing Address and Zip Code of Creditor				
		Nature of Debt (Purpose)			

SUBTOTAL ITEMIZED OBLIGATIONS THIS PAGE	**$**
TOTAL ITEMIZED OBLIGATIONS	**$**
TOTAL UNITEMIZED OBLIGATIONS $20 OR LESS	**$**
TOTAL INCURRED OBLIGATIONS	**$**

Instructions for Completing Schedule 3-A

Incurred Obligations Excluding Loans

ADDITIONAL DISCLOSURE

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to report incurred obligations on this form.
- ► Enter the number of Schedule 3-A pages in the upper right corner of the form.

Date: Enter the date (month, day, year) the obligation was incurred.

Full Name, Mailing Address, and Zip Code of Creditor:

Enter the complete name and address of the creditor.

Nature of Debt (Purpose):

Describe the specific purpose for which the obligation was incurred (See Schedule 2-A for instructions).

Balance Columns:

In the first column, enter the amount, if any, at the beginning of this report period. If this is a new obligation, there is no beginning balance. If this is an existing obligation, the beginning balance should equal the previous report period's closing balance. In the second column, enter the amount of any new obligations or additions to existing obligations. In the third column, enter any payments made this report period (payments this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the close of this report period. Note: If there is a remaining balance, it must be carried forward to the next report's beginning balance.

Subtotal Itemized Obligations:

Enter the total of all the incurred obligations listed on this page. If additional pages are used, enter the subtotal for each separate page.

Total Itemized Obligations:

Add the subtotals from all pages of Schedule 3-A. If more than one page, enter the total on only the last page of Schedule 3-A.

Total Unitemized Obligations $20 or less:

Enter the total unitemized obligations of $20 or less on only the last page of Schedule 3-A.

Total Incurred Obligations:

Add the Total **Itemized** Obligations to the Total **Unitemized** Obligations $20 or Less and enter the amount on only the last page of Schedule 3-A.

Special Instructions:

- ♦ Incurred obligations are to be reported when an enforceable agreement has been reached. If the exact amount of the obligation has not yet been defined then the amount of the obligation must be estimated. Although the committee may not have received a bill, the amount recorded should be a good faith estimate of the amount owed.
- ♦ The balance of all incurred obligations should be reported from the time incurred until paid in full.
- ♦ Each obligation must be carried forward on subsequent reports until the obligation has been reduced to zero.
- ♦ When a payment is made on an obligation, the transaction should be reported as a payment on Schedule 3-A and as an expenditure on Schedule 2-A.
- ♦ If the committee has a dispute over the amount owed to a vendor, this must be noted in the "purpose".

SCHEDULE 3-B

Loans
Individual, Committee or Commercial
ADDITIONAL DISCLOSURE

Complete Committee Name

Instructions for completing schedules are on the back of each schedule.

	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period
Date / /					

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding $
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding $

	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period
Date / /					

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding $
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding $

	Full Name, Mailing Address and Zip Code of Loan Source	Outstanding Obligations Beginning of This Period	New Loans This Period	Cumulative Payments This Period	Outstanding Obligations End of This Period
Date / /					

List All Endorsers or Guarantors (if any)

Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding $
Full Name, Mailing Address and Zip Code of Guarantor	Occupation
	Amount Guaranteed Outstanding $

SUBTOTAL OUTSTANDING LOANS THIS PAGE	**$**
TOTAL OUTSTANDING LOANS	**$**

Instructions for Completing Schedule 3-B

Loans – Individual, Committee or Commercial

ADDITIONAL DISCLOSURE

General Instructions:

- ► Print or type the complete name of your committee in the box provided.
- ► Duplicate as many pages as you will need in order to report loans on this form.
- ► Enter the number of Schedule 3-B pages in the upper right corner of the form.

Date:

Enter the date (month, day, year) the loan was made.

Full Name, Mailing Address, and Zip Code of Loan Source:

Enter the complete name and address of the loan source.

Balance Columns:

In the first column, enter the actual amount at the beginning of this reporting period. If this is a new loan, the outstanding beginning balance is zero and the amount of the loan is recorded under the section "New Loans This Period". If this is an existing loan, the outstanding beginning balance should equal the previous report period's closing (outstanding) balance. In the third column, enter any payments made during this report period (payments made this period must also be reported in Schedule 2-A). In the fourth column, enter the outstanding balance at the end of this report period. Note: If there is a remaining balance, it must be carried forward to the next report's beginning balance.

List All Endorsers or Guarantors (If Any):

In the space provided on the form, provide the full name, mailing address and zip code of any guarantors of loans. Enter the amount guaranteed which is outstanding at the end of the reporting period for each guarantor. See the notes below on how to apportion loan guarantees. If the amount guaranteed exceeds $200, enter the guarantor's occupation.

Special Instructions:

- ♦ A loan guarantee is considered a contribution from the guarantor until the loan is repaid.
- ♦ If more than one person guarantees a loan, the amount of the loan is assigned to the guarantors in equal shares, in the proportion that the guarantors bear to the total amount guaranteed unless a different share is specified in the loan instrument.
- ♦ When a payment which reduces the unpaid balance of the loan is made to the lending institution, the amount assigned to each guarantor is reduced in equal shares, unless a different share is specified in the loan instrument.
- ♦ The outstanding amount of a loan or loan guarantee **plus** the total contributions to the campaign by the guarantor may not exceed the individual contribution limit.
- ♦ Any reductions in loans which are not offset by expenditures in Schedule 2-A must be explained (e.g., candidate forgives self loans).

CONTRIBUTION LIMITS FOR **STATE AND LOCAL OFFICES**

THESE LIMITS APPLY TO ALL CANDIDATES AND PERSONAL CAMPAIGN COMMITTEES.
Contribution limitations apply cumulatively to the entire primary and election campaign in which the candidate participates, whether or not there is a contested primary election.
Corporations, associations, labor organizations, and tribes **cannot** make contributions to candidate committees.

OFFICE	INDIVIDUAL CONTRIBUTORS	CANDIDATE COMMITTEE CONTRIBUTORS	POLITICAL ACTION COMMITTEE CONTRIBUTORS
Local Offices	Greater of $500 OR 2 cents times the population, but not more than $6,000	Greater of $500 OR 2 cents times the population, but not more than $6,000	Greater of $400 OR 2 cents times the population, but not more than $5,000
Council President & At-large Representatives	$0.02 x 65,886 = $1,317.72 (limit)	$0.02 x 65,886 = $1,317.72 (limit)	$0.02 x 65,886 = $1,317.72 (limit)
Council District Representatives	$0.02 x 13,177 = $263.54 so limit is $500	$0.02 x 13,177 = $263.54 so limit is $500	$0.02 x 13,177 = $263.54 so limit is $400
~~GOVERNOR~~	~~$20,000~~	~~$20,000~~	~~$86,000~~
~~LT. GOVERNOR~~	~~$20,000~~	~~$20,000~~	~~$26,000~~
~~SECRETARY OF STATE~~	~~$20,000~~	~~$20,000~~	~~$18,000~~
~~STATE TREASURER~~	~~$20,000~~	~~$20,000~~	~~$18,000~~
~~ATTORNEY GENERAL~~	~~$20,000~~	~~$20,000~~	~~$44,000~~
~~SUPER. OF PUBLIC INSTRUCTION~~	~~$20,000~~	~~$20,000~~	~~$18,000~~
~~SUPREME COURT~~	~~$20,000~~	~~$20,000~~	~~$18,000~~
~~STATE SENATOR~~	~~$2,000~~	~~$2,000~~	~~$2,000~~
~~ASSEMBLY REPRESENTATIVE~~	~~$1,000~~	~~$1,000~~	~~$1,000~~
~~APPEALS JUDGE – POPULOUS DISTRICTS~~	~~$6,000~~	~~$6,000~~	~~$6,000~~
~~APPEALS JUDGE – OTHER DISTRICTS~~	~~$5,000~~	~~$5,000~~	~~$5,000~~
~~CIRCUIT JUDGE – POPULOUS AREA~~	~~$6,000~~	~~$6,000~~	~~$6,000~~
~~DISTRICT ATTORNEY POPULOUS AREA~~	~~$6,000~~	~~$6,000~~	~~$6,000~~
~~CIRCUIT JUDGE – OTHER AREA~~	~~$2,000~~	~~$2,000~~	~~$2,000~~
~~DISTRICT ATTORNEY POPULOUS AREA~~	~~$6,000~~	~~$6,000~~	~~$6,000~~
~~DISTRICT ATTORNEY OTHER AREA~~	~~$2,000~~	~~$2,000~~	~~$2,000~~

Corporations, associations, labor organizations, and American Indian tribes are prohibited from contributing to candidate committees, political action committees, and primary funds of political party and legislative campaign committees. These entities may contribute to independent expenditure committees and referendum committees in unlimited amounts, and may contribute up to $12,000 per calendar year to a segregated fund account of a political party committee or a legislative campaign committee.

- Political action committees (PACs) may make unlimited contributions to other PACs
- PACs may contribute up to $12,000 to a political party committee in a calendar year
- Party committees may make unlimited contributions to PACs
- Party committees may make unlimited contributions to other party committees
- Party committees may make unlimited contributions to candidate committees
- Individuals may make unlimited contributions to PACs and party committees

CAMPAIGN FINANCE REPORT
FILING DEADLINES

2019 Reports	Filing Deadline	Reporting Period
January Continuing	January 15, 2020	7/1/19 thru 12/31/19

2020 Election Dates:
Spring Primary: February 18, 2020 Spring Election: April 7, 2020

2020 Reports	Filing Deadline	Reporting Period
Spring Pre-Primary (If Primary Required)	February 10, 2020	1/1/20 thru 2/3/20
Spring Pre-Election	March 30, 2020	Date of your last report thru 3/23/20
July Continuing	July 15, 2020	3/24/20 or the date of your last report thru 6/30/20
January Continuing	January 15, 2021	7/1/20 or the date of your last report thru 12/31/20

***all reports begin on the date following the close of the last report**

4. SUPPLEMENTAL INFORMATION

Disclaimers

Campaign Signs

Materials on Streets

Candidates & Absentee Voting

DISCLAIMERS
ATTRIBUTION STATEMENTS ON POLITICAL LITERATURE (DISCLAIMERS)

Disclaimers
Every communication which is paid for by political funds must contain a disclaimer or attribution statement identifying the source of the funds paying for the communication. This includes every printed advertisement, billboard, handbill, sample ballot, television or radio advertisement or other communication paid for by political funds. Also, it includes items such as T-shirts, bumper stickers and yard signs. The disclaimer must use the words "Paid for by" (abbreviations shall not be used for this language) followed by the name of the committee or group making the payment or assuming responsibility for the communication and the name of the treasurer or other authorized agent of the committee. When the communication is being paid for through an in-kind contribution, it must bear the disclaimer of the recipient campaign committee. Abbreviations may not be used for the name of a candidate or campaign committee.

No disclaimer is required on:
1) Personal correspondence not reproduced by machine for distribution,
2) A single personal item which is not reproduced or manufactured by machine or other equipment,
3) Nomination papers even if the papers contain biographical information,
4) Pins, buttons, pens, balloons, nail files and similar small items on which a disclaimer cannot be conveniently printed, or
5) Envelopes which have campaign committee identification printed on them.

Disclaimers must be included on each separate page of a political communication, including letterhead and enclosures.

Formats for Disclaimers
When a communication is paid for by a candidate without a committee, or paid for by an individual, the disclaimer should read: "Paid for by Mary Smith."

When the communication is paid for by the campaign committee of a candidate or by a political committee, the disclaimer should read: "Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer" or "Paid for by the Committee for Votes, John Jones, Treasurer."

When the communication is provided as an **in-kind** contribution to the campaign committee of a candidate, the disclaimer should read: "Paid for by Friends of Mary Smith for Mayor, James Jones, Treasurer" or "Paid for by John Doe as an in-kind contribution to Friends of Mary Smith for Mayor, James Jones, Treasurer."

Election Campaign Sign Information

Within the City of Eau Claire, election campaign signs are regulated under the provisions contained in the City's sign ordinance. The sign ordinance is in Section 16.16 of the City's Municipal Code.

The following is a general summary of the provisions for campaign signs.

- Yard signs cannot exceed 6 feet in height and/or 12 square feet in size.
- If a sign is attached to a structure such as a permanent fence or building, there is no maximum size limit, provided the sign does not extend beyond the perimeter of the structure to which it has been attached.
- Signs cannot be located in the public right-of-way. On corner lots, campaign signs cannot be located within a twenty-foot vision triangle.
- Signs cannot be lighted.
- There is no limit on the number of campaign signs that can be placed on an individual property.
- Campaign signs can be placed on properties with the permission of the owner or occupant during the election campaign period, which begins on the first day of circulation of nomination papers.
- In business districts, campaign signs may be placed in business windows, but not more than forty percent of the area of any window can be utilized for any kind of sign or advertisement.
- All campaign signs (with the exception of billboards) must be removed within ten days following the election to which they relate.
- The owner of the property where campaign signs are placed, as well as the person or entity authorizing the signs, are responsible for compliance with these provisions.

If you have any questions concerning political campaign signs, contact the City's Inspection Services Division at (715) 839-4947.

TEMPORARY SIGN REQUIREMENTS – City Code of Ordinances 16.16.110

Sign Type	Election Campaign Period
Maximum Sign Area	12 sq. ft. per sign**
Minimum Setback*	Height of sign
Maximum Height	As specified for wall or ground signs
Illuminated	Non-illuminated
No. of Signs	No limit
Sign Permit Required	No

* No temporary sign shall be located within the vision triangle except as provided in 16.16.090 A.3. and all setbacks required herein shall apply to ground signs and be from any property line. There shall be no minimum setback for construction signs and special event signs within the Central Business District Sign District. No temporary sign may be placed within the public right-of-way, except as set forth for sidewalk signs.

** No copy area restriction shall apply if such sign is affixed to a permanent structure and does not extend beyond the perimeter of the structure.

Chapter 13.16

MATERIALS ON STREETS

Sections:

13.16.010 Obstructing--Littering--Vegetation control.
13.16.020 Officers to cause removal.
13.16.030 Scattering papers unlawful.

13.16.010 Obstructing--Littering--Vegetation control. A. No person shall place, deposit or cast or cause to be placed, deposited or cast upon any street, alley, gutter, sidewalk or public ground within the city any grass clippings, leaves, ashes, rubbish, paper, snow or ice or anything or substance whatever which may obstruct any such street, alley, gutter, sidewalk or public ground, or impede, hinder or endanger travel thereon, or which shall or may injure or disfigure the same, or tend to the injury or disfigurement thereof, or tend to render the same unclean or a nuisance; nor shall any person cause or suffer any motor vehicle or other vehicle, or any box, crate, bale, package, merchandise or other thing to stand or be in or upon any such street, alley, sidewalk or public ground longer than may be actually necessary, under a penalty of up to fifty dollars for each and every offense.

B. No person shall permit any vegetation growing on premises owned or controlled by him to obstruct or impede, hinder or endanger travel upon any street, sidewalk, or alley under like penalty. (Ord. 4246 §4, 1982; Ord. 3936 §4, 1978; Ord. 3639, 1976; prior code §5.01).

13.16.020 Officers to cause removal. In case any timber, wood, lumber, rubbish or any substance or material whatever, mentioned in the foregoing section, shall be found remaining or lying upon any street, alley or sidewalk or public ground within the limits of the city in violation of the foregoing section it shall be the duty of the chief of police or any public officer forthwith to notify and require, by either written or verbal notice, any person or persons who may have placed or caused or permitted to be placed such substance or thing upon such street, alley, sidewalk or public ground, or who may be the owner or have the control of such timber, wood, lumber or other substance, or who may suffer the same to lie or remain upon such street, alley, sidewalk or public ground, to immediately remove such thing or substance, or cause the same to be removed therefrom, and in case such person or persons shall neglect or fail to remove or cause to be removed such substance or thing within twenty-four hours after being so notified, it shall be the duty of said police officers to remove the same or cause it to be removed from the street, alley, sidewalk or public ground to some convenient and safe place within the city at the expense of such person or persons, to be recovered in an action against him or them, to be prosecuted in the name of the city. (Prior code §5.02).

13.16.030 Scattering papers unlawful. A. No person, firm or corporation shall throw or distribute or cause to be thrown or distributed upon the streets, or alleys or public places within the limits of the city, or in or upon any places adjacent to any streets, alleys or public places, where the same can or may be misplaced, blown or be likely to be carried or placed upon any of the streets, alleys or public places within the city, any waste paper, card, pamphlet, advertising bill, poster or written or printed matter enclosed in an envelope, wrapper or other, or any other waste materials.

B. Any person, firm or corporation violating the provisions of this section shall be guilty of an offense and punished by a forfeiture of up to $500. (Ord. 4460, 1984; Prior code §5.03).

Chapter 9.72

BILL POSTING--HANDBILLS

Sections:

9.72.010 Bill posting.
9.72.020 Distributing advertisements.
9.72.030 Violation--Penalty.

9.72.010 Bill posting. A. No person shall paste, paint, print, nail or otherwise fasten any handbill, sign, poster, advertisement or notice of any kind whatsoever, or cause the same to be done on any curbstone, flagstone, or any other portion or part of any sidewalk or street, or upon any tree, lamppost, hitching post, telegraph, telephone or lighting pole, hydrant, bridge, pier, or upon any fence or structure on the boundary of or within the limits of any street in the city except such as may be required by the ordinances of the city and the laws of the state, or cause the same to be done upon any private wall, window, door, gate, fence, or upon any other private structure without the consent of the owner of such wall, window, door, fence, gate, advertising board or sign, or other private building or structure.

B. This ordinance shall not apply to notices, warnings or other communications by, or on behalf of, city departments. (Ord. 5860, 1998; prior code §20.33).

9.72.020 Distributing advertisements. No person shall distribute advertisements of any nature, except newspapers and periodical publications, to pedestrians in, or place or fix any such advertisement in or upon any vehicle situated upon, any public street within the city. (Prior code §20.34).

9.72.030 Violation--Penalty. Any person who violates Sections 9.72.010--9.72.020 shall upon conviction thereof, for each such violation, be punished by a fine of not less than one dollar nor more than twenty-five dollars besides the costs of prosecution, or in default of payment of such fine and costs, by imprisonment in the county jail of Eau Claire County for not to exceed five days, unless such fine and costs are paid sooner. (Ord. 4072 §6, 1980; Prior code §20.35).

WISCONSIN STATUTE 6.87(7)

Absentee Ballot Certificate Witness

No individual who is a candidate at the election in which absentee ballots are cast may serve as a witness.

Any candidate who serves as a witness shall be penalized by the discounting of a number of votes for his or her candidacy equal to the number of certificate envelopes bearing his or her signature.

OFFICIAL ABSENTEE BALLOT APPLICATION/CERTIFICATION

Note: *With certain exceptions, an elector who mails or personally delivers an absentee ballot to the municipal clerk at an election is not permitted to vote in person at the same election on Election Day. Wis. Stat. § 6.86(6).*

VOTER: THE INFORMATION BELOW IS REQUIRED!

▼ *Complete the information below and sign the certification that follows in the presence of a witness who must also sign.* ▼

Name (Last, First, Middle) including suffix

Street Address – include street number or fire number and name of street, or rural route and box number

City, State, Zip Eau Claire, WI

▼*Shaded Section for Clerk Use Only*▼

Date of Election (month, day, year)	County Eau Claire/Chippewa

Municipality (check type and list name) Town ☐ Village ☐ City ☒ of Eau Claire

Ward #	District (if applicable)	Voted in clerk's office ☐

▼ CERTIFICATION OF VOTER ▼ *(Required!)*

I certify, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), that I am a resident of the ward of the municipality in the county of the state of Wisconsin indicated hereon, and am entitled to vote in the ward at the election indicated hereon; that I am not voting at any other location in this election; that I am unable or unwilling to appear at the polling place in the ward on election day, or I have changed my residence within the state from one ward to another later than 28 days before the election. I certify that I exhibited the enclosed ballot, unmarked, to the witness, that I then in the presence of the witness and in the presence of no other person marked the ballot and enclosed and sealed the ballot in this envelope in a manner that no one but myself and any person providing assistance under Wis. Stat. § 6.87(5), if I requested assistance, could know how I voted.

I further certify that I requested this ballot.

X _____ ____/____/____

▲ **Signature of Voter** (*All Voters Must Sign*) ▲ **Date**

ATTENTION MILITARY AND OVERSEAS VOTERS: Your date of birth is required or **your ballot may not be counted.** As a military or overseas voter, I further certify my birth date is

____/____/____

▼CERTIFICATION OF WITNESS ▼ *(Required)*

I, the undersigned witness, subject to the penalties for false statements of Wis. Stat. § 12.60(1)(b), certify that I am an adult U.S. Citizen and that the above statements are true and the voting procedure was executed as stated. I am not a candidate for any office on the enclosed ballot (except in the case of an incumbent municipal clerk). I did not solicit or advise the voter to vote for or against any candidate or measure. I further certify that the name and address of the voter is correct as shown.

1. X _____

▲**Signature of ONE Witness,** *who is an adult US Citizen*▲

_____

▲Address of U.S. Citizen Witness▲

_____

(▼*Second Special Voting Deputy signs and provides address below.*▼)

2. X _____

_____

CERTIFICATION OF ASSISTANT, *if applicable*

(Assistant may also be witness)

I certify that the voter named on this certificate is unable to sign his/her name or make his/her mark due to a physical disability, and that I signed the voter's name at the direction and request of the voter.

X _____

Signature of Assistant

5. VOTER INFORMATION

Registration / Proof of Residence

*3 S*teps to vote / Photo ID

My Vote / Bring It

VOTER INFORMATION

Voting is one of the simplest ways you can become active in your government.

Your vote **is** important. Local races have been won by as few as one or two votes!

WHO CAN VOTE?

The requirements to vote are simple. You must:

- ✓ Be a U.S. citizen
- ✓ Be at least 18 years old on Election Day
- ✓ Have resided at your address for at least 10 days
- ✓ Not have lost your right to vote
- ✓ Register

HOW DO I REGISTER?

Registering is easy.

- ✓ You can register at the Elections Office at City Hall, 203 S Farwell Street, up until the Friday before an Election at 5 p.m. or close of business.
- ✓ You can register online up to 20 days before an Election. Voters who have a valid State of Wisconsin Driver License or State of Wisconsin ID card issued by the Wisconsin Department of Motor Vehicles can register to vote online at http://myvote.wi.gov. To register online, the voter must enter a name, date of birth, driver license or ID number, and address that matches what is on file with the Wisconsin DMV.
- ✓ You can register by mail up until 20 days before an Election. You can download the registration form from the My Vote Wisconsin website, https://myvote.wi.gov.
- ✓ You can also register at your voting site on Election Day.

No matter how you register, you will need to provide one piece of identification showing both your current and complete name and your current and complete address. Examples of acceptable forms of Proof of Residence include a Wisconsin Driver's License, Wisconsin ID card, utility bill, bank statement, credit card statement, paycheck or check issued by a unit of government. If you have been issued a State of Wisconsin Driver License or ID card that is valid, you must provide the number and expiration date. More information on voter registration can be found online at https://elections.wi.gov/voters/first-time-registration-guide.

VOTER INFORMATION

Once you are registered, voting is now a **3-S**tep process.

Voters must **S**tate It. **S**how It. **S**ign It.

1. Voters must **State** their name and address when they come up to the poll books.
2. Voters must **Show** acceptable Photo ID.
3. Voters must **Sign** one of the poll books.

Most people already have a type of Photo ID that will work for voting.
There is no special "Voter ID card."
You can show:

- A Wisconsin DOT-issued driver license* (Even if driving privileges are revoked or suspended)
- A Wisconsin DOT-issued identification card*
- A Military ID card issued by the U.S. Uniformed Services*
- A U.S. passport book or card*
  *The Wisconsin driver license, Wisconsin ID card, Military ID card and passport can be used even if they expired after the date of the most recent general election (currently November 6, 2018)
- A Certificate of Naturalization (That has been issued no earlier than two years before the date of the election)
- An identification card issued by a federally recognized Indian tribe in Wisconsin
- A driver license receipt issued by Wisconsin DOT (They are valid for 45 days from the date issued)
- An identification card receipt issued by Wisconsin DOT (They are valid for 45 days from the date issued)
- A Wisconsin DMV ID Petition Process Photo Receipt (They are valid for 180 days from date issued)
- A Veteran Affairs ID card (Must be unexpired or have no expiration date)
- A photo identification card issued by a Wisconsin accredited university or college, or technical college that contains the following: date the card was issued, signature of student and expiration date no later than two years after date of issuance. The university or college ID must be accompanied by a separate document that proves enrollment, such as a tuition fee receipt, enrollment verification letter or class schedule.

Acceptable Photo ID does not have to include a current address.

If you are eligible to vote, but do not have one of these items, you may obtain a **free** ID for voting purposes from the Wisconsin Department of Motor Vehicles. It is recommended that you apply for the ID as soon as possible. DO NOT wait until right before the election. You do not receive the ID immediately; it will be sent to you in the mail. Contact the DMV for additional information on obtaining a free ID for voting. Phone (844) 588-1069 or go online at http://wisconsindmv.gov.

http://elections.wi.gov

The Wisconsin Elections Commission website provides voting information for voters and candidates.

WISCONSIN ELECTIONS COMMISSION
Administering Wisconsin's Election Laws

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Search

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Upcoming Elections

2020 Spring Primary
02/18/2020
2020 Spring Election and Presidential Preference Primary
04/07/2020
2020 Partisan Primary
08/11/2020

(Page 1) ››

Upcoming Events

Wisconsin Elections Commission December 2019 Meeting

2020 Wisconsin Election Dates

Spring Primary - February 18, 2020

Spring Election and Presidential Preference Primary - April 7, 2020

Partisan Primary - August 11, 2020

General and Presidential Election - November 3, 2020

Click the links above for more information about these upcoming elections, including which offices will be on the ballot, who is running, and how to run for office.

2019 Election Security Subgrant Program

This page contains everything that municipal and county clerks need to apply for the 2019 Election Security Subgrant Program established by the Wisconsin Elections Commission. **Please see the documents attached below.**

The program's goal is to provide financial resources to make sure that every clerk has an up-to-date, secure computer, has access to professional IT support, and has received election security training.

Read more

Election Security in Wisconsin

Wisconsin's election systems are secure thanks to the Wisconsin Elections Commission's strong partnerships with federal and state agencies and local election officials. This page briefly summarizes the WEC's election security efforts and provides links to more information.

Read more

Voter Information

MyVote Wisconsin Website

At myvote.wi.gov you can register to vote, check your voter registration status, find your polling place, see what's on your ballot, request an absentee ballot and check provisional ballot status.

Voter Photo ID Required

You must show an acceptable photo ID to receive a ballot for all elections. **Learn more about photo ID and voting here, and visit the Bring It to the Ballot website.**

Free State ID Cards for People without Birth Certificates

The Wisconsin Division of Motor Vehicles will help people get a free state ID card or document that can be used for voting after just one visit to the DMV, even if they don't have a birth certificate or other documentation. Get the ID Petition Process brochure in English and Spanish.

Visit the Voter Information Center

Answers to questions about how to register, where to vote, when to vote absentee, and much more.

Our Commitment to Election Integrity

Learn about what state and local election officials are doing to protect the integrity of voting in Wisconsin.

Quick Links:

Upcoming Elections -- Find dates and what's on the ballot for upcoming elections.

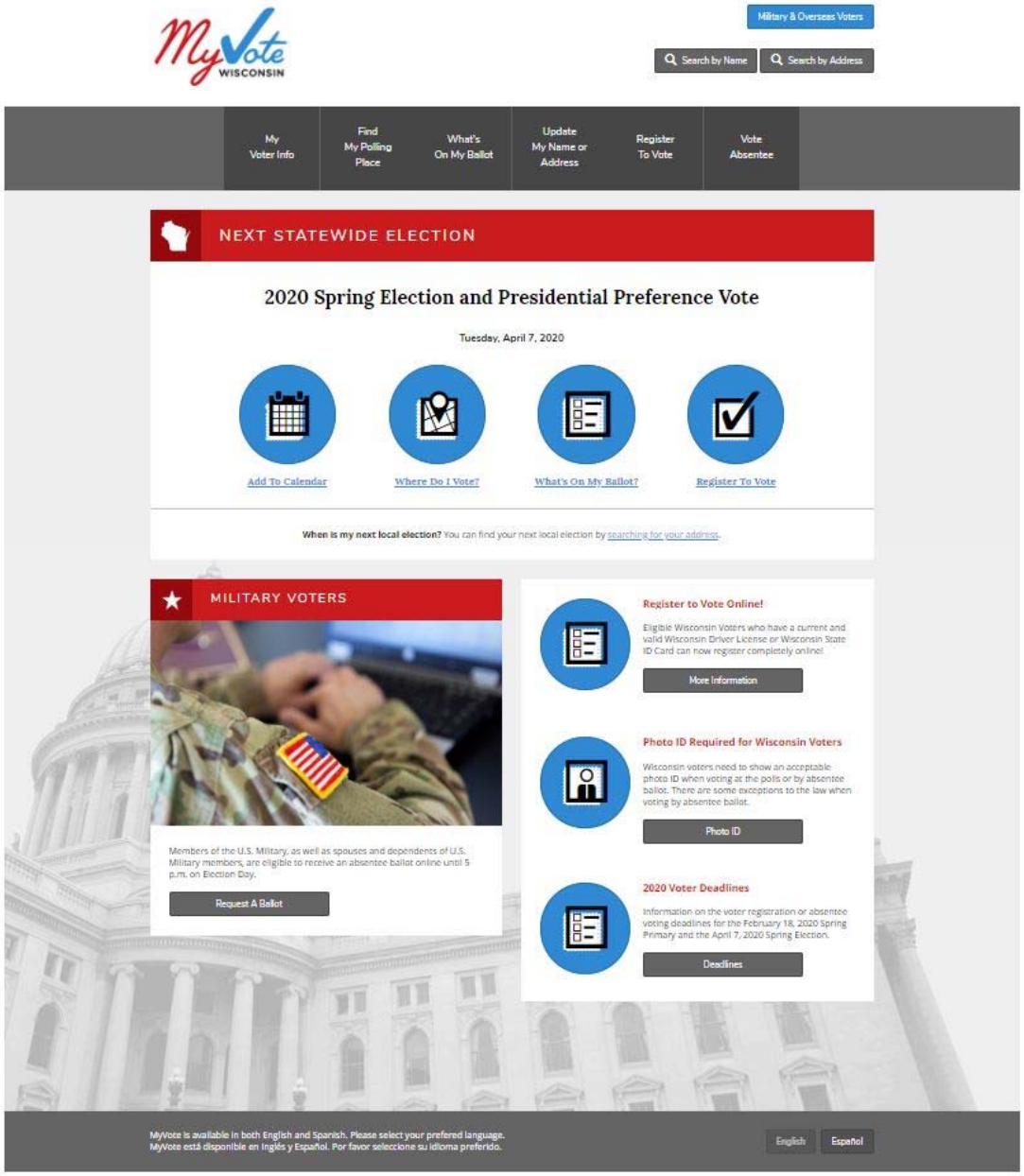
Election Results -- See results for all state and federal elections going back to the year 2000.

Election Statistics -- View and download data on voter turnout, voter registration, absentee voting and election costs.

Voter Lists -- Buy voter registration and participation data from the WisVote system through the new BADGER Voters website.

https://myvote.wi.gov

Through the MyVote website, voters may register to vote, request an absentee ballot, find what's on their ballot, find their polling place, find their elected officials, etc.



https://www.BringIt.WI.gov

The Bring It To The Ballot website provides information about the Wisconsin Photo ID law.

More information about Wisconsin's New Voter Photo ID Law
Upcoming Elections | General Voting Information

SEARCH THIS SITE

BRING IT TO THE BALLOT

WISCONSIN NOW REQUIRES A PHOTO ID TO VOTE

Do I have the right photo ID?

How do I get a free state ID card?

Are there exceptions to the new law?

Voter ID News · Locate a DMV · Frequently Asked Questions · Multimedia · Información en español · Contact

TURNS OUT, MY WISCONSIN DRIVER'S LICENSE WAS ALL I NEEDED.

NOW I'M READY TO VOTE.

Do you already have the right photo ID?

Need a new photo ID?
Find out how to get a Wisconsin state ID card for free. »

Info for Absentee Voters and Others
Learn about exceptions to the new law. »

Voter ID News

Voters Still Have Time to Get ID for Primary Day
MADISON, WI – The Wisconsin Elections Commission reminds voters that they still have...
CONTINUE READING »

WHAT TO EXPECT AT THE POLLING PLACE

General Voting Information

Check your voter registration, view your sample ballot and find out where to vote.

Wisconsin Elections Commission

1-866-VOTE-WIS

elections@wi.gov

Sign up to receive email updates on Voter ID News

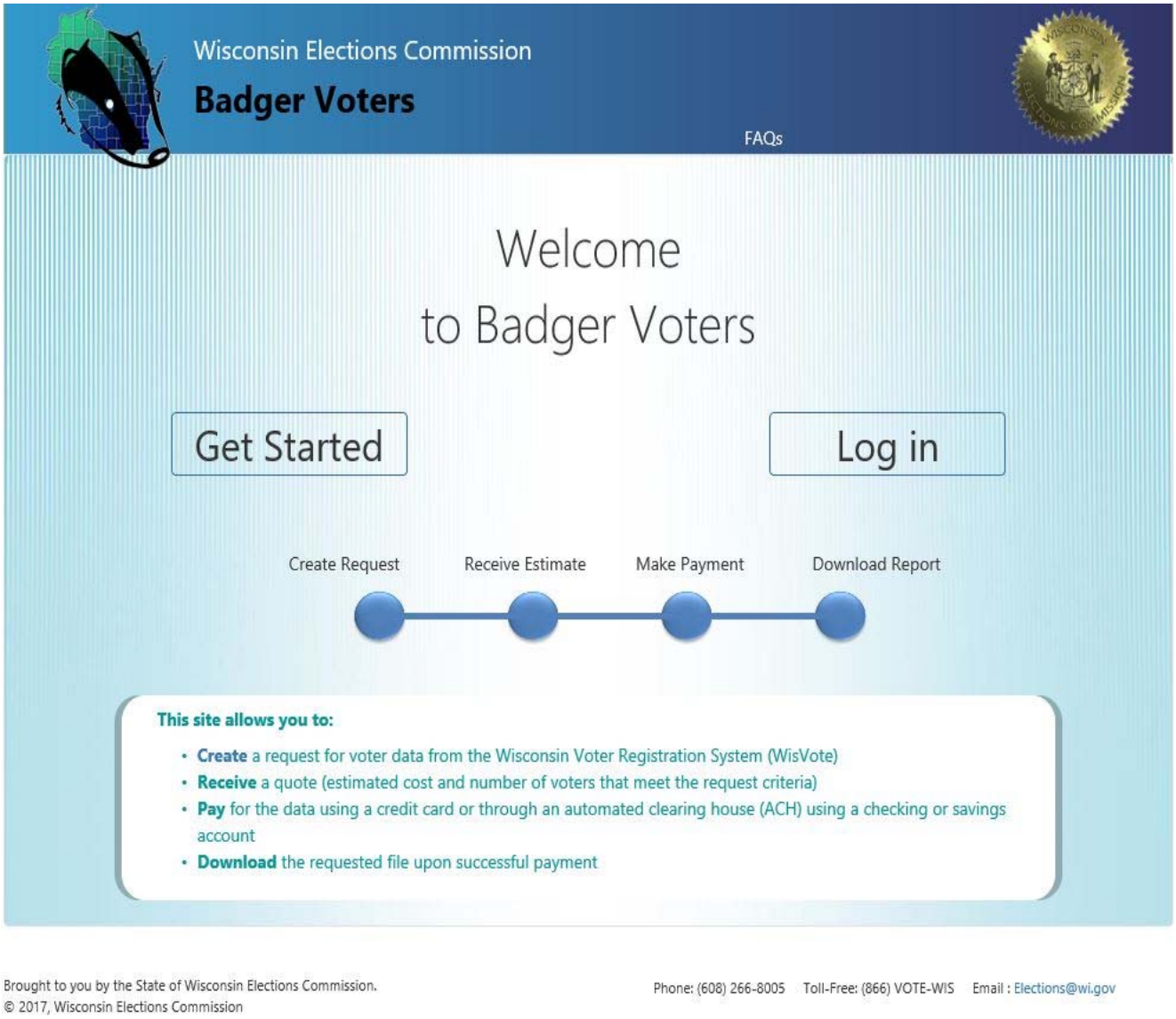
YOUR EMAIL ADDRESS

Sign Me Up »

Information for Election Officials »

For more information, please call: 1-866-VOTE-WIS

Terms & Conditions · Wisconsin Elections Commission · Site Map

https://BadgerVoters.WI.gov

The Badger Voters website allows you to buy voter registration and participation data from the WisVote system.